



All India Institute of Medical Sciences Bhubaneswar
Sijua, Post: Dumuduma, Bhubaneswar – 751 019

Advt. No. AIIMS/BBSR/Admn. /Recruitment/Nursing/2013/1

Dated the 29th July 2013

RECRUITMENT OF STAFF FOR NURSING COLLEGE & HOSPITAL, AIIMS
BHUBANESWAR

AIIMS, Bhubaneswar 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. Institute requires below mentioned positions for its Nursing College and Hospital Services on permanent / deputation / contractual basis.

Sl. No.	Name of Post	Group	Pay scale & Grade Pay	No of post	UR	OBC	SC	ST
1.	Professor-cum-Principal (On deputation/ contractual basis only)	A	Rs.37,400 - 67,400/- +GP Rs. 8,700/-	01	01	-	-	-
2.	Tutor/Clinical Instructor (Nursing)	A	Rs.15,600 - 39,100/- + GP Rs. 5,400/-	08	05	02	01	
3.	Assistant Administrative Officer	B	Rs. 9,300 – 34,800/- + GP Rs. 4,600/-	01	01	-	-	-
4.	Librarian Grade I	B	Rs. 9,300 -34,800/- + GP Rs.4,600/-	01	01	-	-	-
5.	PA to Principal(S)	B	Rs. 9,300 – 34,800/- + GP Rs. 4,200/-	01	01	-	-	-
6.	Assistant (NS)	B	Rs. 9,300 – 34,800/- + GP Rs. 4,200/-	01	01	-	-	-
7.	Driver Grade II (Heavy Vehicle)	C	Rs. 5,200 – 20,200/- + GP Rs. 2,400/-	01	01	-	-	-
8.	Data Entry Operator Grade A	C	Rs. 5,200 – 20,200/- + GP Rs. 2,400/-	01	01	-	-	-
9.	Cashier	C	Rs. 5,200 – 20,200/- + GP Rs. 2,400/-	01	01	-	-	-
10.	Lower Division Clerk	C	Rs. 5,200 – 20,200/- + GP Rs. 1,900/-	01	01	-	-	-

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

I **Application Process: Online Applications** are invited from Indian Nationals in the prescribed format for the posts of Group A, B & C staff in Nursing college and Hospital, AIIMS, Bhubaneswar on substantive/ deputation/ contractual basis.

The online application shall open on official website of AIIMS, Bhubaneswar, i.e. www.aiimsbhubaneswar.edu.in w.e.f. 07.08.2013. Candidates are requested to fill in the application form and take a print out and submit it by speed post/registered post to Administrative Officer, AIIMS, Sijua, PO: Dumduma, Bhubaneswar (Odisha) Pin-751 019.

The envelope should be super-scribed “APPLICATION FOR THE POST OF.....” along with one stamped self-addressed envelope.

Essential qualifications, eligibility criteria for each post will be as per All India Institute of Medical Sciences, New Delhi norms/AIIMS, Bhubaneswar norms. Certificates/PG degrees recognised by Nursing Council of India are equivalent in the concerned subjects.

Detailed advertisement is hosted at the website of AIIMS, Bhubaneswar, www.aiimsbhubaneswar.edu.in.

II **Application Fees.** Application fees for General/OBC candidates is Rs. 600/-, fees for SC/ST candidates is Rs. 300/-. Fees shall be paid through NEFT/online transfer only. **Account details:** AIIMS Bhubaneswar Recruitment Account, State Bank of India, AIIMS Campus (Sijua), **Savings Account No. 33156583943, IFSC Code: SBIN0016569.** This fee once remitted will not be refunded. NO Application Fees for the physically handicapped candidates.

III **Last Date of Application.** The on-line filling up of application form will automatically close on 23rd Aug 2013 at 5:00 PM.

IV **Annexures:** Printed copy of on-line 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 organisation.
2. Degrees, Certificates, Mark- sheets, Age proof, Cast certificates and Experience Certificates etc.

V **Age:**

1. Age limit refers to completed age in years as on 1st August 2013.
2. Age relaxation of 5 years for SC/ST, 3 years for OBC candidates.
3. In the case of Orthopaedic Physically 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 August, 2012 (AN).
2. For SC/ST- Certificate should be issued by Tahsildar 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:** Interview/written examination will be held at AIIMS, Bhubaneswar. No TA/DA will be paid for appearing in the interview.
- IX **Eligibility criteria:** These are given in the table below. However, qualifications may be relaxed for highly experienced, trained or reputed candidates at the discretion of the Search-cum-Selection Committee.
- X **Requirements for Deputation or Transfer:**
- a. Persons holding analogous post on regular basis with minimum five years of service in the immediately preceding Grade Pay and possessing the required qualification & experience.
 - b. Documents to be submitted at the time of Interview:
 - i. Vigilance Clearance Certificate, Integrity Certificate and Last Five years APARs.
 - ii. NOC from the Parent Department.
 - c. Upper age limit for transfer/deputation is 56 years.

