



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर  
All India Institute of Medical Sciences, Bhubaneswar  
सिजुवा, पोस्ट: डमुडुमा, भुवनेश्वर - 751 019  
Sijua, Post: Dumuduma, Bhubaneswar - 751 019

NO. AIIMS.BBSR/RECT/2023/990/B&C/1583

Dated: 1<sup>st</sup> July 2023

VACANCY NOTICE FOR VARIOUS GROUP 'B' & 'C' POSTS

"GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY"

Applications are invited in the prescribed form through online mode for filling up of following Group 'B' and 'C' (Non-Faculty) vacancies at AIIMS Bhubaneswar as under:

| Post Code | Name of the Post  | Group | Pay Level (7 <sup>th</sup> CPC) | Total | SC | ST | OBC | EWS | UR | Ex-Servicemen (ESM) |
|-----------|---|-------|---------------------------------|-------|----|----|-----|-----|----|---------------------|
| 1.        | Assistant Administrative Officer  | B     | Level-7                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 2.        | Assistant Engineer(A/C&R)   | B     | Level-7                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 3.        | Assistant Engineer (Civil)  | B     | Level-7                         | 3     | 1  | 0  | 1   | 0   | 1  | -                   |
| 4.        | Chief Cashier   | B     | Level-7                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 5.        | CSSD Technician   | B     | Level-6                         | 3     | 0  | 0  | 1   | 0   | 2  | -                   |
| 6.        | Dietician   | B     | Level-7                         | 8     | 0  | 0  | 3   | 1   | 4  | -                   |
| 7.        | Gas Officer   | B     | Level-7                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 8.        | Health Educator (Social Psychologist)   | B     | Level-6                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 9.        | Junior Accounts Officer (Accountant)  | B     | Level-6                         | 2     | 0  | 0  | 0   | 0   | 2  | -                   |
| 10.       | Junior Administrative Officer   | B     | Level-6                         | 6     | 2  | 1  | 1   | 1   | 1  | -                   |
| 11.       | Warden (Hostel Warden)<br>(Reserved for women candidates only)                | B     | Level-6                         | 2     | 0  | 0  | 1   | 0   | 1  | -                   |
| 12.       | Librarian Grade-III   | B     | Level-6                         | 3     | 0  | 0  | 1   | 0   | 2  | -                   |
| 13.       | Medical Record Officer  | B     | Level-6                         | 3     | 0  | 0  | 1   | 0   | 2  | -                   |
| 14.       | Medical Social Service Officer Grade-I  | B     | Level-7                         | 9     | 2  | 1  | 3   | 1   | 2  | -                   |
| 15.       | Medico Social Worker  | B     | Level-7                         | 3     | 0  | 0  | 0   | 0   | 3  | -                   |
| 16.       | Multi – Rehabilitation Worker (Physiotherapist)                               | B     | Level-6                         | 4     | 0  | 0  | 1   | 0   | 3  | -                   |
| 17.       | Personal Assistant  | B     | Level-6                         | 4     | 0  | 0  | 1   | 0   | 3  | -                   |
| 18.       | Private Secretary   | B     | Level-7                         | 5     | 0  | 0  | 1   | 0   | 4  | -                   |
| 19.       | Programmer (Data Processing Assistant)  | B     | Level-7                         | 2     | 0  | 0  | 0   | 0   | 2  | -                   |
| 20.       | Psychiatric Social Worker   | B     | Level-7                         | 3     | 0  | 0  | 1   | 0   | 2  | -                   |
| 21.       | Public Health Nurse   | B     | Level-8                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 22.       | Radiographic Technician Grade-I   | B     | Level-6                         | 6     | 1  | 1  | 1   | 0   | 3  | -                   |
| 23.       | Radio Therapy Technician Grade-II   | B     | Level-6                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 24.       | Senior Hindi Officer  | B     | Level-7                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 25.       | Senior Nursing Officer  | B     | Level-8                         | 91    | 15 | 7  | 24  | 10  | 35 | -                   |
| 26.       | Store Keeper  | B     | Level-6                         | 10    | 2  | 1  | 2   | 1   | 4  | -                   |
| 27.       | TB & Chest Diseases Health Assistant  | B     | Level-6                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 28.       | Technical Officer (Dental) (Dental Technician)                                | B     | Level-6                         | 3     | 0  | 0  | 1   | 0   | 2  | -                   |
| 29.       | Technical Officer (Ophthal) (Refractionist)                                   | B     | Level-6                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 30.       | Technical Officer (Technical Supervisor)<br>for Medical Lab Technology        | B     | Level-7                         | 3     | 0  | 0  | 1   | 0   | 2  | --                  |
| 31.       | Technical Officer (Technical Supervisor)<br>for Operation Theatre/Anaesthesia | B     | Level-7                         | 2     | 1  | 0  | 0   | 0   | 1  | -                   |
| 32.       | Vocational Counsellor   | B     | Level-7                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 33.       | Artist (Modellar)   | C     | Level-5                         | 14    | 2  | 3  | 1   | 1   | 7  | -                   |
| 34.       | Assistant Laundry Supervisor  | C     | Level-4                         | 4     | 0  | 0  | 0   | 0   | 4  | -                   |
| 35.       | Cashier   | C     | Level-4                         | 13    | 2  | 2  | 1   | 1   | 7  | ESM-01              |
| 36.       | Coding Clerk  | C     | Level-2                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 37.       | Dark Room Assistant Grade-II  | C     | Level-4                         | 5     | 0  | 1  | 0   | 0   | 4  | ESM-01              |
| 38.       | Data Entry Operator Grade A   | C     | Level-4                         | 2     | 0  | 0  | 0   | 0   | 2  | -                   |
| 39.       | Dispensing Attendant  | C     | Level-4                         | 4     | 0  | 0  | 0   | 0   | 4  | ESM-01              |
| 40.       | Dissection Hall Attendant   | C     | Level-2                         | 8     | 1  | 1  | 0   | 0   | 6  | -                   |
| 41.       | Driver (Ordinary Grade)   | C     | Level-2                         | 17    | 2  | 3  | 2   | 1   | 9  | ESM-02              |
| 42.       | Electrician   | C     | Level-4                         | 6     | 0  | 1  | 0   | 0   | 5  | ESM-01              |
| 43.       | Gas Mechanic  | C     | Level-4                         | 1     | 0  | 0  | 0   | 0   | 1  | -                   |
| 44.       | Hospital Attendant Grade-III, Nursing Orderly                                 | C     | Level-1                         | 106   | 16 | 23 | 12  | 10  | 45 | ESM-16              |
| 45.       | Junior Administrative Assistant   | C     | Level-2                         | 32    | 5  | 7  | 3   | 3   | 14 | ESM-03              |

