



**ADVERTISEMENT FOR RECRUITMENT OF VARIOUS GROUP-A POSTS ON REGULAR BASIS**

All India Institute of Medical Sciences, Bhubaneswar, an Autonomous Institute of National Importance, is one of the new AIIMS and apex healthcare Institute being established by the Ministry of Health & Family Welfare, Government of India under the **Pradhan Mantri Swasthya Suraksha Yojana (PMSSY)** with the aim of correcting regional imbalance in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate, postgraduate and higher medical education and training.

2. Online applications from Indian/other citizens as permissible under the applicable Act/Rules are invited for the following posts on **Regular basis** in All India Institute of Medical Sciences, Bhubaneswar, Odisha.

**VACANCY DETAILS**

Sl	Post details	Essential Qualifications & Experience
1	<b>Accounts Officer</b> (Pay Level-10) No. of posts-02 Category- UR-02 Age Limit-Between 21-35 years	<b>Essentials:</b> Graduate in Commerce with at least 55% in aggregate, <b>Experience:</b> 3 years' experience in Supervisory capacity in Govt. Organization <b>Desirable:</b> Chartered Accountant/Cost Accountant or MBA (Finance)
2	<b>Child Psychologist</b> (Pay Level-10) No. of posts-01 Category- UR-01 Age Limit- Between 21-35 years	<b>Educational &amp; Other Qualifications</b> MA/M.Sc. in Psychology with M.Phil. in Clinical Psychology <b>Experience:</b> At least 2 years' experience in Child & Adolescence Mental Health <b>Desirable:</b> Ph.D in Clinical Psychology from recognized university/institution
3.	<b>Deputy Medical Superintendent</b> (Pay Level-11) No. of Posts-06 Category- UR-05, OBC-01 Age Limit- Between 21-40 years	<b>Educational &amp; Other Qualifications</b> 1. A recognised medical qualification included in I or II Schedule or Part-II of the 3 <sup>rd</sup> Schedule (Other than the licentiate qualifications) to the Indian Medical Council Act, 1956 holders of educational qualification included in Part-II of the 34 <sup>th</sup> Schedule should fulfil the conditions stipulated in Sub-section (3) of Section 13 of the Indian Medical Council Act, 1956. 2. MD (Hospital Administration)/MHA recognised by the Medical Council of India. Or 3. MD/MS in any clinical speciality with 3 years' experience in Hospital Administration of a 200 bedded hospital.
4.	<b>Public Relation Officer</b> (Pay Level-11) No. of Posts - 01 Category- UR-01 Age Limit- Between 30-45 years	<b>Educational &amp; Other Qualifications</b> A Degree from a recognized University/Institution with a Post-Graduation/Diploma in Public Relations/Corporate Communication/Journalism/Mass Communication with 10 years' experience in the field of Public Relations/Corporate Communication/Journalism/Mass Communications

05	<b>Senior Dietician (Assistant Food Manager)</b> <b>(Pay Level-10)</b> <b>No. of Posts – 01</b> <b>Category- UR-01</b> <b>Age Limit: 21-40 years</b>	<b>Educational &amp; Other Qualifications</b> 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. And 6 years' experience in the line preferably in 200 bedded Hospital.
06	<b>Senior Programmer (Analyst)</b> <b>(Pay Level-11)</b> <b>No. of Posts – 01</b> <b>Category- UR-01</b> <b>Age Limit- Not exceeding 50years</b>	<b>Educational &amp; Other Qualifications</b> B.E/B.Tech/MCA/BSc with Diploma in Computer Application + 10 years' experience in IT systems/Networking/Hardware configurations/Software Programming in Ministries/Departments of Government of India/State Government/Union Territories/Statutory/Autonomous Bodies.
07	<b>Tutor/Clinical Instructors</b> <b>(Pay Level-10)</b> <b>No. of Posts – 06</b> <b>Category- UR-03, SC-01, ST-01, EWS-01</b> <b>Age Limit- Not exceeding 35 years</b>	<b>Educational &amp; Other Qualifications</b> I. B.Sc (Nursing) degree from a recognized University/Institution. Or II. Registered Nurse and Midwife with Sister Tutor's Diploma. III. 3 years' experience in a Teaching Institution. <b>Desirable Qualification &amp; Experience:</b> I. Master's Degree in Nursing from a recognized University/Institution. II. Registered Nurse/Midwife in State Nursing Council. III. 3 years' experience in Teaching institution after obtaining a Master's degree. IV. PhD/M.Phil/Independent published work in International/National Journals of repute.

**Abbreviation Used-** UR- Un-Reserved, OBC- Other Backward Class, SC-Schedule Caste, ST-Schedule Tribe, EWS- Economically Weaker Section, PwBD- Person with Bench Mark Disability.

### 3. Note:

- 3.1 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).
- 3.2 Reservation will be as per Government of India Policy.
- 3.3 The cut-off date to determine the maximum age limit, essential qualifications & experiences will be the last date of submission of the application.
- 3.4 The period of experience, wherever prescribed, shall be counted after obtaining the prescribed essential qualifications.

### 4. **GENERAL TERMS & CONDITIONS:**

**4.1 Cut-Off Date:** 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 (upto 5.00 P.M.)

#### **4.2 Age Relaxation:**

- 4.2.1** Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted by the AIIMS, Bhubaneswar for determining the age and no subsequent request for change will be considered.
- 4.2.2** No age relaxation would be available to SC/ST/OBC/EWS Candidates applying against unreserved vacancies.
- 4.2.3** Age relaxation permissible to various categories is as under:

Sl No.	Category	Age Relaxation permissible beyond the upper age limit
1	SC/ST	05 Years
2	OBC	03 Years
3	PwBD	10 Years

**4.2.4** 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 concerned who have completed three years of regular service period will be allowed.

