No. RC/NF-R/3/2023   Date : 17.06.2023

ADVERTISEMENT FOR RECRUITMENT TO VARIOUS NON-FACULTY POSTS ON DIRECT RECRUITMENT BASIS AT AIIMS RAIPUR

AIIMS Raipur is an apex healthcare institute, established by the Ministry of Health and Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY) with the aim of correcting regional imbalances in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate and postgraduate medical education and training.

The Director, AIIMS Raipur invites online applications from the Indian nationals for recruitment to the following non-faculty posts on direct recruitment basis:

Advt. No.	Name of the Post	Group	Pay Level (7th CPC)	UR	OBC	SC	ST	EWS	Total	PwBD	Ex-SM
				No. of Vacancies						Includes	
NF/23/3/1	Tutor/ Clinical Instructor	A	Level-10	6	3	1	1	1	**12**	1	-
NF/23/3/2	Senior Nursing Officer@	B	Level-8	52	34	19	9	12	**126@**	4	-
NF/23/3/3	Senior Hindi Officer#	B	Level-7	1	-	-	-	-	**1**	-	-
NF/23/3/4	Dietician	B	Level-7	5	3	1	-	1	**10**	-	-
NF/23/3/5	Librarian Grade III	B	Level-6	3	1	-	-	-	**4**	1	-
NF/23/3/6	Occupational Therapist	B	Level-6	2	-	-	-	-	**2**	-	-
NF/23/3/7	Store Keeper	B	Level-6	5	2	1	-	-	**8**	1	-
NF/23/3/8	Technical Officer (Dental) (Dental Technician)	B	Level-6	3	-	-	-	-	**3**	-	-
NF/23/3/9	Pharmacist Grade II	C	Level-5	12	7	4	2	2	**27**	1	3
NF/23/3/10	Jr. Medical Record Officer (Receptionist)$	C	Level-5	4	1	-	-	-	**5$**	-	-
NF/23/3/11	Jr. Scale Steno (Hindi)	C	Level-4	1	-	-	-	-	**1**	-	-
NF/23/3/12	Dispensing Attendants	C	Level-4	3	1	-	-	-	**4**	-	-
NF/23/3/13	Electrician	C	Level-4	5	1	-	-	-	**6**	-	-
NF/23/3/14	Dissection Hall Attendants	C	Level-2	5	2	1	-	-	**8**	-	1
NF/23/3/15	Mechanic (AC&R)	C	Level-2	5	1	-	-	-	**6**	-	-
NF/23/3/16	Store Keeper-cum-Clerk	C	Level-2	37	22	12	6	8	**85**	3	8
NF/23/3/17	Wireman	C	Level-2	9	5	3	1	2	**20**	1	2
NF/23/3/18	Hospital Attendant Gr. III (Nursing Orderly)	C	Level-1	13	8	4	2	3	**30**	2	3
Total No. of Vacancies				**171**	**91**	**46**	**21**	**29**	**358**	**14**	**17**

Note:

1. All the above-mentioned posts are identified suitable for PwBD candidates (with specified disability). Horizontal reservation of 4% and other relaxations shall be admissible to PwBD candidates as per the Govt. of India rules.

2. Horizontal reservation of 10% in Group 'C' posts and other relaxations shall be admissible to Ex-servicemen (Ex-SM) candidates as per the Govt. of India rules.

3. **@** : As per decision of the CIB, 80% posts (categorywise: UR-41, OBC-27, SC-15, ST-7, and EWS-9) of Senior Nursing Officer are reserved for female candidates.

4. **#** : The upper age limit for the post of Sr. Hindi Officer is not applicable. However, candidates should have at least 5 years of residual service.

5. **$** : Out of total 5 posts of Jr. Medical Record Officer (Receptionist), 3 posts (UR) are for Jr. Medical Record Officer and 02 posts (UR-1 and OBC-1) are for Receptionist. Separate question paper will be there for these two posts in the CBT.

6. Reservation and/or relaxation to candidates belonging to various categories i.e. SC, ST, OBC-NCL, EWS, PwBD, Ex-SM will be as per the GoI rules on production of relevant and valid certificate in the format prescribed by the Govt. of India.

7. The Director, AIIMS Raipur reserves the right to vary the vacancies as per requirements of the Institute / instructions from the Govt. of India.

8. Eligibility criteria, procedure to apply online, selection procedure etc. for the above-mentioned posts are given in the succeeding paragraphs.

9. All information related to this recruitment i.e. application procedure, selection procedure, conduct and result of CBT/skill test/interview, changes in vacancies, corrigendum, addendum, document verification etc. will be published on the website of AIIMS Raipur (www.aiimsraipur.edu.in) as and when required. The Institute will not enter into any correspondence with candidates in such matters.

I.   Eligibility Criteria: As given in **Annexure-1.**

II. Important instructions to candidates:

1. The portal for online application for these posts will be available on the website of AIIMS Raipur (www.aiimsraipur.edu.in) as per the following schedule:-

Opening Date of Online Application	Closing Date of Online Application
20.06.2023 (Tuesday)	**19.07.2023 (Wednesday)**

2. Aspiring candidates fulfilling the prescribed eligibility criteria for the post are required to apply only **online** as per procedure given in this advertisement.

3. Before applying, candidates must carefully go through the eligibility criteria and ensure that they fulfil the same so as to avoid disqualification at later stage.

4. Candidates are **not required** to send any document at the time of form filling. However, they must keep a **pdf** copy and/or print out of online application form with them. It will be required with some other documents in support of their eligibility during **document verification (DV)** or whenever asked for.