| Post Code    | Name of the Post                            | Group | Pay Level (7 <sup>th</sup> CPC) | Total      | SC         | ST         | OBC        | EWS       | UR         | Ex-Servicemen (ESM) |
|--------------|---|-------|---------------------------------|------------|------------|------------|------------|-----------|------------|---------------------|
| 46.          | Junior Medical Record Officer               | C     | Level-5                         | 1          | 0          | 0          | 0          | 0         | 1          | -                   |
| 47.          | Junior Warden (House Keepers)               | C     | Level-2                         | 10         | 1          | 1          | 1          | 1         | 6          | ESM-01              |
| 48.          | Lab Attendant Grade II                      | C     | Level-2                         | 41         | 6          | 9          | 4          | 4         | 18         | ESM-04              |
| 49.          | Lab Technician                              | C     | Level-5                         | 1          | 0          | 0          | 0          | 0         | 1          | -                   |
| 50.          | Library Attendant Grade-II                  | C     | Level-3                         | 3          | 0          | 0          | 0          | 0         | 3          | ESM-01              |
| 51.          | Lineman (Electrical)                        | C     | Level-2                         | 2          | 0          | 0          | 0          | 0         | 2          | -                   |
| 52.          | Manifold Technician (Gas Steward)           | C     | Level-5                         | 4          | 0          | 0          | 0          | 0         | 4          | -                   |
| 53.          | Manifold Room Attendant                     | C     | Level-2                         | 1          | 0          | 0          | 0          | 0         | 1          | -                   |
| 54.          | Mechanic (Air Conditioning & Refrigeration) | C     | Level-2                         | 6          | 0          | 1          | 0          | 0         | 5          | -                   |
| 55.          | Mechanic (E & M)                            | C     | Level-2                         | 4          | 0          | 0          | 0          | 0         | 4          | -                   |
| 56.          | Medical Record Technician (Record Clerk)    | C     | Level-4                         | 38         | 5          | 7          | 4          | 3         | 19         | ESM-04              |
| 57.          | Office Attendant Grade-II                   | C     | Level-1                         | 32         | 5          | 6          | 3          | 3         | 15         | ESM-03              |
| 58.          | Operator (E & M) / Lift Operator            | C     | Level-2                         | 12         | 2          | 3          | 1          | 1         | 5          | ESM-01              |
| 59.          | Pharma Chemist / Chemical Examiner          | C     | Level-5                         | 1          | 0          | 0          | 0          | 0         | 1          | -                   |
| 60.          | Pharmacist Grade-II                         | C     | Level-5                         | 27         | 4          | 5          | 3          | 2         | 13         | ESM-03              |
| 61.          | Plumber                                     | C     | Level-2                         | 15         | 2          | 3          | 1          | 1         | 8          | ESM-02              |
| 62.          | Pump Mechanic                               | C     | Level-4                         | 1          | 0          | 0          | 0          | 0         | 1          | -                   |
| 63.          | Receptionist                                | C     | Level-5                         | 4          | 0          | 1          | 0          | 0         | 3          | -                   |
| 64.          | Sanitary Inspector Grade-II                 | C     | Level-5                         | 18         | 2          | 3          | 2          | 1         | 10         | -                   |
| 65.          | Security Cum Fire Jamadar                   | C     | Level-4                         | 1          | 0          | 0          | 0          | 0         | 1          | -                   |
| 66.          | Senior Administrative Assistant             | C     | Level-4                         | 3          | 0          | 0          | 0          | 0         | 3          | -                   |
| 67.          | Social Worker                               | C     | Level-4                         | 2          | 0          | 0          | 0          | 0         | 2          | -                   |
| 68.          | Stenographer                                | C     | Level-4                         | 34         | 5          | 7          | 4          | 3         | 15         | ESM-03              |
| 69.          | Store Keeper-cum-Clerk                      | C     | Level-2                         | 85         | 13         | 18         | 10         | 8         | 36         | ESM-09              |
| 70.          | Stores Attendant Grade-II                   | C     | Level-1                         | 8          | 1          | 2          | 1          | 1         | 3          | -                   |
| 71.          | Tailor Grade-III                            | C     | Level-1                         | 2          | 0          | 0          | 0          | 0         | 2          | -                   |
| 72.          | Wireman                                     | C     | Level-2                         | 20         | 3          | 4          | 2          | 2         | 9          | ESM-02              |
| <b>Total</b> |   |       |                                 | <b>775</b> | <b>101</b> | <b>122</b> | <b>100</b> | <b>60</b> | <b>392</b> | <b>-</b>            |

#### Suitable Category for Persons with Benchmark Disability (PwBD):

| Name of the Post                              | Suitable Category of Benchmark Disability                                     |
|---|---|
| Artist (Modellar)                             | D, HH OL, LC, Dw, AAV, ASD(M), ID, SLD, MI, MD                                |
| Assistant Administrative Officer              | B*, LV, D, HH, OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy, MI, MD   |
| Assistant Engineer (Civil)                    | D, HH, OA, OL, LC, Dw, AAV, SLD, MI, MD                                       |
| Assistant Laundry Supervisor                  | B*, LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, ASD(M), SLD, MI, ID, MD          |
| Cashier                                       | LV, D, HH, OA, OL, BL, CP, LC, Dw, AAV, ASD(M), SLD, MI, MD                   |
| Chief Cashier                                 | D, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, Mdy, ASD (M), SLD, MI, MD             |
| Coding Clerk                                  | D, HH, OA, OL, BL, OAL, Dw, AAV, ASD(M), SLD, MI, MD                          |
| CSSD Technicians                              | D, HH, OL, BL, Dw, AAV, ASD(M), SLD, MI, MD                                   |
| Dark Room Assistant                           | D, HH OL, BL, CP, LC, Dw, AAV, ASD(M), SLD, MI, MD                            |
| Data Entry Operator Grade A                   | LV, D, HH OA, OL, BL, OAL, CP, LC, Dw, AAV, MD, ASD (M), ID, SLD, MI, MD      |
| Dietician                                     | B*, LV, D, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, ASD(M), ID, SLD, MI, MD       |
| Driver (Ordinary Grade)                       | D, HH OL, LC, Dw, AAV, ASD (M), SLD, MI, MD                                   |
| Electrician                                   | D, HH OL, LC, Dw, AAV, ASD(M), SLD, MI, MD                                    |
| Gas Mechanic                                  | D, HH, OL, LC, Dw, AAV, ASD(M), SLD, MI, MD                                   |
| Hospital Attendant Grade-III, Nursing Orderly | B*, LV, D, HH, OL, CP, LC, Dw, AAV, ASD(M), SLD, MI, ID, MD                   |
| Junior Accounts Officer (Accountant)          | B*, LV, D, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, Mdy, ASD(M), SLD, MI, MD      |
| Junior Administrative Assistant               | B*, LV, D, HH, OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy, ASD(M), SLD, MI, MD |
| Junior Administrative Officer                 | B*, LV, D, HH, OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, SLD, MI, MD        |
| Junior Medical Record Officer (Receptionist)  | D, HH OA, OL, OAL, CP, LC, Dw, AAV, ASD(M), ID, SLD, MI, MD                   |
| Junior Warden (House Keepers)                 | B*, LV, D, HH, OA, BA, OL, CP, LC, Dw, AAV ASD(M), SLD, MI, MD                |
| Lab Attendant Grade-II                        | LV, D, HH, OL, CP, LC, Dw, AAV, ASD(M, MoD), ID, SLD, MI, MD                  |
| Lab Technician                                | D, HH OA, OL, BL, OAL, LC, Dw, AAV, ID, SLD, MI, MD                           |
| Librarian Grade-III                           | B*, LV, D, HH, OA, BA, OL, OAL, CP, LC, Dw, AAV, Mdy, ASD(M), MI, MD          |
| Library Attendant Grade-II                    | LV, D, HH OA, OL, BL, CP, LC, Dw, AAV, ASD(M, MoD) ID, SLD, MI, MD            |
| Lineman (Electrical)                          | D, HH, ASD(M), SLD, MI, MD  |
| Mechanic (Air Conditioning & Refrigeration)   | LV, D, HH OL, CP, Dw, AAV, ASD(M), SLD, MI, MD                                |
| Mechanic (E & M)                              | LV, D, HH OL, Dw, AAV, ASD (M), SLD, MI, MD                                   |
| Medical Record Officer                        | D, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, ASD(M), MD                            |
| Medical Record Technician (Record Clerk)      | D, HH OA, OL, BL, OAL, CP, LC, Dw, AAV, ASD(M), ID, SLD, MI, MD               |
| Medical Social Service Officer Grade -I       | B*, LV, HH, OA, BA, OL, CP, LC, Dw, AAV, SLD, MI, MD                          |
| Medico-Social Worker                          | LV, D, HH, OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy, ASD(M), ID, SLD, MI, MD |
| Multi-Rehabilitation Worker (Physiotherapist) | B*, LV, HH, OA, OL, BL, OAL, LC, Dw, AAV, SLD, MD                             |
| Office Attendant Grade-II                     | B*, LV, D, HH OA, OL, OAL, CP, LC, Dw, AAV, ASD (M, MoD), ID, SLD, MI, MD     |
| Operator (E & M) / Lift Operator              | B*, LV, D, HH OA, OL, CP, LC, Dw, AAV, ASD(M), ID, SLD, MI, MD                |
| Personal Assistant                            | B*, LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, Mdy, ASD(M), SLD, MI, MD         |
| Pharmacist Grade-II                           | D, HH, OL, BL, CP, LC, Dw, AAV, ASD(M), SLD, MI, MD                           |

