



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur
(Chhattisgarh) Tatibandh, GE Road,
Raipur-492 099 (CG)
www.aiimsraipur.edu.in

Advertisement No: AIIMS/0002/2013/Technical/2

Dated: 28th Sept 2013

**RECRUITMENT OF TECHNICAL MANPOWER FOR AIIMS RAIPUR ON DIRECT JOB
OUTSOURCING BASIS FOR 11 MONTHS**

AIIMS Raipur is an apex healthcare institute, being established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY). With the aim of correcting regional imbalances in quality tertiary level healthcare in the country, and attaining self sufficiency in graduate and postgraduate medical education and training the PMSSY planned to set up 6 new AIIMS institutions in underserved areas of the country. Institute requires below mentioned professionals for its Hospital and Nursing College on **contract basis for 11 months only.**

S. No.	Department	Job Reference	Group	No. of Posts	Consolidated Pay (Rs.)	UR	OBC	SC	ST
1	Administration & Academic Division	Personal Assistants	B	2	26000	2			
		Office Assistants	B	6	26000	3	2	1	
2	Anaesthesiology	Technical Supervisor	B	1	27000	1			
		Store Keeper	B	1	26000	1			
3	Central Medical Records Section	Medical Record Officer	B	1	26000	1			
4	Central Procurement & Stores Department	Personal Assistant	B	1	26000	1			
5	Central Sterilization Services Department	CSSD Supervisor	B	1	27000	1			
		CSSD Technicians	B	3	26000	3			
6	Community Medicine	Medical Social Worker	B	1	26000	1			
7	Dentistry	Dental Technicians	B	2	26000	1	1		
8	Engineering	Office Assistants	B	2	26000	2			
		Personal Assistants	B	2	26000	1	1		

S. No.	Department	Job Reference	Group	No. of Posts	Consolidated Pay (Rs.)	UR	OBC	SC	ST
9	E.N.T	Audiometry/ Technician	B	1	26000	1			
		Technical Asstt./ Technicians	B	1	26000			1	
		Store Keeper	B	1	26000	1			
10	Finances Accounts	Accounts Officer	B	1	41500	1			
		Personal Assistants	B	1	26000		1		
		Private Secretary	B	1	27000	1			
		Office Assistants	B	2	26000	2			
11	Forensic Medicine	Technical Asstt/ Technician	B	1	26000		1		
12	General Medicine	Technical Asstt/ Technician	B	5	26000	3	1		1
		Electro Cardiograph Technician	B	1	26000	1			
		Psychiatric Social Worker	B	1	27000	1			
		Store Keeper	B	1	26000	1			
13	General Surgery	Technical Asstt./ Technicians	B	3	26000	1	1	1	
		Store Keeper	B	1	26000	1			
14	Hospital Management	Private Secretary	B	5	27000	4	1		
		Office Assistants	B	10	26000	4	3	2	1
15	Kitchen	Assistant Food Manager	B	1	41500	1			
		Senior Dietician	B	2	41500	2			
16	Laundry	Asstt. Manager/ Supervisor	B	1	26000		1		
17	Manifold Rooms	Manager/ Supervisor	B	1	27000	1			
18	Medical Gas	Gas Officer	B	1	27000	1			
19	Medical Social Welfare Unit	Sr. Medical Social Worker	B	1	41500	1			
		Medical Social Service Officers	B	4	27000	2	1	1	
		Office Assistants	B	1	26000		1		
20	Microbiology	Technical Supervisor	B	1	27000	1			
		Technical Asstt/ Technician	B	2	26000	1	1		
21	Obstetrics & Gynaecology	Technical Supervisor	B	1	27000		1		
		Technical Asstt./ Technicians	B	2	26000	1		1	
		Store Keeper	B	1	26000	1			