5. Age and all other qualifications will be counted as on the last date of submission of online application i.e. **19.07.2023**. Period of experience wherever prescribed shall be counted **after obtaining** the prescribed qualification.

6. Candidates working in Government Organizations/ Statutory Bodies/ PSUs/ Autonomous Bodies are required to mandatorily submit NOC from their parent organisation at the time of documents verification (DV) or as asked by the Institute without which they will not be allowed for further recruitment process.

7. As per the Ministry of Education (erstwhile MHRD) Notification dated 27.08.2018, all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions under Section 3 of the UGC Act, 1956 and Institutions of National Importance (INIs) declared under an Act of Parliament stand automatically recognized for the purpose of employment under the Central Government provided they have been **approved by the UGC** and wherever necessary by AICTE for the programmes for which it is the regulatory authority.

8. Candidates possessing equivalent educational qualification shall be required to produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding equivalence of qualification and selection of such candidates will be taken by AIIMS Raipur.

9. The Institute will not undertake detailed scrutiny of applications for eligibility and other aspects before or at the time of CBT. Therefore, candidature/ application will be accepted **provisionally** only. Before applying, candidates must go through the eligibility criteria viz. educational qualification, relevant experience, age etc. and satisfy themselves that they are eligible for the post. Candidature may be cancelled forthwith without any further notice if any information or claim is not found substantiated during the subsequent recruitment process/document verification and concerned candidate shall be solely responsible for this.

10. Success in CBT/interview confers no right of appointment to candidates unless AIIMS Raipur is satisfied after such verification as may be deemed necessary that the candidate is suitable in all respects for appointment to the post selected for.

11. **Medical Fitness**: Appointment of selected candidates is subject to his/her being declared medically fit by the competent Medical Board.

12. **Probation:** Persons selected will be appointed on probation as per the extant rule.

13. **Final Decision:** The decision of AIIMS Raipur in all matters relating to this recruitment i.e. eligibility, mode of selection, schedule and conduct of examination, allotment of examination centres, final selection etc. will be final and binding on the candidates and no representation will be entertained in this regard.

14. **Disqualification**: No person, (a) who has entered into or contracted a marriage with a person having a spouse living; or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service, provided that Central Government may, if satisfied with the reasons/grounds, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

III. **Selection Procedure**:

(a) **For Group 'A' posts:**

1. Selection of candidates will be done on the basis of his/her overall performance in CBT and interview. The weightage of marks scored by candidates in CBT and interview will be **50 : 50**.

2. On the basis of marks in CBT, candidates will be shortlisted for interview category-wise in the ratio of **1:4** (vacancy : candidates) in the order of merit. Candidates must also note that they will have to score a minimum category-wise **prescribed marks** (qualifying standard) in **Part-II of CBT** for empanelment in the order of merit. However, merit will be prepared on the basis of aggregate marks scored in Part-I and Part-II of CBT. The details of the CBT is given in Section-IV of this advertisement.

3. Before interview, verification of documents of shortlisted candidates will be carried out to determine their eligibility in terms of eligibility conditions given in the advertisement. Only eligible candidates will be allowed for interview.

4. Final selection will be made on the basis of marks scored by candidates in CBT and interview in the order of merit. The weightage of marks of CBT and interview will be 50:50 as mentioned above.

(b) **For Group 'B' and 'C' posts:**

1. Selection will be done on the basis of performance of candidate in CBT in the order of merit subject to qualifying the 'Skill Test' (if applicable) and fulfilling the eligibility criteria by candidates during document verification.

2. Candidates will have to score a minimum category-wise **prescribed marks** (qualifying standard) in **Part-II of CBT** for empanelment in the order of merit. However, merit will be prepared on the basis of aggregate marks scored in Part-I and Part-II of CBT. However, for the post of Jr. Scale Steno (Hindi), Dissection Hall Attendants, Store-keeper-cum-Clerk, and Hospital Attendant Grade-III (Nursing Orderly), CBT will be in single part only. Details of CBT for these posts are given in point 2 of Section-IV and also in Annexure-2 of this advertisement.

3. Skill test, if applicable, will be conducted only for shortlisted candidates (in the order of merit to a certain extent with reference to the number of vacancies). It will be qualifying in nature. The date and details of skill test will be notified on the website of AIIMS Raipur in due course.

4. Final result will be prepared on the basis of marks scored by candidates in CBT in the order of merit provided that such candidates are also declared eligible during document verification and qualified in Skill Test (if applicable).

(c) **Document Verification**:   Original documents of shortlisted candidates in the order of merit (to a certain extent with reference to the number of vacancies) will be verified in due course. The date and details of document verification will be notified on the website of AIIMS Raipur after declaration of result of CBT.

(d) **Final Result:**   Final result will be prepared as explained in point (a) and (b) of Section-III above. The final result (i.e. list of selected candidates) will be published on the website of AIIMS Raipur.

IV. **Details of Computer Based Test (CBT)**:

1. The scheme of CBT for all the advertised posts **except** for the post of Jr. Scale Steno (Hindi), Dissection Hall Attendants, Store-keeper-cum-Clerk, and Hospital Attendant Grade-III (Nursing Orderly) will be as given the succeeding page. Indicative syllabus of the CBT is given in **Annexure-2**.