| Name of the Post                               | Suitable Category of Benchmark Disability   |
|--|---|
| Plumber  | LV, D, HH, OL, LC, Dw, AAV, ASD(M, MoD), ID, SLD, MI, MD                          |
| Private Secretary                              | B*, LV, HH, OA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MI, MD                        |
| Programmer (Data Processing Assistant)         | B*, LV, D, HH, OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, ASD(M), SLD, MI, MD          |
| Public Health Nurse                            | OL, AAV, Dw and LC(OL)  |
| Radio Therapy Technician Grade-II              | OL, LC, Dw, AAV, SLD, MD  |
| Radiographic Technician Grade-I                | D, HH, OA, OL, BL, CP, LC, Dw, AAV, ASD(M), SLD, MI, MD                           |
| Sanitary Inspector Grade-II                    | LV, D, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, ASD(M), SLD, MI, MD                   |
| Security Cum Fire Jamadar                      | D, HH, ASD(M), SLD, MI, MD  |
| Senior Administrative Assistant                | B*, LV, D, HH, OA, OL, BL, BA, OAL, CP, LC, Dw, AAV, Mdy, SLD, MI, MD             |
| Senior Nursing Officer                         | OL, AAV, Dw and LC(OL)  |
| Social Worker                                  | B*, LV, D, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, SLD, MI, MD                       |
| Senior Hindi Officer                           | B*, LV, D, HH, OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, Mdy, SLD, MI, MD       |
| Stenographer                                   | B*, LV, HH, OA, OL, OAL, CP, LC, Dw, AAV, Mdy, ASD(M), ID, SLD, MI, MD            |
| Store Keeper-cum-Clerk                         | LV, D, HH, OA, OL, LC, Dw, AAV, ASD(M), ID, SLD, MI, MD                           |
| Store Keepers                                  | LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, SLD, MI, MD                              |
| Stores Attendant Grade-II                      | B*, LV, D, HH, OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy ASD(M, MoD), ID, SLD, MI, MD |
| Tailor Grade-III                               | LV, D, HH, OL, CP, LC, Dw, AAV, ASD(M, MoD), ID, SLD, MI, MD                      |
| Technical Officer (Dental) (Dental Technician) | LV, D, HH, OL, CP, LC, Dw, AAV, SLD, MI, MD                                       |
| Technical Officer (Ophthal)(Refractionist)     | D, HH, OL, BL, LC, Dw, AAV, SLD, MI, MD   |
| Wardens (Hostels Wardens)                      | LV, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, SLD, MI, MD                              |
| Wireman  | D, HH, SLD, MI, ASD(M), MD  |

**ABBREVIATIONS USED:** AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild), B=Blind, BA=Both Arms, BL=Both Leg, BLA=Both Legs Arms, BLOA=Both Leg & One Arm, CP=Cerebral Palsy, D=Deaf, Dw=Dwarfism, HH= Hard of Hearing, ID= Intellectual Disability, LC=Leprosy Cured, LV=Low Vision, MD=Multiple Disabilities, MDy= Muscular Dystrophy, MI= Mental Illness, OA=One Arm, OAL=One Arm and One Leg, OL=One Leg, SLD= Specific Learning Disability

**\*Note:** Candidate having visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses & Limitation of the field of vision subtending an angle of 20 degrees or worse will only be considered against the Blind category.

**Note:**

- 1.1 The above vacancies are provisional and subject to variation. The Executive Director, AIIMS, Bhubaneswar reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India Rules/Circulars and requirements. The Institute may cancel the advertisement or any of the post(s).
- 1.2 Reservation will be as per Government of India Policy.
- 1.3 The cut-off date to determine the maximum age limit, essential qualifications & experiences will be the last date of submission of the online application.
- 1.4 The period of experience, wherever prescribed, shall be counted after obtaining the prescribed essential qualifications.

| Post Code | Post                             | Age Limit                  | Essential Educational and other Qualification   |
|-----------|----------------------------------|----------------------------|---|
| 1.        | Assistant Administrative Officer | 21-30 Years                | <b>Essential:</b><br>Degree from recognized University or its equivalent.<br><b>Desirable:</b><br>1. MBA/PG Diploma in Management from recognized Institutes.<br>2. Knowledge of Government Rules and Regulations.<br>3. Proficiency in Computers.  |
| 2.        | Assistant Engineer (A/C&R)       | Age not exceeding 35 Years | <b>Essential Qualifications &amp; Experience:</b><br>Graduate in Mechanical/Electrical Engineering from a recognized University/Institute with <b>5 years' of experience</b> in design and engineering of Civil Projects preferably in a Hospital Environment.  |
| 3.        | Assistant Engineer (Civil)       | Age not exceeding 35 Years | <b>Essential Qualifications &amp; Experience:</b><br>Graduate in Civil Engineering from a recognized University/Institute with 5 years' experience in design and engineering of Civil Projects, preferably in a Hospital Environment.   |
| 4.        | Chief Cashier                    | Between 21-35 Years        | <b>Essential Qualifications &amp; Experience:</b><br>1. Graduate in Commerce.<br>2. Possessing five years' experience of handling cash and accounts work in Government Organization.  |
| 5.        | CSSD Technician                  | Between 21-35 Years        | <b>Essential Qualifications &amp; Experience:</b><br>B.Sc. (Microbiology or Medical Technology) with 3 years' experience in CSSD in a 200 bedded Hospital.<br>or<br>Staff Nurse (A Grade Registration) with two years' experience in CSSD in a 200 bedded Hospital.<br>or<br>Theatre Assistant Course with four years' experience in CSSD in a 200 bedded Hospital. |
| 6.        | Dietician                        | Between 21-35 Years        | <b>Essential Qualifications &amp; Experience:</b><br>1. M.Sc. (Home Science Food and Nutrition)/M.Sc. (Clinical Nutrition and Dietetics)/M.Sc. (Food Science & Nutrition)/M.Sc. (Food and   |