S. No.	Department	Job Reference	Group	No. of Posts	Consolidated Pay (Rs.)	UR	OBC	SC	ST
22	Ophthalmology	Refractionist	B	2	26000	1	1		
		Technical Asstt./ Technicians	B	1	26000	1			
		Store Keeper	B	1	26000	1			
23	Orthopaedics	Technical Asstt./ Technicians	B	1	26000	1			
24	Paediatrics	Technical Asstt./ Technicians	B	2	26000		1	1	
		Store Keeper	B	1	26000			1	
25	Pathology	Technical Supervisor	B	1	27000	1			
		Technical Asstt/ Technician	B	2	26000	1			1
26	Pharmacology	Technical Supervisor	B	1	27000	1			
		Technical Asstt/ Technician	B	2	26000	1	1		
27	Pharmacy	Sr. Pharmacist	B	1	26000	1			
		Pharmacist Gr. I	B	3	26000	2	1		
28	Radio-Diagnosis	Technical Supervisor	B	1	27000			1	
		Radiographic Technician	B	5	26000	3	1	1	
		Store Keeper	B	1	26000		1		
29	Transfusion Medicine Including Blood Bank	Technical Supervisor	B	1	27000		1		
		Store Keeper	B	1	26000	1			
		Technical Asstt./ Technicians	B	3	26000	2	1		
Total				108		69	25	11	3

The number of vacancies is subject to change. Reservation will be as per Government of India policy.

- I. Application Process:** Online Applications are invited from Indian Nationals in the prescribed format for the posts of Group B staff in Nursing College and Hospital, AIIMS Raipur on contract basis for 11 months only.

Essential qualifications, eligibility criteria for each post will be as mentioned below. Certificates / PG degrees recognized by MCI / Nursing Council of India are equivalent in the concerned subjects.

Detailed advertisement is hosted at the website of AIIMS Raipur, www.aiimsraipur.edu.in.

- II Application Fees:** Application fees for General/OBC candidates is Rs 600/-, fees for SC/ST candidates is Rs. **200/-**. Fees shall be paid through online transfer module only.

- III. Last Date of Application:** The on-line filling up of application form will start on 30.09.2013 and automatically close on **15.10.2013at5:00pm.**
- IV. Annexures:** Photocopy of application form and the attested photocopies of the following along with the originals must be brought at the time of interview only.
1. 'No Objection Certificate – NOC' for those who are working in Central/State Government /Semi Government Autonomous Institutions from their respective organization.
 2. Degrees, Certificates, Mark -sheets, Age proof, Caste certificates and Experience Certificates etc.
- V. Age:**
1. Age limit refers to completed age as mentioned in eligibility criteria, in years as on 1st Jul 2013.
 2. Age relaxation of 5 years for SC/ST, 3 years for OBC candidates.
 3. In the case of Orthopedic Physical Handicapped (OPH*) candidates, age relaxation up to maximum period of 5 years for General Category, 8 years for OBC category and 10 years for SC/ST category candidates.
- VI. Reservation:**
1. OBC Candidates will attach certificate in Annexure-V from the prescribed authority for Central Government posts along with certificate that the candidate does not belong to Creamy Layer. Date of issue of Certificate should not be earlier than 1 year i.e. 1st July, 2012 (AN).
 2. For SC/ST - Certificate should be issued by Tehsildar or above rank officer in format of State/Central Government.
 3. OPH * - Certificate must be issued by District Board of State/Central Government hospital/ Chief Medical Officer
- VII. Short Listing:** Based on bio-data, the Search cum Selection Committee may short-list Candidates for interview or they may be asked to appear in a **written examination** in case of large number of applicants. Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their application at the time of interview.
- VIII. Site of Interview/written Examination:** Interviews/ written examination will be held at Raipur. No TA/DA will be paid for that.
- IX. Eligibility criteria:** These are given in the table below.

SN	Post Name	Essential Qualifications & Abilities and experience	Desirable Qualification & Experience	Upper Age Limit
1	Medical Record Officer	<ul style="list-style-type: none"> (i) Bachelor's Degree Preferable of Science from a recognised University or Equivalent; (ii) Should have Undergone one-year course for Medical record Officer from recognised Institutional; and (iii) Not Less than 2 Years of experience in organising and maintenance of Medical records in a nominated/ medical institute of science 	Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 35 years
2	Medical Social Worker	<ul style="list-style-type: none"> (i) Master's Degree in Social Work from a recognized University/Institution. (ii) Experience in the line with a Welfare or Health Agency, preferably dealing with Medical/Public Health Service. <p>Preference Specialization, by experience or qualification or training in Medical Social Work including psychiatric services.</p>	<p>Essential: (i) MA (Social Work) / MSW, with specialization in Medical Social Work, from a recognized University / Institution</p> <p>Desirable: (ii) Experience in a government or private sector hospital in line with welfare or Health Agency, preferably dealing with Medical / Public Health Service. (iii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>	Not exceeding 35 years