Scheme of CBT for the advertised posts **EXCEPT** for the post of Jr. Scale Steno (Hindi), Dissection Hall Attendants, Store-keeper-cum-Clerk, and Hospital Attendant Grade-III (Nursing Orderly)			
Total No. of MCQs	**Total Marks**	**Total Duration of Test (CBT)**	**Indicative Scheme / Scope of Syllabus of CBT**
100	100	90 minutes	**Part-I : 25 Marks** Questions will be mixed of general knowledge and awareness, fundamentals of computer applications and internet, English comprehension, quantitative aptitude and general intelligence & reasoning ability. **Part-II : 75 Marks** Questions will be based on the domain knowledge/ concerned subject of the post. It will be as per the eligibility criteria of the post given in the advertisement.
For some posts, there will be common paper/CBT. However, separate post-wise merit list will be prepared on the basis of marks in the concerned common paper/CBT.			

Important note (A) :

Candidates will have to score a minimum following prescribed marks (as per their category) in the **Part-II of CBT** for empanelment in the order of merit:-

S.No.	Category	Minimum Qualifying Marks in the Part-II of CBT
1.	UR	35% (for all UR category posts)
2.	OBC-NCL/ EWS	30% (only for posts reserved for them)
3.	SC/ST/ PwBD/ Ex-SM	25% (only for posts reserved for them)

2. The scheme of CBT for the post of **Jr. Scale Steno (Hindi), Dissection Hall Attendants, Store-keeper-cum-Clerk, and Hospital Attendant Grade-III (Nursing Orderly)** will be as given below. Indicative syllabi for these posts have been given in Annexure-2.

Scheme of CBT for the post of Jr. Scale Steno (Hindi), Dissection Hall Attendants, Store-keeper-cum-Clerk, and Hospital Attendant Grade-III (Nursing Orderly)			
Total No. of MCQs	**Total Marks**	**Total Duration of Test (CBT)**	**Indicative Scheme / Scope of Syllabus of CBT**
100	100	90 minutes	Questions will be mixed of the following: 1. General knowledge and awareness, 2. English comprehension 3. Quantitative aptitude 4. General intelligence & reasoning ability. 5. Fundamentals of computer applications and internet. 6. Handling of stores/GFR-2017 (**only for the post of Store Keeper-cum-Clerk**)
For some posts, there will be common paper/CBT. However, separate post-wise merit list will be prepared on the basis of marks in the concerned common paper/CBT.			

	Important note (B) :

S.No.	Category	Minimum Qualifying Marks of CBT
	Candidates will have to score a minimum following prescribed marks (as per their category) in the CBT for empanelment in the order of merit:-	
1.	UR	35% (for all UR category posts)
2.	OBC-NCL/ EWS	30% (only for posts reserved for them)
3.	SC/ST/ PwBD/ Ex-SM	25% (only for posts reserved for them)

3. **Important note for CBT:** The following will be applicable for all the posts:-

   (a) There will be **negative marking** of **0.25 mark** for each wrong answer.

   (b) Reserved category candidates applying for UR category posts have to qualify the CBT by UR standard for empanelment in the order of merit.

   (c) Competent authority may revise the qualifying marks of CBT depending upon the requirement of the Institute / availability of candidates for the posts.

   (d) PwBD candidates will be eligible for scribes and compensatory time as per the Govt. of India rules on production of valid requisite certificates.

4. **Test Centre**: CBT is likely to be held at the below mentioned cities. Candidates must indicate their preference in the order of priority in online application form from where they desire to take the CBT. The Institute reserves the right to cancel any of the Centre on ground of less number of candidates or any other ground and ask candidates of that centre to appear from another centre/city. No request for change of examination/CBT centre once allotted will be entertained, Candidates will have to appear at the allotted centre at his/her own arrangement and expenses. Tentative test centre/city for CBT are as follows:-

1. New Delhi/Delhi	2. Mumbai	3. Kolkata	4. Hyderabad
5. Bengaluru	6. Lucknow	7. Patna	8. Guwahati
9. Jammu	10. Jaipur	11. Chandigarh	12. Raipur

5. **e-Admit Card for CBT**: Candidates shall be issued an e-Admit Card for appearing in CBT. The e-Admit Card will be made available on the website of AIIMS Raipur for downloading by candidates. 'Admit Card' will **not** be sent to candidates by any other mode. In case of any discrepancies/errors in e-Admit Card, candidates must immediately report the same to the Recruitment Cell, AIIMS Raipur for correction.

6. Candidates must note that merely issuing of e-Admit Card to them will not imply that their candidature has been finally cleared by the Institute. The Institute will take up verification of eligibility conditions with reference to original documents only after the candidate qualifies the CBT or for Interview, as the case may be.

7. **Answer Keys of CBT**: Answer keys of CBT will be published on the website of AIIMS Raipur after the CBT. Candidates will be given opportunity to submit representation/objection to the answer key/question, if any. They can do so with supporting documents/justification within the stipulated time and ONLY through the designated web-link/web-portal on payment of Rs. 100/- per question. Representation received from any other mode will not be entertained. There shall be no provision for re-evaluation/ re-checking of the scores. The decision of AIIMS Raipur will be final and no correspondence in this regard shall be entertained.

8. **Resolution of Tie Cases**: In the event of tie in scores of candidates in CBT, merit will be decided by applying the following criteria one after another in the order given below till the tie is resolved:-

   (a) First by using number of wrong answers: candidate with less wrong answers in CBT will be placed higher in the order of merit.

   (b) By date of birth: older candidate will be placed higher in the order of merit.

   (c) By alphabetical order in which the names of the candidates appear.

9. **Result of CBT**: Result of CBT will be published on the website of AIIMS Raipur in due course. No correspondence shall be entertained in this regard.