| Post Code | Post  | Age Limit           | Essential Educational and other Qualification  |
|-----------|---|---------------------|--|
|           |   |                     | Nutrition Dietetics)/M.Sc. (Food Service Management and Dietetics) from a recognized University / Institution.<br>2. 3 years' experience in the line preferably in 200 bedded Hospital.  |
| 7.        | <b>Gas Officer</b>                            | Between 30-40 years | <b>Essential Qualifications &amp; Experience:</b><br>Degree in Mechanical Engineering with 5 years working experience with Manifold or its repairs in supervisory capacity in a Medical Setup.<br><b>OR</b><br>Diploma in Mechanical Engineering with 7 years working experience with Manifold or its repairs in supervisory capacity in a Medical Setup. Must be capable of carrying out work associated with the Medical Gas Management distribution line, taps, cocks and outlets   |
| 8.        | <b>Health Educator (Social Psychologist)</b>  | Between 21-35 years | <b>Essential Qualifications &amp; Experience:</b><br>(i) M.A./M.Sc. Degree in Psychology from a recognized Institute/ University.<br>(ii) Five years working experience with the Physically Challenged in a Rehabilitation Centre.<br><b>Desirable:</b><br>M.Phil. in Clinical Psychology.   |
| 9.        | <b>Junior Accounts Officer (Accountant)</b>   | Between 21-30 years | <b>Essential Qualifications &amp; Experience:</b><br>(i) Graduate in Commerce.<br>(ii) Possessing two years' experience of handling accounts work in Government Organization.  |
| 10.       | <b>Junior Administrative Officer</b>          | Between 21-30 years | <b>Essential Qualifications:</b><br>1. Degree of recognized University or equivalent.<br>2. Proficiency in Computers.  |
| 11.       | <b>Warden (Hostel Warden)</b>                 | Between 30-45 years | <b>Essential Qualifications &amp; Experience:</b><br>(i) Graduate from recognized University / Institute.<br>(ii) Diploma / Certificate in House Keeping / Material Management /Public Relations/Estate Management.<br>(iii) Possessing two years' Experience of handling Hostels in Government/ reputed Organization.   |
| 12.       | <b>Librarian Grade-III</b>                    | Between 21-30 years | <b>Essential Qualifications &amp; Experience:</b><br>i) Bachelor Degree in Library Science or Library and Information Service from a recognized University /Institute.<br><b>OR</b><br>B.Sc. Degree or equivalent from a recognized University and Bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognized University or Institute.<br><b>with</b><br>ii) 2 years' professional experience in a Library under Central/ State/ Autonomous/Statutory organization/PSU/University or recognized Research and Educational Institution.<br>iii) Ability to use Computers - Hands on experience in Office Applications, Spreadsheets and Presentations.<br><b>Desirable:</b><br>Diploma in Computer Application from a recognized University or Institute. |
| 13.       | <b>Medical Record Officer</b>                 | Between 21-35 years | <b>Essential Qualifications &amp; Experience:</b><br>1. Bachelor's Degree preferable with Science from a recognized University or Equivalent.<br>2. Should have done one-year course in Medical Record from recognized Institution.<br>3. Not less than 5 years of experience in organizing and maintenance of Medical Records in a not less than 200 Bedded Medical Hospital / Institute.   |
| 14.       | <b>Medical Social Service Officer Grade I</b> | Between 21-35 years | <b>Essential Qualifications &amp; Experience:</b><br>i. MA (Social Work) / MSW with specialization in Medical Social Work from a recognized University/Institution.<br><b>AND</b>  |

| Post Code | Post  | Age Limit              | Essential Educational and other Qualification  |
|-----------|---|------------------------|--|
|           |   |                        | ii. 5 Years' Experience in a government or private sector hospital of minimum 200 beds.<br><b>Desirable:</b><br>Ability to use Computers - Hands on experience in Office Applications, Spreadsheets and Presentations.   |
| 15.       | Medico Social Worker                            | Between 18-35 years    | <b>Essential Qualifications &amp; Experience:</b><br>(i) MA (Social Work)/MSW with specialization in Medical Social Work from a recognized University/ Institution.<br>(ii) 5 Years' Experience in a Government or Private Sector Hospital of minimum 500 beds in line with Welfare or Health Agency preferably dealing with Medical/Public Health Service.<br><b>Desirable:</b><br>Ability to use Computers - Hands on experience in Office Applications, Spreadsheets and Presentations. |
| 16.       | Multi – Rehabilitation Worker (Physiotherapist) | Between 21-30 years    | <b>Essential Qualifications &amp; Experience:</b><br>Bachelor's Degree in Physiotherapy from a Recognized Institute/ University with 2 years' experience.<br>OR<br>Diploma in Rehabilitation with 5 years' experience.<br><br>Registered with the Physiotherapy Council.   |
| 17.       | Personal Assistant                              | Between 18-30 years    | <b>Essential Qualifications:</b><br>(i) Degree from a recognized University.<br>(ii) Skill Test Norms:<br><b>Dictation:</b> 10 minutes @ 100 WPM.<br><b>Transcription:</b> 40 minutes English or 55 minutes Hindi on a Computer.<br><b>Desirable:</b><br>Diploma/Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (written and spoken).   |
| 18.       | Private Secretary                               | Between 18-30 years    | <b>Essential Qualifications:</b><br>(i) Degree from a recognized University.<br>(ii) Skill Test Norms:<br>Dictation: 7 minutes @ 120 WPM. Transcription: 45 minutes English or 60 minutes Hindi on a Computer.<br><b>Desirable:</b><br>Diploma/Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (written and spoken).<br>(iv) Ability to use Computers.<br>Desirable<br>Diploma in Secretarial Practice or equivalent.            |
| 19.       | Programmer (Data Processing Assistant)          | Not exceeding 30 years | <b>Essential Qualifications:</b><br>BE/B.Tech (Comp. Science/Comm. Engg.) or Post-Graduation in Science/ Maths etc. or Post-Graduation in Computer Application   |
| 20.       | Psychiatric Social Worker                       | 18 – 35 years          | <b>Essential Qualifications &amp; Experience:</b><br>(i) M.A. or M.Sc. degree in Psychology/ Psychiatric Social Work from a recognized Institute / University.<br>(ii) Five years working experience in Vocational Guidance and counselling in Psychiatric Centre.<br><b>Desirable:</b><br>Specialization in Social Psychology.  |
| 21.       | Public Health Nurse                             | 21 – 35 years          | <b>Essential Qualification &amp; Experience:</b><br>B.Sc. (Hons.) Nursing from a recognized Institute / University + 2 years of relevant experience.   |
| 22.       | Radiographic Technician Grade-I                 | 21 – 35 years          | <b>Essential Qualifications &amp; Experience:</b><br>B.Sc. (Hons.) (3 years course) in Radiography from a recognized University / Institution.<br><b>OR</b>  |

| Post Code | Post                              | Age Limit     | Essential Educational and other Qualification   |
|-----------|-----------------------------------|---------------|---|
|           |                                   |               | Diploma in Radiography from a recognized Institution with 2 years' experience.<br><b>Desirable:</b><br>Ability to use Computers - Hands on experience in Office Applications, Spread-sheets and Presentations.  |
| 23.       | Radio Therapy Technician Grade-II | 21 – 35 years | <b>Essential Qualifications &amp; Experience:</b><br>B.Sc. (Hons) (3 years course) in Radiotherapy/Radiology from a recognized University / Institution.<br><b>OR</b><br>Diploma in Radiotherapy/Radiology from a recognized Institution with 2 years' experience.<br><b>Desirable:</b><br>Ability to use Computers - Hands on experience in Office Applications, Spread-sheets and Presentations.  |
| 24.       | Senior Hindi Officer              | 21 – 35 years | <b>Essential Qualifications &amp; Experience:</b><br>Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree Level.<br><b>OR</b><br>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree Level.<br><b>OR</b><br>Master's Degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the Degree Level;<br><b>OR</b><br>Master's Degree of a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the Degree Level;<br><b>OR</b><br>Master's Degree of a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree Level;<br><b>AND</b><br>Recognized Diploma or Certificate Course in Translation from Hindi to English & vice versa or two years' experience of Translation Work from Hindi to English and vice versa in Central or State Government Office including Government of India Undertaking. |
| 25.       | Senior Nursing Officer            | 21 – 35 years | <b>Essential Qualifications &amp; Experiences:</b><br>(i) B.Sc. (Nursing) (4 year course) from a recognized Institute/University.<br><b>OR</b><br>B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2 year course) from a recognized Institute/University.<br>(ii) Should be registered with the Indian Nursing Council/State Nursing Council.<br><b>Experience:</b><br>Three years of experience as Staff Nurse Grade-II in a minimum 100 bedded Hospital/Healthcare Institute.<br><b>Desirable:</b><br>Ability to use Computers - Hands on experience in Office Applications, Spread sheets and Presentations.   |
| 26.       | Store Keeper                      | 18 – 35 years | <b>Essential Qualifications:</b><br>(i) Degree from a recognized University/ Institution;   |