SN	Post Name	Essential Qualifications & Abilities and experience	Desirable Qualification & Experience	Upper Age Limit
3	Office Assistant	(i) Degree of a recognised university or its equivalent. (ii) 5 years of experience as UDC or in equivalent post and working knowledge of govt. rules and regulations. (iii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in. Hindi. (iv) Good working knowledge of Computers Desirable: Experience of working in an Academic or Health care unit	Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 40 years
4	Personal assistant	(i) Matriculation/ 10+2 board exam (ii) Skill norms: Dictation – 10 mins @ 80 wpm Transcription – 50 mins (English), 65 mins (Hindi) on a computer , Typing 100 wpm (English) (certificate from State Council for Vocational Training required) (iii) Excellent command over English and Hindi (Written and verbal) <p style="text-align: center;">AND</p> (iv) 5 years of experience of similar work from a institute of repute.	1. Graduate in any discipline from a recognised University 2. Preference will be given to applicant already working in State/Central Govt / PSU / Autonomous bodies.	Not exceeding 40 years

SN	Post Name	Essential Qualifications & Abilities and experience	Desirable Qualification & Experience	Upper Age Limit
5	Pharmacist Grade – 1	Essential: Degree in Pharmacy from a recognised University/ Institution.	Desirable: Experience in manufacture/ storing/ testing of transfusion fluids in a reputed hospital or industry. Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 30 years
6	Sr. Pharmacist	Essential (i) Degree in Pharmacy from a recognised University/ Institution. (ii) 3 years' experience in manufacturing, testing, storage or distribution of Transfusion fluids in a reputed hospital or industry.	Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 35 years
7	Store keeper	Master's Degree in Economics/ Commerce/ Statistics OR (i) Bachelor' degree in Economics/ Commerce/ Statistics. (ii) Post-graduate Degree/ Diploma in Material Management of a recognised University /Institution or equivalent. OR (i) Degree of a recognised University or equivalent & (ii) Post-graduate degree/ Diploma in Material Management of a recognised University/Institution; OR (i)Diploma in Pharmacy from a recognised Institution/ Boards; (ii)Three years' experience in drug store of a hospital or a well established pharmaceutical govt concern / pvt. Institute of repute.	DESIRABLE Three years' experience in storing, distribution & handling of drugs, preferably medical stores in Govt. public or private Sector. & experience in keeping accounts of the same	Not exceeding 35 years

SN	Post Name	Essential Qualifications & Abilities and experience	Desirable Qualification & Experience	Upper Age Limit
8	OT Technician/Anaesthesia/ENT /Forensic/Gen .Medicine/Gen . Sur/Micro-Biology/Ophthalmal/Orthopedic /Pedia./Patho /Pharmaco./Transfusion Med.	B.Sc. in concerned stream OR 12th Class Pass with Science, And 5 years regular service In the grade of technician in concerned department at Central/State Govt./ PSU/Autonomous Hospital or minimum 150 bedded tertiary care hospital/ Medical College.	Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 30 years
9	Tech. Supervisor/Anaesth. /Microbio/O.G ./Patho/Pharmaco/Radio/Transfusion	B.Sc. in concerned stream OR 12th Class Pass with Science, And 5 years regular service In the grade of technician in concerned department at Central/State Govt./ PSU/Autonomous Hospital or minimum 150 bedded tertiary care hospital/ Medical College. AND Experience of 3 years working as Technician in concerned department at Central/State Govt./ PSU/Autonomous Hospital or minimum 150 bedded tertiary care hospital/ Medical College.	Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 35 years.
10	Supervisor/Asstt. manager for laundry	i) Matriculation from a recognized board/ university ii) 10 years experience in laundry(as laundry operator) preferably as regular service or equivalent in any Govt/ Autonomous body under Govt/ PSU Hospital or similar in any hospital/institute of repute (minimum 150 bed hospital)	Pass in Class 12 + Diploma in Dry Cleaning / Laundry Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 35 years