V. Age Relaxation: Age relaxation permissible to candidates of various categories beyond the prescribed upper age limit of the advertised posts is as under:-

S. No	Category	Age Relaxation	Remarks
(a)	OBC-NCL	3 years	Only for posts reserved for OBC-NCL
(b)	SC / ST	5 years	Only for posts reserved for SC/ST
(c)	PwBD	10 years	With not less than 40% of specified disability and provided that the age of applicant shall not exceed 56 years.
(d)	Central Govt. Employees	5 years	For those who have completed three years of regular service.
(e)	Employees of State Govt./ Autonomous Institutions.		
(f)	Ex-servicemen/ Commissioned Officers	Length of military service increased by three years.	
(g)	Existing contractual employees of AIIMS Raipur	For the period they have served AIIMS Raipur as on the date of application, upto a maximum limit of 5 years, whichever is lower.	

- Age relaxation to any other category will be as per the Government of India rules.
- Candidates belonging to SC/ST/OBC category who are also coming under the category of Ex-servicemen or PwBD or Central Govt. employees will be eligible for grant of cumulative age-relaxation under both categories, if they apply for the posts reserved for their category.
- All the above-mentioned relaxations in upper age limit shall be permissible **only on** fulfilment of terms and conditions mentioned in the relevant rules.

VI. Important Note for Candidates:

1. Age relaxation and/or reservation shall be admissible to SC/ST/OBC candidates only against the **vacancies reserved for them** on submission of valid caste/category certificate. The caste/community of such candidate should be included in the list of reserved communities issued by the Central Government.

2. EWS category candidates are required to produce 'Income and Asset' certificate valid for the year 2023-24 as per the format given in DoPT O.M. dated 31.01.2019.

3. OBC-NCL candidates applying for the vacancies reserved for them must produce OBC-NCL certificate based on the income for Financial Year 2022-23, 2021-22 and

2020-21 in the format prescribed by the Govt. of India. In addition to the community certificate (OBC), a declaration in the prescribed format that the candidate does not belong to the creamy layer on the crucial date (last date of application) is to be submitted by the candidate.

4. Reserve category candidates who are selected on their own merit without any relaxed standards will be accommodated against the unreserved vacancies as per their position in the order of merit. Reserved vacancies will be filled up from amongst the eligible relevant reserved category candidates in the order of merit.

5. Reserved category candidates who qualify on the basis of relaxed standards viz. age limit, experience, qualifications, etc., will be counted against reserved vacancies only irrespective of their merit position.

6. In so far as cases of Ex-serviceman (Ex-SM) are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly, for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

7. A person with benchmark disability (PwBD) who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with benchmark disability (PwBD} of relevant category.

8. The Institute will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by the Ministry of Social Justice and Empowerment, Govt. of India or as identified by the Institute considering the functional/physical requirements of the post. Benefit under the PwBD category will be admissible to only those who suffer from not less than 40% of specified disability. Such PwBD candidates have to submit a Disability Certificate issued by the competent authority in the prescribed format. The Institute will decide the placement of selected candidates in the roster register.

9. The Institute may verify the authenticity of the certificate of disability and examine suitability of the PwBD candidate in terms of functional requirements before appointment. In this regard, the decision of the Institute will be final.

10. Ex-servicemen/Commissioned Officers seeking age relaxation shall be required to produce Discharge Book/ documents issued by the competent authority in support of their category to avail admissible benefits (reservation / relaxation).

11. Ex-servicemen (Ex-SM) who have already secured employment in civil side under Government in Group 'C' or 'D' posts on regular basis after availing the benefit of reservation given to ex-servicemen for their re-employment are not eligible for reservation in Ex-SM category. However, such candidate can avail of the benefit of reservation as Ex-SM for subsequent employment if he/she immediately after joining civil employment, gives self-declaration/undertaking to the concerned employer about the various vacancies for which he had applied for before joining the initial civil employment as mentioned in the DoPT OM dated 14.08.2014.

12. A Matriculate Ex-Serviceman (non-graduate Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service with the Armed Forces of the Union shall be considered eligible for appointment to the reserved vacancies for Ex-SM in Group 'C' posts.

13. Request for change of category i.e. reserved to unreserved or vice-versa will not be entertained. In cases of enlisting a particular community in the list of any of the

reserved communities by the Govt. of India not more than 3 months before the submission of application, the request of change of category from Unreserved to Reserved may be considered by the Institute on merit.

14. In case of a candidate unfortunately becoming a candidate belonging to Person with Benchmark Disability during the course of the examination process, the candidate should produce valid document of acquiring a disability to the extent of 40% or more as defined under the RPwD Act, 2016 to enable drawing the benefits of reservation/relaxation as available to the Persons with Benchmark Disability.

VII. Application Fee: A non-refundable application and processing fee is required to be paid only in online/digital mode. Applications without the prescribed fee shall be summarily rejected. Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination. The application fee applicable to various categories is as follow:-

S. No.	Category of the Candidate	Application Fee	Processing Fee	Total Fee Payable
(a)	(b)	(c)	(d)	(e) = (c+d)
1.	General, OBC, EWS	Rs 900/-	Rs 100/-	**Rs 1000/-**
2.	SC, ST, PwBD, Female, Ex-SM	Nil	Rs 100/-	**Rs 100/-**

VIII. Procedure for filling up Online Application:

1. For filling up of online application form, candidates must have the following readily available with them:-

   (a) Valid e-mail ID.
   (b) Scanned passport size photograph of the candidate (in JPEG/JPG format).
   (c) Scanned signature of the candidate (in JPEG/JPG format).
   (d) Online payment option for payment of application fee, if applicable.