| Post Code | Post   | Age Limit               | Essential Educational and other Qualification  |
|-----------|--|-------------------------|--|
|           |  |                         | (ii) Post-graduate Degree/Diploma in Material Management from a recognized University/Institution;<br><b>OR</b><br>(iii) Bachelor's Degree in Material Management from a recognized University/Institution and 3 years' experience in Store handling (preferably Medical Stores).  |
| 27.       | <b>TB &amp; Chest Diseases Health Assistant</b>                                  | 21 – 30 years           | <b>Essential Qualifications &amp; Experience:</b><br>B.Sc. (Hons) Nursing from a recognized Institute / University.<br><b>OR</b><br>Diploma in Nursing with 2 years of relevant experience.  |
| 28.       | <b>Technical Officer (Dental) (Dental Technician)</b>                            | 21 – 35 years           | <b>Essential Qualifications &amp; Experience:</b><br>(i) 10 + 2 with Science from a recognized University/ Board.<br>(ii) Diploma (minimum 2 years duration) from a recognized Institution in Dental Hygiene; or Dental Mechanic; or Maxillo- facial Prosthesis and Orthodontic Appliances.<br>(iii) Registered as Dental Hygienist/Dental Mechanic with the Dental Council of India.<br>(iv) 5 years' experience in the relevant field.                                     |
| 29.       | <b>Technical Officer (Ophthal)(Refractionist)</b>                                | 21 – 35 years           | <b>Essential Qualifications &amp; Experience:</b><br>B.Sc. in Ophthalmic Techniques or equivalent from a recognized University / Institution with 5 years of experience in the relevant field.   |
| 30.       | <b>Technical Officer (Technical Supervisor) for Medical Lab Technology</b>       | Note exceeding 40 years | <b>Essential Qualifications &amp; Experience:</b><br>a) B.Sc. in Medical Lab Technology or equivalent.<br>b) 10 years' experience in the concerned field   |
| 31.       | <b>Technical Officer (Technical Supervisor) for Operation Theatre/Anesthesia</b> | Note exceeding 40 years | <b>Essential Qualifications &amp; Experience:</b><br>a) For posts in Anaesthesia/Operation Theatre, B.Sc. in OT Techniques or equivalent with 10 years' experience in concerned field.<br><b>Or</b><br>b) 10+2 with Science with Diploma in OT Techniques or equivalent with 13 years of experience in concerned filed.  |
| 32.       | <b>Vocational Counsellor</b>   | 21 – 35 years           | <b>Essential Qualifications &amp; Experience:</b><br>(i) Post Graduate Degree in Psychology from a recognized Institution/ University.<br>(ii) Post Graduate Diploma in Rehabilitation Psychology/ Vocational Counselling / Vocational Guidance and Training / Vocational Rehabilitation from a recognized Institution/ University.<br>(iii) 3 years' experience in the Rehabilitation of the Orthopedically Handicapped in a recognized Institution/ Hospital.              |
| 33.       | <b>Artist (Modellar)</b>   | Between 21-35 years     | <b>Essential Qualifications &amp; Experience:</b><br>Diploma/Certificate in Fine Arts/ Commercial Arts/Modelling from a recognized Institution/University with 2 years' experience in Illustration and modelling, in the concerned department.<br><b>Or</b><br>Matriculation/equivalent with 5 years experience in the concerned department of a Medical College.<br>Desirable:<br>Degree in Graphic Design, preferably qualification in education, media and communication. |
| 34.       | <b>Assistant Laundry Supervisor</b>  | Between 18-30 years     | <b>Essential Qualifications &amp; Experience:</b><br>1. 12 <sup>th</sup> Pass or its equivalent from a recognised Board/School<br>2. Diploma/Certificate in Dry Cleaning/Laundry Technology from a recognised institute.<br>3. 2 years experience in a reputed mechanised Laundry  |
| 35.       | <b>Cashier</b>   | Between 21-30 years     | <b>Essential Qualifications &amp; Experience:</b><br>Degree in Commerce of recognized University or equivalent<br><b>And</b><br>1. Atleast 2 years' experience of handling accounts work of a Government Organizations; and  |

| Post Code | Post   | Age Limit              | Essential Educational and other Qualification   |
|-----------|--|------------------------|---|
|           |  |                        | 2. Having proficiency in Computer Application.  |
| 36.       | Coding Clerk                                     | Between 18-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>B.Sc. (Medical Records)<br>Or<br>10+2 (Science) from a recognized board with at least 6-month Diploma/Certificate course in Medical Record keeping from a recognized Institute/ University and 2 years' experience in Medical Record Keeping in a Hospital Setup<br><b>And</b><br>Ability to use computers – Hands on experience in office applications, spreadsheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi. |
| 37.       | Dark Room Assistant Grade II                     | Between 21-30 years    | <b>Essential Qualifications &amp; Experience:</b><br>Diploma in Radiography from a recognized institution with 1year experience   |
| 38.       | Data Entry Operator Grade A                      | Between 18-27 Years    | <b>Essential Qualifications &amp; Experience:</b><br>1. 12 <sup>th</sup> Standard pass or equivalent.<br>2. Should possess a speed of not less than 8000 key Depressions per hour for Data Entry Work.<br><b>Note:</b> The speed of 8000 key Depressions per hour for Data Entry Work is to be judged by conducting a speed test on the EDP Machine(s) by the Competent Authority.  |
| 39.       | Dispensing Attendant                             | Between 21-27 years    | <b>Essential Qualifications &amp; Experience:</b><br>i. Diploma in Pharmacy from a recognized University/Institution.<br>ii. Should be a registered Pharmacist under Pharmacy Act 1948  |
| 40.       | Dissection Hall Attendant                        | Between 21-30 years    | <b>Essential Qualifications &amp; Experience:</b><br>10+2 or equivalent with one-year experience in the concerned department.<br><br>Or<br>10th pass with Three years' experience in the concerned department.  |
| 41.       | Driver (Ordinary Grade)                          | Between 18-27 years    | <b>Essential Qualifications &amp; Experience:</b><br>i. 10th pass from a recognized Board.<br>ii. LMV and HMV commercial License<br>iii. 2 years' experience of driving commercial vehicle.   |
| 42.       | Electrician                                      | Not Exceeding 35 years | <b>Essential Qualifications &amp; Experience:</b><br>a. 10th Class/Standard or equivalent<br>b. ITI Diploma certificate in Electrician Trade.<br>c. Electrical Supervisory certificate of Competency; and Practical experience of 5 years in erection and running/ maintenance different types of HT and LT electrical installations including UG cable Systems.  |
| 43.       | Gas Mechanic                                     | Between 18-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>10+2 in Science with 5 years experience in Medical Gas Pipeline System in a 200 Bedded Govt. Hospital<br><br>Or<br>Trade Certificate or ITI Diploma in Mechanical Engg. with 3 years experience in Medical Gas Pipeline System in a 200 Bedded Hospital.   |
| 44.       | Hospital Attendant Grade - III (Nursing Orderly) | Between 18-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>1. Matriculation from a recognized School/Board<br>2. Certificate course in Hospital Services conducted by a recognized organization (such as St. Johns Ambulance)<br><b>Desirable:</b><br>Experience of having worked in a Hospital   |
| 45.       | Junior Administrative Assistant                  | Between 18-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>1. 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University<br>2. Skill test norms on computer Typing speed @35w.p.m. in English or 30w.p.m. in Hindi (Time Allowed 10 minutes)<br>(35 w.p.m. or 30 w.p.m. correspond to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word)<br><b>Desirable:</b>  |



