



अखिल भारतीय आयुर्विज्ञान संस्थान भोपाल (मध्य प्रदेश)
All India Institute of Medical Sciences, Bhopal (M.P)
(An Autonomous Body under Ministry of Health & Family Welfare Government of India)
Saket Nagar, Bhopal -462020 (Madhya Pradesh) Website: www.aiimsbhopal.edu.in

RECRUITMENT CELL

Advt. No: Admin/AIIMS Bpl/2017/12

Date: 25/11/2017

Applications are invited in the prescribed proforma from suitable candidates for filling up following Group 'B' posts on DEPUTATION BASIS at All India Institute of Medical Sciences, Bhopal. The number of post, essential qualification, experience etc. required for applying for these posts are as under:

Sl. No.	Name of the post	Group	Pay Band/ Grade pay/ Pay Scale (Pre-revised)	No. of Post
1	Office Superintendent	B	Rs. 9,300-34,800 + GP Rs. 4,200	2
2	Assistant Administrative Officer	B	Rs. 9,300-34,800 + GP Rs. 4,600	2
3	Private Secretary	B	Rs. 9,300-34,800 + GP Rs. 4,600	5
4	Personal Assistant	B	Rs. 9,300-34,800 + GP Rs. 4,200	6
5	Assistant Account Officer	B	Rs. 9,300-34,800 + GP Rs. 4,600	2
6	Assistant Stores Officer	B	Rs. 9,300-34,800 + GP Rs. 4,600	4
7	CSSD Supervisor	B	Rs. 9,300-34,800 + GP Rs. 4,600	1
8	Laundry Manager	B	Rs. 9,300-34,800 + GP Rs. 4,200	1
9	Senior Sanitation Officer	B	Rs. 9,300-34,800 + GP Rs. 4,600	1
10	Sanitation Officer	B	Rs. 9,300-34,800 + GP Rs. 4,200	3
11	Librarian Grade- I (Documentalist)	B	Rs. 9,300-34,800 + GP Rs. 4,600	1
12	Medical Record Officer	B	Rs. 9,300-34,800 + GP Rs. 4,200	4
13	Assistant Engineer (Civil)	B	Rs. 9,300-34,800 + GP Rs. 4,600	2
14	Assistant Engineer for Vigilance Cell (Civil)	B	Rs. 9,300-34,800 + GP Rs. 4,600	1
15	Assistant Engineer (Electrical)	B	Rs. 9,300-34,800 + GP Rs. 4,600	1
16	Assistant Engineer (AC & R)	B	Rs. 9,300-34,800 + GP Rs. 4,600	1
17	Chief Pharmacist	B	Rs. 9,300-34,800 + GP Rs. 4,600	1
18	Sr. Pharmacist	B	Rs. 9,300-34,800 + GP Rs. 4,200	2
19	Pharmacist Grade - I	B	Rs. 9,300-34,800 + GP Rs. 4,200	4
20	Manager/Supervisor /Gas Officer	B	Rs. 9,300-34,800 + GP Rs. 4,600	1
21	Technical Assistant/ Technician	B	Rs. 9,300-34,800 + GP Rs. 4,200	16
22	Assistant Security officer	B	Rs. 9,300-34,800 + GP Rs. 4,200	1

Sl. No.	Name of the Post, Pay-band & Grade Pay and Essential Eligibility conditions
1.	<p>Office Superintendent Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Officers under the Central/State/U.T./Governments/Universities/Statutory, Autonomous Bodies or Research and Development Organizations I. holding analogous posts on regular basis, Or II. with 10 years regular service in the relevant grade pay of Rs. 2400/- in the relevant field.</p>
2.	<p>Assistant Administrative Officer Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organizations I. holding analogous posts on regular basis, Or II. with 05 years regular service in the grade pay of Rs. 4200/- in the relevant field and possessing educational qualification as mentioned below:</p> <p>Essential: Degree from recognized University or its equivalent</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. MBA/PG diploma in management from recognized institute. 2. Knowledge of Government Rules and Regulations. 3. Proficiency in Computers.
3.	<p>Private Secretary Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officer of the State/ Central Government or Central Statutory/ Autonomous Bodies holding analogous posts or with at least 5 years of regular services in the post with Grade Pay of Rs. 4200 or higher.</p>
4.	<p>Personal Assistant Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organizations</p> <ol style="list-style-type: none"> i. Holding analogous posts on regular basis Or ii. With 10 years regular services in the grade pay of Rs. 2400/- in the relevant field
5.	<p>Assistant Account Officer Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organizations</p> <ol style="list-style-type: none"> i. Holding analogous posts on regular basis Or ii. Junior Account Officer with five years of regular services in the grade pay Rs. 4200/-.