2. Candidates must apply online through the website of AIIMS Raipur www.aiimsraipur.edu.in. Applications received through any other mode will not be accepted and summarily rejected.

3. Candidates have to go to the online application portal/web-link given on the website of AIIMS Raipur (www.aiimsraipur.edu.in), register themselves and follow the instructions on the application portal for filling up online application form.

4. Candidates must fill all the fields of online application form correctly. There is **no provision for correcting the details** entered in the online application form once it is submitted by the candidate after clicking the submit button. Therefore, request for change in any information at later stage will not be considered.

5. Candidates who wish to apply for more than one post should apply **separately** for each post and pay the applicable fee for each post in the online/digital mode only.

6. Only one online application is allowed to be submitted by a candidate for a particular post. In case of multiple Online Application from a candidate, the Online Application with higher "Application Number" shall be considered for further process subject to fulfillment of other requirement including successful payment of application fee. In such cases, fee paid against one "Application Number" shall not be adjusted against any other "Application Number".

7. While applying online, candidates must ensure that in the preview of online application form, their photo and signature are clearly visible. If photo/signature is not clearly visible in preview that means the image file of photo/signature is not as per the given specifications. It may lead to rejection of application. Hence, candidates are advised to adhere to the specifications of image.

8. Specifications for photograph and signature of the candidate to be uploaded in the online application should as per the specifications given below:

   (a) Specification of **photograph** to be uploaded in the online application:

      (i) The photograph should be a recent passport size colour picture.
      (ii) The background of the photograph should be a light-coloured or preferably a white background.
      (iii) Cap, hat and dark/sun-glasses are not acceptable. Religious headwear is allowed but it must not be covering the face of candidate.
      (iv) The preferred dimensions of the image are 200 x 230 pixels.
      (v) Size of the image file should be between 20 KB – 100 KB.

   (b) Specification of **signature** to be uploaded in the online application:

      (i) The preferred dimensions of the image are 140 x 60 pixels.
      (ii) Size of the image file should be between 10 KB – 50 KB.

IX. General Instructions to Candidates:

1. All India Institute of Medical Sciences, Raipur is an autonomous body under the Ministry of Health and Family Welfare, Govt. of India. Service under the Institute is governed by the Act and the Rules / Regulations framed under the Act. The matter of technical resignation is under consideration at the administrative ministry and admissible benefits, if any, will be discharged as per the decision of the ministry.

2. On appointment, in addition to pay, selected candidates will be entitled to other allowances and service benefits i.e. DA, HRA (or accommodation), TA, Leave, LTC, NPS, Employee Health Scheme etc. as admissible to employees of AIIMS Raipur.

3. All the appointees are expected to conform to the rules of conduct and discipline as applicable to the employees of AIIMS Raipur.

4. Without prejudice to criminal/legal/disciplinary action, the candidate is liable to be disqualified from the CBT/recruitment process on account of the following:-

   (a) Using unfair means during the CBT/recruitment process; or
   (b) Violating instructions mentioned in the e-Admit Card or given by officials; or
   (c) Impersonating or procuring impersonation by any person; or
   (d) Misbehaving in the examination hall / place of document verification (DV); or
   (e) Damaging infrastructure/equipment in the examination hall/place of DV; or
   (f) Obstructing the conduct of examination/recruitment process; or
   (g) Instigating other candidates to boycott the examination / DV process; or
   (h) Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc. or
   (i) Any other inappropriate and undisciplined behavior during the process.

5. In case, any information or declaration given by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to this recruitment, he/she will be liable to be removed from the service and/or action, as deemed fit, may be taken against him/her by the appointing authority.

6. The candidate should not have been convicted by any Court of Law.

7. Date of birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Institute for determining the age and no subsequent request for change will be considered or granted.

8. Candidates should note that their candidature will remain provisional till the veracity of the document submitted by them is verified by AIIMS Raipur.

9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw any communication made to the candidate.

10. The Director, AIIMS Raipur reserves the right of any amendment, cancellation, and changes to this advertisement as a whole or in part without assigning any reason.

11. No TA/DA will be paid for appearing in the recruitment process/test/interview.

12. Candidates may use Hindi or English language in the selection process except for the test of language which will be in the concerned language only.

13. Communication with candidates regarding recruitment process will be made through email ID provided by them in their online application form.

14. All the information related to the recruitment will be published on the website of AIIMS Raipur (www.aiimsraipur.edu.in). Candidates are advised to regularly visit the website of AIIMS Raipur for updates related to the recruitment.

15. For any **technical support** during filling of online application form, candidates should email to helpdesk.aiimsraipur@gmail.com mentioning their Application ID and post applying for in the Subject line. They may also call on **9453819385**.

16. In case of any assistance or clarifications regarding the recruitment, candidates may contact: recruitment@aiimsraipur.edu.in. Candidate must mention his/her Application ID and Post applying/applied for in the Subject line of e-mail. They may also call on 0771-2577267 on working days (between 11 AM – 5 PM).

17. All the records related to this recruitment will be preserved up to 6 months from the date of declaration of result and thereafter, these shall stand destroyed except for records of selected candidates and matters pending in the Hon'ble CAT/Court.

18. Any dispute in regard to this recruitment will be subject to the Court/Tribunal having jurisdiction over Raipur (CG).