| Post Code | Post  | Age Limit              | Essential Educational and other Qualification   |
|-----------|---|------------------------|---|
|           |   |                        | 1. Basic Computer literacy.   |
| 46.       | Junior Medical Record Officer               | Between 21-35 years    | <b>Essential Qualifications &amp; Experience:</b><br>B.Sc. (Medical Records)<br>Or<br>10+2 (Science) from a recognized board with at least 6month Diploma/Certificate course in Medical Record keeping from a recognized Institute/ University having 2 years' experience in Medical Record keeping in a Hospital Setup<br>And<br>Ability to use computers Hands on experience in office applications, spreadsheets and presentations. Typing speed of 35 words per minutes in English or 30 words per minute in Hindi. |
| 47.       | Junior Warden (House Keepers)               | Between 30-45 years    | <b>Essential Qualifications &amp; Experience:</b><br>1. Graduate from a recognized University or equivalent<br>2. Two years' experience as a Jr. Warden or equivalent in any College.   |
| 48.       | Lab Attendant Grade-II                      | Between 18-27 Years    | <b>Essential Qualifications &amp; Experience:</b><br>i) 10+2 with Science<br>ii) Diploma in Medical Lab Technology.<br><b>Desirable:</b><br>Experience: 2 Years in relevant field.  |
| 49.       | Lab Technician                              | Between 21-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>a) 10+2 with Science<br>b) Diploma in Medical Lab Technology<br><b>Desirable:</b><br>B.Sc. in Medical Lab Technology   |
| 50.       | Library Attendant Grade-II                  | Not exceeding 30 years | <b>Essential Qualifications &amp; Experience:</b><br>i. Matriculation or Equivalent.<br>ii. Experience of having worked in Library for at least 2 years.<br>Or<br>Certificate in Library Science/ Librarianship from a recognized institution.  |
| 51.       | Lineman (Electrical)                        | Between 18-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>a) 10th Class/Standard or equivalent<br>b) ITI Diploma Certificate/equivalent in related trade<br><b>Experience:</b> 2 years in the relevant field.  |
| 52.       | Manifold Technician (Gas Steward)           | Between 25-35 years    | <b>Essential Qualifications &amp; Experience:</b><br>10+2 in Science with 7 years' experience in Medical Gas Pipeline System in a 200 Bedded Government Hospital;<br>Or<br>Trade Certificate or ITI Diploma in Mechanical Engineering with 5 years' experience in Medical Gas Pipeline Systems in a 200 Bedded Hospital   |
| 53.       | Manifold Room Attendant                     | Between 18-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>1. 10+2 with Science from a recognized board<br>2. 3 years' experience in Medical gas Pipeline system in a 200 bedded Hospital.  |
| 54.       | Mechanic (Air Conditioning & Refrigeration) | Between 18-40 years    | <b>Essential Qualifications &amp; Experience:</b><br>1. Matriculation or equivalent<br>2. ITI/Diploma certificate in Refrigeration and Air Conditioning from a recognized institute/Polytechnic of a minimum of 12 months.<br>3. 2 years' experience in installation and maintenance of Refrigeration and Air Conditioning Systems.   |
| 55.       | Mechanic (E & M)                            | Between 18-30 years    | <b>Essential Qualifications &amp; Experience:</b><br>1. 10 <sup>th</sup> Class/ Standard or equivalent.<br>2. ITI Diploma Certificate in Electrician Engineering/ Mechanical Engineering from a recognized Polytechnic/ ITI.<br>Practical experience of 2 years in a workshop/ department dealing with operation and maintenance of mechanical/ Electrical plants.  |
| 56.       | Medical Record Technician (Record Clerk)    | Between 18-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>B.Sc. (Medical Records)<br>Or  |

| Post Code | Post                               | Age Limit              | Essential Educational and other Qualification  |
|-----------|------------------------------------|------------------------|--|
|           |                                    |                        | 10+2 (Science) from a recognized board with at least 6-month Diploma/Certificate course in Medical Record Keeping from a recognized Institute/ University and 2 Years' experience in Medical Record Keeping in a Hospital Setup;<br>And<br><br>Ability to use Computers-Hands on experience in office application, spreadsheet and presentations. Typing speed of 35WPM in English or 30WPM in Hindi.  |
| 57.       | Office Attendant Grade-II          | Not Exceeding 30 Years | <b>Essential Qualifications &amp; Experience:</b><br>10 <sup>th</sup> Pass or ITI equivalent.  |
| 58.       | Operator (E & M)/Lift Operator     | Between 18-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>1) 10 <sup>th</sup> Class/ Standard or equivalent.<br>2) ITI Diploma Certificate/equivalent in related trade  |
| 59.       | Pharma Chemist / Chemical Examiner | Between 18-27 Years    | <b>Essential Qualifications &amp; Experience:</b><br>1. Diploma in Pharmacy from a recognized University/ Institution<br>2. Should be a registered Pharmacist under Pharmacy Act 1948<br><b>Desirable:</b><br>Experience in manufacture/ testing of transfusion fluids in a reputed hospital of industry.  |
| 60.       | Pharmacist Grade-II                | Between 21-27 Years    | <b>Essential Qualifications &amp; Experience:</b><br>1. Diploma in Pharmacy from a recognized University/Institution.<br>2. Should be a registered Pharmacist under Pharmacy Act 1948<br><b>Desirable:</b><br>Experience in manufacture/storage/testing of transfusion fluids in a reputed hospital or industry  |
| 61.       | Plumber                            | Between 18-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>ITI Diploma Certificate/equivalent in the trade with at least 5 years practical experience<br><b>Should have the following experience</b><br>Working knowledge of the various types of specials used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him.<br>Working with various tools used in the trade such as wrenches, spanners, caulking tools, stocks and dies etc.<br>Make leak proof joints for all types of pipes.<br>Knowledge of materials that go to form joint and be able to estimate requirements thereof.<br>Able to follow drawings and sketches and execute work according to lay out<br>Able to carry out overhaul of bibcocks, ball valves, sluice valves including grinding and seating .<br>Possess Plumbing License. |
| 62.       | Pump Mechanic                      | Between 18-30 Years    | <b>Essential Qualifications &amp; Experience:</b><br>10+2 in Science with 5 years experience in Medical Gas Pipeline System in a 200 Bedded Govt. Hospital<br>Or<br>Trade Certificate or ITI Diploma in Mechanical Engg. With 3 years experience in Medical Gas Pipeline System in a 200 Bedded Hospital   |
| 63.       | Receptionist                       | Between 21-35 years    | <b>Essential Qualifications &amp; Experience:</b><br>Degree in Mass Communication / Hospital Administration/ Hospitality Management from a recognized University/ Institute.<br>And<br>Ability to use computers Hands on experience in office applications, spread sheets and presentations.   |
| 64.       | Sanitary Inspector Grade-II        | Between 18-35 years    | <b>Essential Qualifications &amp; Experience:</b><br>1) Pass in Class 12 + Health Sanitary Inspector Course (1-year duration) from a recognized university/Institution<br>2) Not less than 4 years of experience in a 200 bedded hospital.   |
| 65.       | Security Cum Fire Jamadar          | Between 18-27 Years    | <b>Essential Qualifications &amp; Experience:</b>  |