Sl. No	Post Name	Essential Qualifications & Abilities and experience	Desirable Qualification & Experience	Upper Age Limit
1	Professor-cum-Principal	(i) Master degree in Nursing with advanced specialization in Nursing (ii) Registered Nurse/Midwife in Nursing Council. (iii) 10 years' experience in Nursing after registration as a Nurse, of which 7 years should have been spent in Nursing education or administration in a Institute of repute after obtaining Post Graduate qualification.	(i) Ph .D. (ii) 15 years teaching experience in Nursing education, post M.Sc, of which at least 8 years shall be as a Senior Lecturer. (iii) Independently published work in International/ National Journals of repute.	Not exceeding 56 years for deputation. Not exceeding 62 years for contractual appointment.
2.	Tutor/Clinical Instructor (Nursing)	(i) B. Sc. (Nursing) degree from a recognised University/ Institution (Or) (ii) Registered Nurse and Midwife with sister Tutor's Diploma (iii) 3 years' experience in a Teaching Institution.	(i) Master's degree in Nursing from a recognised University/ Institution (ii) Registered Nurse/Midwife in State Nursing Council (iii) 3 years' experience in a Teaching Institution after obtaining a Master's degree (iv) Ph.D./ M.Phil/ Independent published work in International/ National Journals of repute.	Not exceeding 35 years (Relaxable for Government Servants by 5 years)
3.	Assistant Administrative Officer	(i) Bachelor's Degree of a recognised University or its equivalent. (ii) 5 years of experience as Office Superintendent or in equivalent post; and working knowledge of Govt Rules & Regulations.	Master's degree in Administration (MBA/ PGDBM/ Post Graduate Diploma in Personnel Management/Labour Laws/ Administrative Law from a recognized University/ Institution.	Not exceeding 40 years (Relaxable for Government Servants by 5 years)
4	Librarian Grade-I	(i) Librarian Grade-II with 5 years of regular service in the pay Rs 9,300-34,800/- + GP Rs 4,200/- or equivalent in any Govt/ Autonomous Body under Govt/PSU Library or similar. Or	(i) Master's Degree in Library Science. (ii) Training in Medical Librarianship.	Up to 35 years (Relaxable for Government Servants by 5 years)

		(ii) M.Sc. degree or equivalent from a recognised University or equivalent and (iii) Bachelor's Degree in Library Science from a recognised University or equivalent. (iv) Two years' experience of acquisition of books, periodicals and documentation work in preferably a Medical Library of standing or repute; (v) Knowledge of MS Office is must.		
5.	PA to Principal (S)	Graduation in any subject from a recognised University and qualified Shorthand exam from a recognised Institute, possessing dictation speed of @ 80 wpm.	Post Graduate from recognised University and 3 Years' experience in Administrative work in College of Nursing/ Medical College/Government Institution/ Office.	35 Years (Relaxable for Government Servants by 5 years)
6.	Assistant (NS)	Graduation any subject from a recognised University with knowledge of Government Rules & Regulations.	(i) Master's in any subject from a recognised University. Basic Computer knowledge, MS office, Internet, Hindi/English typing, short hand. (ii) Minimum 5 years of regular service as Upper Division Clerk in Government or Private Sector.	35 years
7.	Driver Grade II (Heavy Vehicle)	10th Class pass with professional Heavy Vehicle Driving License.	Should be able to drive College Bus/ Ambulance. Driving Experience: Light Vehicle – 3 years and Heavy Vehicle – 5 Years.	35 Years
8.	Data Entry Operator Grade A	10+2 Pass from a recognised School/Board with Computer Qualification DOECC 'O' level and should possess a speed of not less than 8000 KDPH for data entry work.	(i) Bachelor's in computer application knowledge of MS Office, Internet, and Database. (ii) 2 years experience as Data Entry Operator in any Institution.	35 years

9.	Cashier	Graduation in Commerce	(i) M. Com. and knowledge of M S Office, Internet and Database. Secretarial Course (Accountancy) from a recognised Institute. (ii) 2 years experience as Cashier.	35 years
10.	Lower Division Clerk	10+2 pass or equivalent qualification from a recognised Board and knowledge of Government Rules and Regulations.	(i) Typing speed of 35 wpm in English or 30 wpm in Hindi correspond to 10500 KDPH / 9000 KDPH on an average of 5 Key Depression for each word. (ii) 2 years experience as LDC in government private sector.	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. Eligible candidates can apply for more than one post. In such case fees and online form should be deposited separately.
4. The Institute reserve the rights to relax the age of the candidates considering the year of experience and to the deserving candidates
5. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
6. The appointment is full time and private practice of any type is prohibited.
7. He/ She may have to work in shifts and can be posted at any place in the Institute.
8. He/ She is expected to confirm to the rules of conduct and discipline as applicable to the Institute employees.
9. The candidate should not have been convicted by any Court of Law.
10. In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully 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.
11. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
12. Applications incomplete in any aspect will be summarily rejected.
13. 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.
14. The appointment will be subject to review and probation for two years.
15. All disputes will be subject to jurisdiction of Court of Law at Bhubaneswar/ Cuttack in the state of Odisha.

Administrative Officer
AIIMS, Bhubaneswar