Sd/-
Dy. Director (Admin.)
AIIMS Raipur (CG)

Eligibility Criteria

[As per the Recruitment Rules of Non-faculty posts for new AIIMS, 2015 (as amended from time to time) adopted by the Governing Body of AIIMS Raipur on 22.05.2023)

S.No.	Name of Post and Eligibility Criteria
1.	**Name of Post : Tutor/Clinical Instructor** **Essential:** 1. BSc (Nursing) degree from a recognized University / Institution **OR** 2. Registered Nurse and Midwife with Sister Tutor's Diploma 3. 3 years' experience in a Teaching Institution **Desirable Qualification & Experience:** 1. Master's Degree in Nursing from a recognized University/Institution 2. Registered Nurse/Midwife in State Nursing Council 3. 3 years' experience in Teaching institution after obtaining a Master's degree. 4. PhD/M. Phil/Independent published work in International/National Journals of repute. **Age Limit:** Not exceeding 35 years
2.	**Name of Post : Senior Nursing Officer** **Essential:** 1. B.Sc. Nursing (4 year course) from an Indian Nursing Council recognized Institute/University. **OR** B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) from an Indian Nursing Council recognized Institute/University. 2. Registered as Nurses & Midwife in State/Indian Nursing Council. **Experience:** Three years experience as Staff Nurse Grade II after B.Sc. Nursing/ B.Sc. (Post Certificate)/B.Sc. Nursing (Post Basic) in a minimum 200 bedded Hospital/ Healthcare Institute. **Age Limit:** Between 21-35 years.

3.	**Name of Post : Senior Hindi Officer**
	Essential: 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 **OR** 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 **OR** 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; **OR** 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 an examination at the degree level; **OR** 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; **AND** 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. **Age Limit:** Not applicable.

4.	**Name of Post : Dietician**
	Essential: 1. M.Sc. (Home Science Food and Nutrition)/M.Sc. (Clinical Nutrition and Dietetics)/ M.Sc. (Food Science & Nutrition)/M.Sc. (Food and Nutrition Dietetics)/M.Sc. (Food Service Management and Dietetics) from a recognized University/Institution. 2. 3 years' experience in the line preferably in 200 bedded Hospital. **Age Limit:** Between 21 – 35 years.

5.	**Name of Post : Librarian Grade III** **Essential:** 1. Bachelor Degree in Library Science or Library and Information Service from a recognized University/Institute. **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. **With** 2. 2 years' Professional experience in a library of under Central/ State/ Autonomous/ Statutory organization/PSU/University or recognized research and educational institution. 3. Ability to use computers- Hands on experience in office applications, spread sheets and presentations. **Desirable:** Diploma in Computer Application from a recognized University or Institute. **Age Limit:** Between 21-30 years.
6.	**Name of Post : Occupational Therapist** **Essential:** 1. 10 + 2 in Science (Physics, Chemistry and Biology) and; 2. Bachelor's Degree in Occupational Therapy from a recognized Institute/ University. 3. 2 years' experience. Registered with the Occupational Therapy council **Age Limit:** Between 21-30 years of age
7.	**Name of Post : Store Keeper** **Essential:** 1. Degree from a recognized University/Institution; 2. Post-graduate degree/Diploma in Material Management from a recognized University/Institution; **OR** 3. Bachelor's Degree in Material management from a recognized University/Institution and 3 years' experience in store handling (preferably medical stores). **Age Limit:** Between 18 - 35 years
8.	**Name of Post : Technical Officer (Dental) (Dental Technician)** **Essential:** 1. 10 + 2 with Science from a recognized University/ Board. 2. Diploma (minimum 2 years duration) from a recognized Institution in Dental Hygiene; or Dental Mechanic; or Maxillo—facial prosthesis and Orthodontic appliances. 3. Registered as Dental Hygienist/Dental Mechanic with the Dental Council of India. **Age Limit:** Between 21-30 years of age.

9.	**Name of Post : Pharmacist Grade II**
	Essential:
	1. Diploma in Pharmacy from a recognised University/Institution.
	2. Should be a registered Pharmacist under Pharmacy Act 1948.
	Desirable:
	Experience in manufacture/ storage/testing of transfusion fluids in a reputed hospital or industry.
	Age Limit: Between 21- 27 years
10.	**Name of Post : Jr. Medical Record Officer (Receptionist)**
	Essential:
	For Jr. Medical Record Officer:
	B.Sc. (Medical Records) **OR** 10+2 (Science) from a recognized board with at least 6 month Diploma/Certificate course in Medical Record Keeping from a recognized Institute / University having 2 years' experience in Medical Record Keeping in a Hospital Setup.
	AND
	Ability to use computers, Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi.
	For Receptionist :
	Degree in Mass Communication/Hospital Administration/ Hospitality Management from a recognized University/ Institute.
	AND
	Ability to use computers, Hands on experience in office applications, spread sheets and presentations.
	Age Limit: Between 21-35 years of age
11.	**Name of Post : Jr. Scale Steno (Hindi)**
	Essential:
	1. 12th class or equivalent qualification from recognised Board or University.
	2. Skill Test Norms: Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistakes should not exceed 8%.
	Desirable:
	Excellent command over Hindi (written and spoken).
	Age Limit: Between 21- 30 years

