



अखिल भारतीय आयुर्विज्ञान संस्थान, भोपाल  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHOPAL  
Saket Nagar, Bhopal – 462020 (MP)  
Website: [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

Advt. No. No: ADM-2(5)/2021/AIIMS/BPL/Rect. Cell/Contract/01/4394

DATE: 06 / 09 /2021

**RECRUITMENT NOTIFICATION**  
**RECRUITMENT TO THE NON-FACULTY GROUP 'B' POSTS ON CONTRATUAL BASIS AT**  
**AIIMS BHOPAL**

AIIMS Bhopal is a premier Institute of National Importance (INI) 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. Applications are invited from aspiring candidates for the following Non-Faculty Group B posts purely on CONTRACTUAL BASIS for a period of one year or till regular appointment or till such time the alternate arrangements are made, whichever is earlier:-

S. No.	Name of the Post	Remuneration (Consolidated)	Age Limit	No. of Vacancies
1	Assistant Administrative Officer	Rs. 55,000/-	21-30 years	02(UR)
2	Legal Assistant	Rs. 55,000/-	30-40 years	01 (UR)

**Eligibility Conditions:-**

Assistant Administrative Officer	<p><b><u>Essential:</u></b> A Degree from recognized University / Institution</p> <p><b><u>Desirable:</u></b> (i) MBA/PG Diploma in Management from recognised Institutes (ii) Knowledge of Government Rules and Regulations. (iii) Proficiency in Computers.</p>
Legal Assistant	<p><b><u>Essential:</u></b> Graduate with experience of minimum period of three years assisting a qualified legal practitioner/firm or as Legal Assistant in Legal Department of a Government Organization.</p>

**1. IMPORTANT NOTES:**

- a) The above vacancies are provisional and subject to variation. **Competent Authority** reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India rules/circulars and requirements.

- b) Experience and all other prescribed qualifications will be counted **as on last date of submission of application form i.e. 30/09/2021**
- c) Preference will be given to those candidates who have worked or working in Government Hospital Environment.
- d) The period of experience shall be counted after obtaining the prescribed essential qualification.
- e) The employment will be purely on contractual basis and under no circumstances are linked to regular appointments and cannot be regularized at any stage.
- f) The emoluments will be consolidated in nature as determined by the competent authority.
- g) The appointment can be terminated by the competent authority at any time before completion of tenure and without assigning any reason thereof.
- h) **Competent Authority** reserves the rights to cancel the advertisement at any point of time without prior notice or fill up less/more number of posts as advertised or to add new post apart from the above depending upon the institutional requirements.
- i) **Reservation will be as per Government of India Policy.**

## **2. APPLICATION PROCESS:**

Candidates fulfilling the above eligibility criteria may submit their application in the prescribed format, available on the website along with self attested copies of relevant certificates in proof of age, qualifications and experience(s) etc. by 5.00 pm on 30/09/2021 by post only to **the Dy. Director (Admin), All India Institute of Medical Sciences, Saket Nagar, Bhopal-462020**. The envelop must be super scribed as "**Application for post of ..... (On Contract Basis) at AIIMS, Bhopal**". Applications received after the due date and incomplete in any aspect will be summarily rejected. Institute shall not be responsible for any postal delay etc.

## **3. APPLICATION FEE:**

- The application fee for General/OBC category candidate is Rs. 1,000/-.
- Fees to be paid by Demand Draft only in favour of "DIRECTOR, AIIMS Bhopal"
- Fee once remitted will not be refunded.
- Candidates belonging to PwD/SC/ST category and female candidates are exempted from payment of application fee.

## **4. SHORTLISTING BY METHODS OF THE SELECTION:**

The prescribed qualification is minimum and mere possessing the same does not entitle any candidate to be called for skill test and interaction or for selection. Based on the qualifications, experience, the Screening Committee may short-list the candidates for skill test and interaction. Candidates called for interaction will have to produce all relevant original documents in proof of age, qualifications, experience etc as furnished in their application at the time of interaction. They may also be asked to submit an affidavit/declaration as decided by the Competent Authority at the time of Interaction. The methodology of Selection will be decided by the Selection Committee as deemed fit besides any other matter relating to the Selection process.

## **5. PLACE OF SKILL TEST AND INTERACTION:**

Skill Test and Interaction will be held at **AIIMS, BHOPAL** or any other place as may be decided by the competent authority of the Institute. *No TA/DA will be paid for appearing in the Skill Test and Interaction.*

## 6. **OTHER TERMS & CONDITIONS :**

- i. Canvassing of any kind will lead to disqualification.
- ii. He / She has to conform to the rules of conduct and discipline as applicable to the institute employees.
- iii. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servants, appointed on regular basis.
- iv. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month's salary, without assigning any reason or failure to complete the period of three months to the satisfaction of competent authority. The appointee shall be on the whole time appointment of the **AIIMS, Bhopal** and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in any kind of employment during the period of contract. The appointee shall perform the duties assigned to him/her from time to time. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
- v. The appointee will be eligible for thirty (30) days leave in a calendar year.
- vi. The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent faculty members of the AIIMS.
- vii. The candidate should not have been convicted by any Court of Law.
- viii. 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 this appointment, he/she will be liable to be removed from the service in addition to any other action taken as deemed fit by the appointing authority.
- ix. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- x. It will be the candidates' responsibility to ascertain, ensure and establish their eligibility as per the prescribed qualification and experience as above. Submission of any false and/or suppression/concealment of facts shall lead to rejection/ cancellation of selection/ recruitment. Any misinformation detected at any stage will make the candidate liable for legal action deemed fit
- xi. 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. The decision of the **Competent Authority** in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), 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.

- ***All disputes will be subject to jurisdictions of Court of Law at Bhopal/Jabalpur.***
- ***Clarifications & Enquiries: [recruitment@aiimsbhopal.edu.in](mailto:recruitment@aiimsbhopal.edu.in)***
- ***Contact No. – 0755-2672334***
- ***The email must be captioned as “Recruitment on contractual basis at AIIMS, Bhopal.”***

Dy. Director (Admin)  
AIIMS, Bhopal