SN	Post Name	Essential Qualifications & Abilities and experience	Desirable Qualification & Experience	Upper Age Limit
11	Technical Assistant (ENT/ Audiometry)	<p>Essential: B.Sc. Degree in Speech and Hearing from a recognised Institution/ University.</p> <p>Desirable: (i) B.Sc. (Honrs) in Speech and Hearing (ii) Clinical experience in a hospital (ENT)</p>	Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 35 years
12	Technician CSSD	<p>B. Sc. In CSSD OR 10+2 with Science with five years experience in the CSSD. Preference will be given to candidates with Certificate/ Diploma course in OT Techniques from recognized Hospital / Institutions Work experience shall be considered, if candidate has worked in private or public sector/Hospital of atleast 150 beds.</p>	Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 35 years
13	Dental Technician	<p>(i) Matriculation or equivalent from a recognised University/ Board. (ii) Diploma/Certificate from a recognised Institution in Dental Hygiene; or Dental Mechanic; or Maxillo—facial prosthesis and Orthodontic appliances. (iii) Registered as Dental Hygienist/ Dental Mechanic with Dental Council.</p>	One year Experience in a Dental Department of a any Govt/ Autonomous body under Govt/ PSU Hospital or similar in any hospital/institute of repute (Minimum 150 bed hospital).	Not exceeding 35 years

SN	Post Name	Essential Qualifications & Abilities and experience	Desirable Qualification & Experience	Upper Age Limit
14	Radiography Technician	B.Sc. (Hons.) (3 years) in Radiography from a recognised Univ./ Institution. OR (i) 10+2 with Science Subjects or equivalent from a recognised Board/ University. (ii) Diploma (2 years course) in Radiography Techniques from a recognised Institution (iii) 1 year experience as Radiographer	One year Experience in a Radiology Department of a any Govt/ Autonomous body under Govt/ PSU Hospital or similar in any hospital/institute of repute (Minimum 150 bed hospital).	Not exceeding 35 years
15	Refractionist	B.Sc. in Ophthalmic Techniques or equivalent from a recognised University Institution AND Three years Experience in a Ophthalmology Department of a any Govt/ Autonomous body under Govt/ PSU Hospital or similar in any hospital/institute of repute (Minimum 150 bed hospital).		Not exceeding 35 years
16	Gas Officer	1. 10+2 or its equivalent from a recognised Board. 2. Industrial Training Institute (ITI) trade Certificate of Turner or Fitter or Mechanic. AND Five years Experience in managing Gas Pipeline in any Govt/ Autonomous body under Govt/ PSU Hospital or similar in any hospital/institute of repute (Minimum 150 bed hospital).	Conversant with Industrial Safety Regulations.	Not exceeding 35 years

SN	Post Name	Essential Qualifications & Abilities and experience	Desirable Qualification & Experience	Upper Age Limit
17	Medical Social Service Officers	<p>(i) Master's Degree in Social Work from a recognized University/Institution.</p> <p>(ii) Minimum two years experience in the line with a Welfare or Health Agency, preferably dealing with Medical/Public Health Service.</p>	<p>(i) MA (Social Work) / MSW, with specialization in Medical Social Work, from a recognized University / Institution</p> <p>(ii) Experience in a government or private sector hospital in line with welfare or Health Agency, preferably dealing with Medical / Public Health Service.</p> <p>(iii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>	Not exceeding 35 years
18	Private Secretary	<p>(i) Graduate in any discipline from a recognised University</p> <p>(ii) Skill Test norms: Dictation – 10 mins @ 80 wpm Transcription – 50 mins (English), 65 mins (Hindi) on a computer , Typing 100 wpm (English) Stenographers with 5 years of regular service in the grade, and qualifying a Departmental Test for a speed of 100 w.p.m. in Stenography(English/ Hindi)</p> <p>(iii) Excellent command over English and Hindi</p> <p>(iv) Written and verbal)</p>	Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 35 years
19	Psychiatric Social worker	<p>(i) Master's Degree in Social Work from a recognized University/Institution with specialization in Medical and Psychiatric Social work or equivalent.</p> <p>(ii) Two year experience in the line with a Psychiatric Social work in Govt/ Autonomous body under Govt/ PSU Hospital or similar in any hospital/institute of repute (Minimum 150 bed hospital).</p>	Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 35 years