12.	**Name of Post : Dispensing Attendants** **Essential:** 1. Diploma in Pharmacy from a recognised University/Institution. 2. Should be a registered Pharmacist under Pharmacy Act 1948. **Age Limit:** Between 21- 27 years.
13.	**Name of Post : Dissection Hall Attendants** **Essential:** 10+2 or equivalent with one year experience in the concerned department. **OR** 10th Pass with three years' experience in the concerned department. **Age Limit:** Between 21-30 years of age
14.	**Name of Post : Electrician** **Essential:** 1. 10th Class /Standard or equivalent 2. ITI Diploma Certificate in Electrician Trade 3. Electrical Supervisory certificate of Competency; and 4. Practical experience of 5 years in erection and running /maintenance of different types of HT and LT electrical installations including UG cable systems. **Age Limit:** Not exceeding 35 years
15.	**Name of Post : Mechanic (AC&R)** **Essential:** 1. Matriculation or equivalent. 2. ITI/Diploma certificate in Refrigeration and Air Conditioning from a recognized institute/polytechnic of a minimum of 12 months. 3. 2 Years' experience in installation and maintenance of Refrigeration and Air Conditioning systems **Age Limit:** Between 18-40 years of age
16.	**Name of Post : Store Keeper-cum-Clerk** **Essential:** Graduate from a recognised university with one year experience in handling stores. **Desirable:** Post-graduate Degree/Diploma in Materials Management from a recognised Institution. **Age Limit:** Up to 30 years

17.	**Name of Post : Wireman** **Essential:** 1. 10th Class /Standard or equivalent. 2. ITI Diploma Certificate in Electrician Trade. 3. Electrical workman certificate of Competency; **and** 4. Practical experience of 5 years in electrician trade. **Age Limit:** Between 18-30 years of age
18.	**Name of Post : Hospital Attendant Grade III (Nursing Orderly)** **Essential:** 1. Matriculation from a recognized School / Board 2. Certificate course in Hospital Services conducted by a recognized organization (such as St. Johns Ambulance) **Desirable:** Experience of having worked in a Hospital. **Age Limit:** Between 18-30 years

Indicative Syllabus of CBT

[Ref. : Section-IV of the Advertisement]

1. The indicative syllabus of CBT for all the advertised posts **except** for the post of Jr. Scale Steno (Hindi), Dissection Hall Attendants, Store-keeper-cum-Clerk, and Hospital Attendant Grade-III (Nursing Orderly) will be as is as given below:-

    (a) **Part-I for 25 Marks :** In this part of CBT, the nature and standard of questions will be such that an educated person of ordinary prudence will be able to answer them without any specialized study. Questions in this part (Part-I) of CBT will be related to the following :-

1.	**General knowledge and awareness**	**(10 marks)**
	Questions in this component will be to test candidates' general awareness and knowledge of current events as may be expected of any educated person. The test may include questions relating to about AIIMS, Indian Geography (10th level), General Science (10th level), Governance in India, prevalent general policies of Govt. of India on various matters, national & international current affairs. Few questions may be related to fundamentals of computer peripherals/applications/internet.	
2.	**English comprehension (Class 10th level)**	**(05 marks)**
	Candidates' ability to understand correct English/basic comprehension would be tested. Test may include questions relating to correct use of tense, verb, preposition, synonyms, antonyms, spotting errors, spelling/detecting misspelled words, voice, and parts of speech.	
3.	**Quantitative aptitude (Class 10th level)**	**(05 marks)**
	The questions will be to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals, fractions, Average, Percentage, Mensuration, Ratio & Proportion, Square & Square roots, Profit and Loss, Time and distance, Time & Work.	
4.	**General intelligence & reasoning ability**	**(05 marks)**
	This component may include questions on analogies, similarities and differences, series completion, direction, relationship concepts, arithmetical reasoning, non-verbal series, coding and decoding etc.	

    (b) **Part-II for 75 Marks :** **It will be post specific.** The questions in **Part-II** will be such as to test candidates' basic understanding/awareness and expertise relevant to the post. The syllabus for Part-II will broadly be of the qualifying qualification and experience of the post. The questions will be of a level commensurate with the essential qualification of the post. The outline/indicative syllabus of Part-II of the CBT is given below. **Candidates must score minimum prescribed marks in Part-II for empanelment in the order of merit for shortlisting/selection, as the case may be**.

S.No.	Name of the Post	Indicative Syllabus for Part-II of CBT (for 75 Marks)
1.	Tutor/Clinical Instructor	As per syllabus of B.Sc. (Nursing) including emerging trend and technology in the field and some case based/practical questions.
2.	Senior Nursing Officer	As per syllabus of B.Sc. (Nursing) including emerging trend and technology in the field and some case based/practical questions.
3.	Senior Hindi Officer	1. हिंदी भाषा (**35 अंक**) पर्यायवाची शब्द, विलोम शब्द, शब्दकोष, रिक्त स्थान भरना, बोधन-क्षमता (कॉम्प्रिहेंशन), व्याकरण (क्रिया, विशेषण, संज्ञा, सर्वनाम इत्यादी), वाक्यों का अनुवाद, त्रुटी पहचान, मुहावरे इत्यादी. 2. English language **(35 marks):** Synonyms, Antonyms, Vocabulary, Fill in the Blanks, Grammar, Sentence Rearrangement, Comprehension, Idioms and Phrases, Articles, Tenses, Error Correction. 3. Govt. of India policies on Rajbhasha **(05 marks)**
4.	Dietician	As per syllabus of M.Sc. Food Science & Nutrition including emerging trend and technology in the field and some case based/practical questions.
5.	Librarian Grade III	1. As per the syllabus of Bachelor of Library and Information Sciences including emerging trend and technology in the field and some case based/practical questions **(60 marks)** 2. Knowledge of computer peripherals, use of MS Office (particularly MS Word, Excel, Powerpoint), internet, email, Google applications etc. **(15 marks)**
6.	Occupational Therapist	As per syllabus of Bachelor Degree in Occupational Therapy including emerging trend and technology in the field and some case based/practical questions.
7.	Store Keeper	1. Govt. of India policies on procurement of Goods and Services, GFR-2017 and some questions may be from the RTI Act, 2005 **(55 marks)** 2. Material Management **(10 marks)** 3. Knowledge of computer peripherals, basic use of MS Office (particularly MS Word, MS Excel), internet, email, Google applications etc. **(10 marks)**
8.	Technical Officer (Dental) (Dental Technician)	As per syllabus of Diploma in Dental Hygiene / Dental Mechanic, Maxilo-facial prosthesis and Orthodontic appliances including emerging trend and technology in the field and some case based/practical questions.
9.	Pharmacist Grade II	**Common Paper** – As per syllabus of Diploma in Pharmacy including emerging trend and technology in the field and some case based/practical questions.
10.	Dispensing Attendants	