6.	<p>Assistant Stores Officer Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Research and Development Organizations</p> <p>Holding analogous posts on regular basis, Or With 5 years regular service in the grade pay of Rs. 4200/-.</p>
7.	<p>CSSD Supervisor Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers under the Central/State Govt./ Autonomous/Statutory Organizations</p> <p>Holding analogous posts on regular basis Or CSSD Supervisor with 5 years regular services in the grade pay of Rs. 4200/- .</p>
8.	<p>Laundry Manager Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Officers working in a 200 bedded Hospital of Central/ State/ U.T. Governments or Central Autonomous/ Statutory/ Local Self Government Bodies or Public Sector undertakings:</p> <p>i. Holding analogous posts on regular basis Or ii. Holding a post in the grade pay of Rs. 2400/- with 10 years of regular services in the grade.</p>
9.	<p>Senior Sanitation Officer Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers working in a 200 bedded Hospital Of Central/ State/ U.T. Government or Central Autonomous/ statutory/local Self Government Bodies or Public Sector undertaking:</p> <p>Holding analogous posts on regular basis Or Holding a post in the grade pay of Rs. 4200/- with 5 years of regular service in the grade.</p>
10.	<p>Sanitation Officer Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Officers working in a 200 bedded Hospital Of Central/ State/ U.T. Government or Central Autonomous/ statutory/local Self Government Bodies or Public Sector undertaking:</p> <p>i. Holding analogous posts on regular basis Or ii. Holding a post in the grade pay of Rs. 2800/- with 6 years of regular service in the grade.</p>

<p>11.</p>	<p>Librarian Grade- I (Documentalist) Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis Or</p> <p>ii. With 3 years regular services in the grade pay of Rs. 4200/- in the relevant field and possessing educational qualification as mentioned below:</p> <p>1. Bachelor Degree in Library Science or Library and information Services from a recognized University/ Institution Or 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.</p> <p style="text-align: center;">AND</p> <p>2. 5 Years' experience in a library of repute.</p> <p>3. Ability to use computers- hands on experience in office applications, spread sheets and presentations.</p> <p>Desirable: Diploma in Computer Application from a recognized University or Institute.</p>
<p>12.</p>	<p>Medical Record Officer Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies/ Health Care Organizations holding analogous posts on regular basis Or Junior Medical Record officer with 6 years of regular services in the grade pay of Rs. 2800/- in the relevant field.</p>
<p>13.</p>	<p>Assistant Engineer (Civil) Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/Autonomous Bodies or Research and Development Organizations Holding analogous posts on regular basis Or Jr .Engineer (Civil) with 5 years of regular service in the grade</p>
<p>14.</p>	<p>Assistant Engineering for Vigilance Cell (Civil) Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers under the Central/ State/ U.T. Governments/ Universities/ Statutory/Autonomous Bodies or Research and Development Organizations Holding Analogous posts on regular basis. Or Jr. Engineer (Civil) with 5 years of regular service in the grade.</p>

15.	<p>Assistant Engineer (Electrical) Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/Autonomous Bodies or Research and Development Organizations holding Analogous posts on regular basis.</p> <p style="text-align: center;">Or</p> <p>Jr. Engineer (Electric) with 5 years of Regular service in the grade.</p>
16.	<p>Assistant Engineer(AC & R) Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers from Ministries/ Departments of Government of India, CPWD, MES, BRO, DoT, State Government /Union Territories Engineering Services, and other Engineering Departments of the Central/State Statutory/Autonomous Bodies holding analogous post</p> <p style="text-align: center;">Or</p> <p>With 5 years of regular service as Junior Engineer.</p>
17.	<p>Chief Pharmacist Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis</p> <p style="text-align: center;">Or</p> <p>ii. With 5 years regular services in the grade of Pharmacist Grade- I in the grade pay of Rs. 4200/-</p>
18.	<p>Sr. Pharmacist Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis</p> <p style="text-align: center;">Or</p> <p>ii. With 6 years regular services in the grade of Pharmacist Grade - II grade pay of Rs. 2800/-</p>
19.	<p>Pharmacist Grade - I Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis</p> <p style="text-align: center;">Or</p> <p>ii. With 6 years regular services in the grade of Pharmacist Grade - II grade pay of Rs. 2800/-</p>