| Post Code | Post                            | Age Limit              | Essential Educational and other Qualification  |
|-----------|---------------------------------|------------------------|--|
|           |                                 |                        | <p>(i) 10+2 from a recognized Board/ University: (Relaxable upto Class 10<sup>th</sup> in the case of Ex-Servicemen who have excellent record and have passed third class examination of the services)</p> <p>(ii) Following Physical Standards:</p> <ol style="list-style-type: none"> <li>Height: 167 cm and Chest: 80 cm with an expansion of 5cm (For residents of hill areas height may be 162cm, chest-76cm with an expansion of 5 cm)</li> <li>Should possess sound health free from defect/deformity/disease.</li> <li>Vision of both eyes should be 6/12 (without glasses)</li> <li>There should be no colour blindness.</li> </ol> <p>(Candidates claiming relaxation in height and chest will have to produce the certificate to this effect from the competent authority viz. Deputy Commissioner/Distt. Magistrate/Tehsildars of their places of residence).<br/>Note: The standards of Physical Efficiency test may be relaxed by the Director (AIIMS) in the case of Ex-Servicemen only.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Service in the Armed Forces/Para-Military Forces/Police.</li> <li>Experience of performing security duties, preferably in a hospital of repute.</li> </ol> |
| 66.       | Senior Administrative Assistant | Between 21-30 Years    | <p><b>Essential Qualifications &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>Degree of recognized University or equivalent</li> <li>Proficiency in computers</li> <li>Skill test norm: Skill test on computer Typing speed @35w.p.m.in English or 30 w. p. m. in Hindi<br/>(Time allowed 10 minutes)<br/>(35 w. p. m or 30 w.p.m. correspond to 10500 KDPH /9000 KDPH on an average of 5 key depressions for each word)</li> </ol>  |
| 67.       | Social Worker                   | Between 18-35 Years    | <p><b>Essential Qualifications &amp; Experience:</b></p> <p>10+2 from a recognized board and 8 years' experience as Social Worker.</p>   |
| 68.       | Stenographer                    | Between 18-27 Years    | <p><b>Essential Qualifications &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>12<sup>th</sup> Class of equivalent qualification from a recognized Board or University</li> <li>Skill Test Norms:<br/>Dictation- 10 Minutes @ 80 WPM<br/>Transcription- 50 Minutes English; or 65 Minutes in Hindi on Computer</li> </ol> <p><b>Desirable:</b><br/>Excellent command over Hindi and English (written and spoken)</p>  |
| 69.       | Store Keeper-cum-Clerk          | Up to 30 Years         | <p><b>Essential Qualifications &amp; Experience:</b></p> <p>1) Graduate from a recognized university with one-year experience in handling stores.</p> <p><b>Desirable:</b><br/>Post-graduate Degree/Diploma in Materials Management from a recognized Institution.</p>   |
| 70.       | Stores Attendant Grade-II       | Not Exceeding 30 Years | <p><b>Essential Qualifications &amp; Experience:</b></p> <p>10<sup>th</sup> Pass or ITI equivalent.</p>  |
| 71.       | Tailor Grade-III                | Between 18-27 Years    | <p><b>Essential Qualifications &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>10th Standard pass from a recognized School/ Board</li> <li>Certificate from ITI or any other recognized Institution in the trade of Tailoring.</li> </ol> <p><b>Desirable:</b><br/>Experience in Stitching of various types of Clothes.</p>   |
| 72.       | Wireman                         | Between 18-30 Years    | <p><b>Essential Qualifications &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>10th Class/Standard or equivalent</li> <li>ITI Diploma Certificate in Electrician Trade</li> <li>Electrical workman certificate of Competency; and</li> <li>Practical experience of 5 Years in electrician trade</li> </ol>  |

## GENERAL CONDITIONS-

### 1. CUT OFF DATE

Cut-off date to determine eligibility in terms of age, qualifications and experiences of the candidates will be **the last date of submission of online application**. The link for submission of online applications in respect of above said posts alongwith other relevant information will be activated on the date of publication of the advertisement in Employment News/ Rojgar Samachar or earlier (as posted on the website). The last date of online submission of applications will be 30 days from the date of publication of this advertisement in the Employment News. In case the last date falls on weekly off or holidays, then the last date of submission of application will be shifted to the next working days (up to 5.00 P.M.).

### 2. APPLICATION FEES:

- 2.1 **For Unreserved/OBC candidates is Rs.3000/-  
For SC/ST/EWS candidates is Rs.2400/  
Persons with Disabilities – Fees Exempted**
- 2.2 The candidates can pay the prescribed application fee online by clicking in the link provided in the website while filling up the Online Application.
- 2.3 **Application fee once remitted shall not be refunded under any circumstances. However, the application fee of SC/ST candidates who appear in the Examination will be refunded after the declaration of result in due course of time.**
- 2.4 Incomplete application(s) and application received without the prescribed fee would not be considered and summarily rejected. The decision of the Competent Authority of AIIMS, Bhubaneswar in this regard will be final.

### 3. HOW TO APPLY:

- 3.1 The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the cut-off date failing which their application will be rejected. They must possess the educational qualification and experience as recognized by the Govt. of India. Their candidature will be cancelled at any stage if it is found that their educational qualification or experiences is not recognized by the Govt. of India.
- 3.2 The aspiring applicants satisfying the eligibility criteria in all respect can apply through **ON-LINE** application mode only. The On-line registration of application will be made available on official website of AIIMS, Bhubaneswar i.e. <https://aiimsbhubaneswar.nic.in/>. The notification for date of activation of link for submission of online applications in respect of above said posts along with other relevant information will be notified on the website.
- 3.3 Candidates are advised to fill their correct and active e-mail ID in the online application, as all correspondences will be made by the Institute through e-mail.
- 3.4 The candidate must ensure that their photo, signature and thumb impression should be clearly visible in preview at the time of online application. If photo/signature/thumb impression image is displayed small or not visible in preview on website, that means photo/signature is not as per the AIIMS, Bhubaneswar prescribed guidelines and in that case, their application will be rejected. So, candidates are advised to be careful while uploading their photo and signature. Both must be visible clearly on Online Application Form.
- 3.5 No documents including online application form is required to be sent, however, all the applicants are advised to keep a copy of online application form with them along with proof of payment (a copy of challan /online payment receipt) for their record.
- 3.6 In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through On-line mode and separate application fees as applicable is to be paid.
- 3.7 Any query regarding technical problem of on-line application may be sent to [itdept@aiimsbhubaneswar.edu.in](mailto:itdept@aiimsbhubaneswar.edu.in) (Only for Online Application Form & Payment Related Queries).

### 4. NATIONALITY/ CITIZENSHIP:

- 4.1 A candidate must be either:
  - 4.1.1 a citizen of India, or a subject of Nepal, or
  - 4.1.2 a subject of Bhutan, or
  - 4.1.3 a Tibetan refugee who came over to India, before the 1st January,1962, with the intention of permanently settling in India, or
  - 4.1.4 a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

- 4.2 Provided that a candidate belonging to categories (4.1.2), (4.1.3) and (4.1.4) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.
- 4.3 A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after, the necessary eligibility certificate has been issued to him/ her by the Government of India.

## 5. AGE RELAXATION:

- 5.1 Cut-off date to determine eligibility in terms of age of candidates will be the **last date of submission of online application**.
- 5.2 SC/ST/OBC candidates who opt to apply as unreserved candidate will not be eligible for age relaxation. Further, reserve category candidates (SC/ST/OBC) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.
- 5.3 Age relaxation of 5 years for personnel serving in Central/State Government and Autonomous Institutions of Central & State Govts. and for regular employees of AIIMS Bhubaneswar who have completed three years of regular service will be allowed.
- 5.4 The candidates who are presently working in AIIMS, Bhubaneswar either on contractual basis or through an outsource agency, will be granted one-time age relaxation of one year for each year of completion of contractual/outsource period engagement at AIIMS, Bhubaneswar subject to a ceiling a maximum of five years.
- 5.5 Age relaxation is permissible to various other applicants is as under: -

| S. No. | Category  | Age Relaxation permissible beyond the Upper Age Limit   |
|--------|---|---|
| 1.     | SC/ST   | 5 years   |
| 2      | OBC   | 3years  |
| 3.     | PWBD  | 10 years, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.   |
|        | <b>Ex-Servicemen and Commissioned Officers including ECOs/SSCOs for Group B posts</b> | <p>(a) Five years' subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defense issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma.</p> <p><b>NOTE:</b> Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.</p> |
|        |   | <p>In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defense Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defense Forces: -</p> <p>(i) In case of Commissioned Officers including ECOs/SSCOs:<br/> Army: Directorate of Personnel Services, Army Headquarters, New Delhi.<br/> Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.<br/> Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.</p> <p>(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:<br/> <b>Army:</b> By various Regimental Record Offices.<br/> <b>Navy:</b> Naval Records, Bombay<br/> <b>Air Force:</b> Air Force Records, New Delhi.</p>  |