11.	(a) Jr. Medical Record Officer (b) Receptionist	(a) **For the post of Jr. Medical Record Officer** As per syllabus of Diploma in Medical Record Keeping including emerging trend and technology in the field and some case based/practical questions. **(75 marks)** (b) **For the post of Receptionist** 1. Fundamentals of the following: (a) Mass Communication **(20 marks)**. (b) Hospital Administration **(20 marks)**. (c) Hospitality Management **(20 marks)**. 2. Knowledge of computer peripherals, use of MS Office (particularly MS Word, Excel, Powerpoint), internet, email, Google applications etc. **(15 marks)**
12.	Electrician	**Common paper -** As per the syllabus of ITI in Electrician trade including emerging trend and technology in the field and some case based/practical questions.
13.	Wireman	
14.	Mechanic (AC&R)	As per syllabus of ITI in Air Conditioning & Refrigeration trade including emerging trend and technology in the field and some case based/practical questions.

2. The CBT for the posts of **Jr. Scale Steno (Hindi), Dissection Hall Attendants,** and **Hospital Attendant Grade-III (Nursing Orderly)** will have only one part for 100 questions (MCQs) for 100 marks. The indicative syllabus is as follows:

Indicative Syllabus for the post of Jr. Scale Steno (Hindi), Dissection Hall Attendants, and Hospital Attendant Grade-III (Nursing Orderly)	
1.	**General knowledge and awareness** **(60 marks)**
	Questions in this component will be to test candidates' general awareness and knowledge of current events as may be expected of any educated person. The test may include questions relating to about AIIMS, Indian Geography (10th level), General Science (10th level), Governance in India, current general policies of Govt. of India on various matters, national & international current affairs. Few questions may be related to fundamentals of computer peripherals/applications/internet.
2.	**English comprehension (Class 10th level)** **(10 marks)**
	Candidates' ability to understand correct English/basic comprehension would be tested. Test may include questions relating to correct use of tenses, verb, preposition, synonyms, antonyms, spelling/detecting misspelled words.
3.	**Quantitative aptitude (Class 10th level)** **(10 marks)**
	The questions will be to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be- computation of whole numbers, decimals, fractions, Average, Percentage, Mensuration, Profit and Loss, Time and distance, Time & Work.
4.	**General intelligence & reasoning ability** **(20 marks)**
	This component may include questions on analogies, similarities and differences, series completion, direction, relationship concepts, arithmetical reasoning, non-verbal series, coding and decoding etc.

3.   The CBT for the posts of **Store Keeper-cum-Clerk** will have only one part for 100 questions (MCQs) for 100 marks. The indicative syllabus is as follows:

Indicative Syllabus for the post of Store Keeper-cum-Clerk (100 marks)	
1.	**General knowledge and awareness** **(50 marks)**
	Questions in this component will be to test candidates' general awareness and knowledge of current events as may be expected of any educated person. The test may include questions relating to about AIIMS, Indian Geography (10th level), General Science (10th level), Governance in India, current general policies of Govt. of India on various matters, national & international current affairs. Few questions may be related to fundamentals of computer peripherals/applications/internet.
2.	**English comprehension (Class 10th level)** **(10 marks)**
	Candidates' ability to understand correct English/basic comprehension would be tested. Test may include questions relating to correct use of tense, verb, preposition, synonyms, antonyms, spotting errors, spelling/detecting misspelled words.
3.	**Quantitative aptitude (Class 10th level)** **(10 marks)**
	The questions will be to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals, fractions, Average, Percentage, Mensuration, Profit and Loss, Time and distance, Time & Work.
4.	**General intelligence & reasoning ability** **(15 marks)**
	This component may include questions on analogies, similarities and differences, series completion, direction, relationship concepts, arithmetical reasoning, non-verbal series, coding and decoding etc.
5.	**Related to Handling of Stores.** **(10 marks)**
	GFR-2017 with specific emphasis on procurement of Goods and Services and Inventory Management.
6.	**Fundamentals of computer applications and internet.** **(05 marks)**
	Fundamentals of computer peripherals, basic knowledge of MS Office (MS Word, MS Excel), internet, browsers, email, Google applications etc.

Note:

1.   The above syllabi for all the advertised posts are indicative and not exhaustive. Some other generic questions related to the concerned post may also be asked.

2.   The syllabus applicable in the Central University/Institution shall be considered for the purpose. In absence of syllabus of Central University/Institution, the syllabus applicable in any other Institute of national repute will be considered.

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