20.	<p>Manger/Supervisor/Gas Officer Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4600/-</p> <p>Officials holding analogous posts in govt. organizations or holding posts with 11 years of relevant experience in GP of Rs.2800/- .</p>
21.	<p>Technical Assistant/ Technician Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Officers under the Central/State/U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis Or ii. With 10 years regular services in the grade pay of Rs. 2400/- in the relevant field and possessing educational qualification as mentioned below:</p> <p>Essential</p> <ol style="list-style-type: none"> 1. B.Sc. in Medical Lab Technology or equivalent. 2. 5 Years experience in the concerned field Or 3. Diploma in Medical Lab Technology or equivalent. 4. 8 years experience in the concerned field Or 5. For post in Anaesthesia/ Operation Theatre (OT), B.Sc. in OT techniques or equivalent with 5 years' experience in concerned field. 6. 10+2 with science with Diploma in OT techniques or equivalent with 8 years' experience in concerned field.
22.	<p>Assistant Security Officer Group 'B' Pay Band - 2 Rs. 9300-34800 with Grade Pay of Rs. 4200/-</p> <p>Officers of the Police Department of the Central/State/UT Governments of Officers of the Armed Forces including Para Military Forces holding analogous posts or with 6/10 years regular service in the grade pay of Rs. 2800/- or 2400/- respectively.</p>

Note:

- I. The Director, AIIMS Bhopal reserves the right to vary the vacancies or cancel the exercise, at any stage of the process without assigning any reason thereof.
- II. Maximum age limit for applying for the aforesaid posts on deputation is **56 years** as on last date of receipt of application, i.e. **24/12/2017** (30 days from the date of publication of this advertisement in Employment News edition i.e. dated 25 Nov.-01 Dec. 2017).
- III. The initial period of deputation shall ordinarily be three years from date of appointment and the same will be regulated as per DoPT guidelines. Pay will be protected as per Govt. of India rules.
- IV. All the posts carry usual allowance as admissible to Central Government Employees of similar status and other allowances sanctioned at AIIMS Bhopal (M.P.)

- V. AIIMS Bhopal reserves the right to conduct written test to shortlist/select the candidates for any post as mentioned in the notification.
- a. The Officers who fulfils the above qualifications/eligibility may submit their application (**copy enclosed**) in the attached application form through proper channel to the below mentioned address on or before 05:00 PM as on last date i.e. 24/12/2017 (30 days from the date of publication of this advertisement in Employment News edition dated 25 Nov.-01 Dec. 2017) by Speed Post/Registered Post only:
- The Administrative Officer
All India Institute of Medical Sciences (AIIMS)
Administrative Block, 1st Floor of Medical College Building
Saket Nagar, Bhopal-462020 (M.P.)**
- b. The envelope containing the application(s) should be super-scribed as:
“Application for the Group ‘B’ Post of.....on Deputation Basis.”
- c. Application forms received after last date will not be considered. AIIMS Bhopal will not be responsible for any postal delay.
- VI. While forwarding their applications, Employer/Cadre Controlling Authority may ensure that the particulars of the candidates are verified and that they fulfil the eligibility conditions. Duly attested photocopies by competent authority of the applicant’s up-to-date Confidential Reports (at least for the latest 05 years) may also be enclosed with the application. It may also be clearly stated that no vigilance/ disciplinary proceedings is pending or contemplated against the candidates concerned. Application without vigilance clearance and ACRs/APARs Dossiers will not be considered. Supporting documents related to qualification, experience etc. may also be self- attested.
- VII. The applications received after the last date, without signature of the candidate or incomplete or not forwarded through proper channel will be summarily rejected.
- VIII. The posts advertised in the Advertisement are not applicable for the candidates working in private organization/institute etc.
- IX. All disputes will be subject to jurisdiction of Hon’ble High Court / CAT at Jabalpur (M.P).
- X. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training’s OM/order issued/ amended from time to time.
- XI. AIIMS Bhopal website www.aiimsbhopal.edu.in may be visited for regular updates regarding this advertisement.
- XII. Canvassing in any form will lead to disqualification of candidature.

For Clarification & Enquiries:

- **Mail to: recruitment.deputation@aiimsbhopal.edu.in**
- **Contact No. : 0755- 2672334**

Encl: Application form (05 Pages)

**Deputy Director (Admin.)
AIIMS, Bhopal**

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