SN	Post Name	Essential Qualifications & Abilities and experience	Desirable Qualification & Experience	Upper Age Limit
20	Supervisor CSSD	<p>B. Sc with three years experience in the CSSD in any Govt/ PSU Hospital or similar in any hospital/institute of repute (Minimum 150 bed hospital).</p> <p>Preference will be given to candidates with Certificate/ Diploma course in CSSD Techniques from Govt/ Autonomous body in addition to above.</p>	Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.	Not exceeding 35 years
21	Accounts Officer	<p>Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations:</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) With 3 years' regular service in the post in PB 3</p> <p>(Rs. 9300 – 34800), Grade Pay Rs. 4600</p> <p style="text-align: center;">And</p> <p>(b) Possessing the following qualifications and experience:</p> <p>(i) Graduate in Commerce or Graduate in Economics (with Accounts and Audit as major subjects) + should have passed the SAS exam [or]</p> <p>(ii) Should be a Chartered Accountant</p> <p>Period of deputation: Shall not ordinarily exceed 3 years</p>	Preference will be given to applicant already working in Central Govt/Central Autonomous bodies.	Not exceeding 40 years

SN	Post Name	Essential Qualifications & Abilities and experience	Desirable Qualification & Experience	Upper Age Limit
22	Assistant Food manager	(1) M.Sc. (Food & Nutrition) from a recognised University / Institution (2) 5 years experience in the line preferably in a large teaching Hospital or Govt/ Autonomous body under Govt/ PSU Hospital or Tertiary Care Hospital (Minimum 150 bed hospital).	A full time regular course in: MSc. (Home Science – Food and Nutrition) / MSc. (Clinical Nutrition and Dietetics) / MSc. (Food Science & Nutrition) / MSc. (Food and Nutrition Dietetics) / MSc (Food Service Management and Dietetics) from a recognised University / Institution With 5 years experience as mentioned in point no 2.	Not exceeding 35 years
23	Senior Dietician	(1) M.Sc. (Food & Nutrition) from a recognised University / Institution (2) 2 years experience in the line preferably in a large teaching Hospital or Govt/ Autonomous body under Govt/ PSU Hospital or Tertiary Care Hospital (Minimum 150 bed hospital).	A full time regular course in: MSc. (Home Science – Food and Nutrition) / MSc. (Clinical Nutrition and Dietetics) / MSc. (Food Science & Nutrition) / MSc. (Food and Nutrition Dietetics) / MSc (Food Service Management and Dietetics) from a recognised University / Institution with 2 years experience as mentioned in point no 2.	Not exceeding 30 years
24	Sr. Medical Social Worker	(iii) Master's Degree in Social Work from a recognized University/Institution. (iv) 2 years Experience in the line with a Welfare or Health Agency, preferably dealing with Medical/Public Health Service. Preference Specialization, by experience or qualification or training in Medical Social Work including psychiatric services.	Essential: (i) MA (Social Work) / MSW, with specialization in Medical Social Work, from a recognized University / Institution Desirable: (ii) 2 years experience in a government or private sector hospital in line with welfare or Health Agency, preferably dealing with Medical / Public Health Service. (iii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations.	Not exceeding 35 years

TERMS & CONDITIONS

1. The candidate who is already in government service shall submit 'No Objection Certificate' from the present employer at the time of Interview.
2. Canvassing of any kind will lead to disqualification.
3. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
4. The appointment is full time and private practice of any type is prohibited.
5. He/She may have to work in shifts and can be posted at any place in the institute.
6. He/She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
7. The candidate should not have been convicted by any Court of Law.
8. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
9. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
10. Applications incomplete in any aspect will be summarily rejected.
11. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
12. All disputes will be subject to jurisdictions of Court of Law at Raipur