**4.2.5** Age relaxation to other categories of the candidates will also be applicable as per the DoPT instructions

### **4.3 Reservation**

**4.3.1** Reservation for SC/ST/OBC/EWS/PwBD will be as per the Policy of Government of India.

**4.3.2** Candidates, who will apply against any of the reserved category posts, viz. SC/ST/OBC/PwBD/EWS, will be considered on the production of valid Caste/PwBD/EWS Certificate issued by the Appropriate/Competent Authority on the prescribed format. The community should be clearly and legibly mentioned in the Certificate.

**4.3.3** Applicants applying for the posts reserved for OBC must obtain a certificate of OBC (non-creamy layer) in the prescribed format issued by Competent Authority. The certificate should be of the current financial year and in accordance with instructions issued by the Government of India in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes. OBC candidate(s) should not belong to Creamy Layer, and their sub-caste should match with the entries in the Central List of OBC, failing which their candidatures will not be considered under any of the applied reserved category post(s).

**4.3.4** Reservation for Economically Weaker Sections (EWSs) shall be applicable as per Govt. of India, Office Memorandum No. 36039/1/2019-Estt (Res) DoPT dated 19th January, 2019 and 31st January, 2019. EWS candidate must ensure that they have a valid EWS certificate as on the cut-off date. EWSs Candidates are required to attach certificate issued by the competent authority in the format prescribed as per guidelines of Govt. of India.

**4.3.5** 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.

**4.5 No Objection Certificate (NOC):** The applicants, already in Government service (including AIIMS Employees) shall have to produce "No Objection Certificate" from their present employer at the time of Interview or as per the instructions issued from time to time. However, they have to take prior permission from their employer while applying for the post. No candidate will be allowed to appear for the interview without NOC from his employer.

#### 4.6 APPLICATION FEES:

- 4.6.1 For Unreserved/OBC candidates is Rs.3000/-.  
For SC/ST/EWS candidates is Rs.2400/-.  
Persons with Disabilities – Fees Exempted.**
- 4.6.2** The candidates can pay the prescribed application fee online by clicking in the link provided in the website while filling up the Online Application.
- 4.6.3** Application fee once remitted shall not be refunded under any circumstances.
- 4.6.4** Application fees of SC/ST candidates who appear in the Examination will be refunded after the declaration of result in due course of time.
- 4.6.5** 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.

#### 5. HOW TO APPLY:

- 5.1** 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 of online applications failing which their application will be rejected. They must possess the educational qualification and experiences 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.
- 5.2** 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.
- 5.3** Candidates after applying through online mode must send the hard copy of duly signed online application form and self-attested copies of all the marksheet & certificate from matriculation onwards, as applicable in support of fulfilling the essential criteria of age, educational qualification, teaching/research experiences etc. besides others in support of their candidature to this Institute. Candidates must ensure that **hard copy of their application & other relevant documents as mentioned above must reach the Institute within 15 days from the cut-off date.** The Experience Certificate should clearly show the duration of experience (“from” to “to”), Nature of experience etc. The candidates can only mention those experiences which are recognized by Govt. of India.
- 5.4** The signed hard copies of Online application along with all above mentioned certificates/documents should be sent through Speed Post/Courier etc. within stipulated period. Address for sending the hard copy of the application and relevant documents is as under:

**The Administrative Officer,  
Department of Administration,  
Academic Block (3<sup>rd</sup> Floor), AIIMS, Bhubaneswar,  
Sijua, Dumuduma, Bhubaneswar-751019**

- 5.5.** The envelope containing the application should be **super-scribed** with “**Application for the post of \_\_\_\_\_**”.
- 5.6.** 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. Test/Interview schedule will be mailed in due course to the candidate in their registered e-mail.
- 5.7.** The candidate must ensure that their photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature 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.

**5.8.** 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.

**5.9.** 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).

**6. SHORTLISTING AND METHOD OF SELECTION**

The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. In the event of number of applications being large, institute will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by conducting a screening test.

**7. OTHER TERMS AND CONDITIONS:**

**7.1 Site of Interview:** Interview will be held at AIIMS Bhubaneswar or any other place as decided by the Executive Director, AIIMS, Bhubaneswar. No TA/DA will be paid for appearing in the interview.

**7.2 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.

**7.3** 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.

**8. INFORMATION/INSTRUCTIONS TO THE CANDIDATES**

**8.1** *The All India Institute of Medical Sciences is an autonomous body established under Act of Parliament.*

**8.2** *Service under the Institute is governed by that Act and the Rules & Regulations framed thereunder.*

**8.3** *The Institute strives to have a workforce which reflects gender parity and women candidates are encouraged to apply.*

**8.4** *All the posts carry usual allowances as admissible to Central Government Employees of similar status at Bhubaneswar, Odisha.*

**8.5** *Probation period: The period of probation is two years.*

**8.6** *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. 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.*

**8.7** *The post(s) is/are whole time and private practice of any kind is prohibited.*

**8.8** *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.*

**8.9** *While every effort will be made to provide residential accommodation to the Faculty appointed 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.*

**8.10** *Canvassing of any kind will be a disqualification.*

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

**8.12** *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.*

**8.13** *The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.*

**8.14** *The decision of the Competent Authority regarding screening test (if any), interview, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.*

**8.15** *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: [recruitment@aiimsbhubaneswar.edu.in](mailto:recruitment@aiimsbhubaneswar.edu.in)**

Sd/-

**Sr. Administrative Officer  
AIIMS, Bhubaneswar**