| S. No.                   | Category   | Age Relaxation permissible beyond the Upper Age Limit   |
|--------------------------|--|---|
| 5.                       | <b>Ex-Servicemen-for Group C posts</b>   |   |
|                          | 1) Ex-Servicemen (Unreserved)  | 03 years after deduction of the military service rendered from the actual age as on the Closing date for receipt of application                     |
|                          | 2) Ex-Servicemen(OBC)  | 06 years (3 years + 3 years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application |
|                          | 3) Ex-Servicemen (SC & ST)   | 08 years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application |
| 6.                       | <b>Central Govt. Civilian Employees - for Group B posts</b>  |   |
|                          | 1) Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application  | 5 years   |
|                          | 2) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application                 | 8 (5 +3) years  |
|                          | 3) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of applications              | 10 (5+5) years  |
| 7.                       | <b>Central Govt. Civilian Employees - for Group C posts</b>  |   |
|                          | 1) Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application. | Upto 40 years of age  |
|                          | 2) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application               | Upto 45 years of age  |
| <b>For Group C Posts</b> |  |   |
| 8.                       | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)  | 5 years   |
| 9.                       | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(OBC)  | 8 years   |
| 10.                      | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir SC/ST)  | 10 years  |
| 11.                      | Widows/Divorced Women/Women judicially separated and who are not remarried (Unreserved/General)  | Upto 35 years of age  |
| 12.                      | Widows/Divorced Women/Women judicially separated and who are not remarried (OBC)   | Upto 38 years of age  |
| 13.                      | Widows/Divorced Women/Women judicially separated and who are not remarried (SC/ST)   | Upto 40 years of age  |
| 14.                      | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. (Unreserved/General)         | 5 years   |
| 15.                      | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. (OBC)                        | 8 (5+3) years   |
| 16.                      | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)                       | 10 (5+5) years  |
| 17.                      | Service Clerks in the last year of their colour service in the Armed Forces (Unreserved/General)   | Upto 45 years of age  |
| 18.                      | Service Clerks in the last year of their colour service in the Armed Forces (OBC)  | Upto 48 years of age  |
| 19.                      | Service Clerks in the last year of their colour service in the Armed Forces (SC/ST)  | Upto 50 years of age  |

NOTE-I: Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are **NOT** eligible for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation as per rules.

NOTE-II: The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.

NOTE-III: For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE FOR RECEIPT OF APPLICATION or otherwise than by way of dismissal or discharge on account of misconduct.

5.6 **EXPLANATION:** An 'ex-serviceman' means a person-

- 5.6.1 who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the India Union, and
- 5.6.2 who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
- 5.6.3 who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

- 5.6.4 who has been released from such service as a result of reduction in establishment; or
- 5.6.5 who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
- 5.6.6 Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- 5.6.7 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1988; or
- 5.6.8 Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- 5.6.9 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

## 6. RESERVATION

- 6.1 Candidates applying under any of the reserved category viz. SC/ST/OBC will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in 2023-2024, therefore, valid NCL-OBC certificate issued during the period from 1.4.2023 to 31.3.2024 will be considered valid. Candidature of aspirants who have NCL-OBC certificate issued before or after this period (i.e 1.4.2023 to 31.3.2024), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-1) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer.
- 6.2 The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidate who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
- 6.3 Reservation for PwBD will be as per the guidelines /Instruction contained in DoP&T OM No. 36035/02/2017-Estt (Res) dated 15.01.2018 with regard to reservation for persons with disabilities. Only such persons would be eligible for reservation under PwBD quota in service/posts who suffer from not less than 40% of physical disability. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate as issued by a Competent Authority in prescribed format. However, the candidature of PwBD applicant is subject to evaluation by a Medical Board duly constituted by the Executive Director, AIIMS, Bhubaneswar. This Medical Board will evaluate suitability of candidates for the post he/she is being considered for. All the instructions of Govt. of India as amended and as applicable in this matter will be followed if the same is not consistent in this connection.

## 7. NO OBJECTION CERTIFICATE (NOC):

The applicants, already in Government service (including AIIMS Employees) shall have to upload "No Objection Certificate" from their present employer at the time of Online Application. Further, it is mandatory to produce the same NOC at the time of Document Verification.

## 8. METHOD OF SELECTION:

- 8.1 Selection in any post mentioned in this Advertisement will be made based on the performance of the candidate in Computer Based Test (CBT) subject to obtaining Minimum Qualifying Marks in Skill Test/Computer Proficiency Test (CPT) as applicable. The Skill Test/CPT will be qualifying in nature and the marks obtained in it will have no bearing in the final selection. Any other details regarding Skill Test/CPT will be notified in due course of time.
- 8.2 **The details of Scheme & Syllabus of Computer Based Test will be notified soon.**

**9. OTHER TERMS AND CONDITIONS:**

- 9.1 Date of Online CBT Examination will be intimated later on only on AIIMS, Website. No TA/DA will be paid for appearing in the Online CBT Examination.
- 9.2 Date of Document Verification will be notified later after declaration of result of CBT (Computer Based Test)/CPT (Computer Proficiency Test)/Skill Test (as applicable).
- 9.3 **AIIMS, Bhubaneswar decision is final:** The decision of the AIIMS, Bhubaneswar in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, methodologies for the selection, and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- 9.4 Any corrigendum or revision of the advertisement or any other information regarding this recruitment will be posted on the Official website of AIIMS, Bhubaneswar only in due course. Candidates are advised to visit our website regularly for updated information in this regard.

**10. INFORMATION/INSTRUCTIONS TO THE CANDIDATES:**

- 10.1 *The All India Institute of Medical Sciences is an autonomous body established under Act of Parliament.*
- 10.2 *Service under the Institute is governed by that Act and the Rules & Regulations framed there under.*
- 10.3 *The Institute strives to have a workforce which reflects gender parity and women candidates are encouraged to apply.*
- 10.4 *All the posts carry usual allowances as admissible to Central Government Employees of similar status at Bhubaneswar, Odisha.*
- 10.5 *Probation period: The period of probation will be as per rule.*
- 10.6 *The employees of the Institute will be governed by the New Pension Scheme as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division). Notification No. 5/7/2003-ECB&PR dated 22.12.2003 and other subsequent orders, if any . However, pay protection and continuation of past services of the existing Govt. employees will be considered strictly as per the Rules applicable to AIIMS, Bhubaneswar.*
- 10.7 *The post(s) is/are whole time and private practice of any kind is prohibited.*
- 10.8 *The candidates are likely to be posted at rural health and urban health centres or other centres attached with the Institute for the period to be decided by the Institute as applicable.*
- 10.9 *While every effort will be made to provide residential accommodation at the Institute subject to availability but in view of the paucity of the residential accommodation in the campus it may not be possible to provide accommodation in every case. In the event that no accommodation is provided, necessary H.R.A. as admissible to Central Government Servants of similar status stationed at Bhubaneswar, Odisha will be provided.*
- 10.10 *Canvassing of any kind will be a disqualification.*
- 10.11 *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 this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the Appointing Authority.*
- 10.12 *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.*
- 10.13 *The decision of the Competent Authority regarding CBT/Skill Test/CPT, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.*
- 10.14 *All disputes will be subject to jurisdiction of Court of Law at Bhubaneswar.*

**IMPORTANT**

In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact **0674-2476255 (Between 09:30 AM to 5:15 PM only working days)**

Email: [infoect@aiimsbhubaneswar.edu.in](mailto:infoect@aiimsbhubaneswar.edu.in)

**Sd/-**  
**Executive Director**  
**AIIMS, Bhubaneswar**