



# ALL INDIA INSTITUTE OF MEDICAL SCIENCES, PATNA

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Website: <http://www.aiimspatna.org>

## RECRUITMENT NOTICE

Dated : 30.10.2021

Online applications are invited for the following Non-faculty posts on **DIRECT RECRUITMENT BASIS** of All India Institute of Medical Sciences, Patna (Bihar). The posts are advertised as per the advertisement numbers mentioned in the relevant column:

Sl. No.	Advertisement No.	Name of Posts, Group & Pay Level	Age Limit	Essential Qualification	No. of Posts
1	F-80777/Store Keeper/2021, dated- 30.10.2021	<b>Storekeeper</b> Group- 'B' Level- 6 in Pay Matrix (Rs. 35400- 112400)	Between 18 to 30 years (Relaxable upto 40 years in the case of regular employee of AIIMS)	<b>Essential:</b> <b>I. Qualifications for Store Keeping in General</b> <b>(A) Essential</b> Master's Degree in Economics/Commerce/ Statistics <b>Desirable:</b> Experience in handling stores and keeping accounts in a store or a concern of repute in public or private sector <b>OR</b> <b>Essential</b> (B) (i) Bachelor's degree in Economics/ Commerce/Statistics. (ii) Post-graduate Degree/Diploma in Material Management of a recognised University/Institution or equivalent. <b>Desirable:</b> Experience in handling Stores and Keeping accounts in a store preferably medical, or a concern of repute in public or private sector. <b>OR</b> (C) (i) Degree of a recognised University or equivalent (ii) Post-graduate degree/ Diploma in Material Management of a recognised University/Institution <b>OR</b> (iii) Three years' experience handling, preferably medical stores in Govt. Public or Private Sector	Total -10 UR-06 OBC-02 EWS-01 SC-01 [Including PwBD-1 Cat-(a)]
2	F-80777/ AAO/2021, dated- 30.10.2021	<b>Assistant Administrative Officer</b> Group- 'B' Level-7 in Pay Matrix (Rs. 44900-142400)	Upto 40 years	<b>Essential:</b> 1. Degree of a recognized University or its equivalent. 2. 5 years of experience as Office Superintendent or in equivalent post; and working knowledge of Government of India rules and regulations. <b>Desirable:</b> Post Graduate Diploma in Personnel/ Management/ Labour Laws/ Administrative Laws	Total -1 UR-1
3	F-80777/JE (Civil)/2021, dated- 30.10.2021	<b>Junior Engineer (Civil)</b> Group- 'B' Level-6 in Pay Matrix (Rs. 35400-112400)	Between 18-30 years (Relaxable upto 40 yrs. for regular employees of AIIMS)	<b>Essential:</b> Three years Diploma in Civil Engineering from a recognised Polytechnic/Institute. <b>Desirable:</b> Experience in Civil Engineering work.	Total- 4 UR-03 OBC-01
4	F-80777/JE (AC&R)/2021, dated- 30.10.2021	<b>Junior Engineer (AC &amp; R)</b> Group- 'B' Level-6 in Pay Matrix (Rs. 35400-112400)	Between 18-30 years (Relaxable upto 40 yrs. for regular employees of AIIMS)	<b>Essential:</b> Three years Diploma in Mechanical Engineering plus a specialized course in Refrigeration and Air-conditioning from a recognised Polytechnic/Institute. <b>Desirable:</b> Experience in air-conditioning and refrigeration work.	Total- 4 UR-03 OBC-01
5	F-80777/Legal Assistant/2021, dated- 30.10.2021	<b>Legal Assistant</b> Group- 'B' Level- 7 in Pay Matrix (Rs. 44900-142400)	Between 30-40 years of age	<b>Essential:</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 Govt. Organisation.	1 UR-01
6	F-80777/ Nursing Officer/ 2021, dated- 30.10.2021	<b>Nursing Officer</b> Group- 'B' Level 07 in the Pay Matrix (Rs. 44900-142400)	Between 18-30 years	<b>Educational Qualifications:</b> I. (i) B.Sc. (Hons.) Nursing/B.Sc Nursing from an Indian Nursing Council recognized Institute or University; Or, B.Sc. (Post-certificate)/Post Basic B. Sc. Nursing from an Indian Nursing Council recognized Institute or University; (ii) Registered as Nurse & Midwife with State/Indian Nursing Council <b>OR</b> II. (i) Diploma in General Nursing Midwifery from an Indian Nursing Council recognized Institute or University; (ii) Registered as Nurses & Midwife in State/Indian Nursing Council (iii) Two years' experience in minimum 50 bedded Hospital after acquiring the educational qualification mentioned above.	Total- 200 (Female-160, Male-40) UR- 81 EWS-20 OBC- 54 SC- 30 ST-15 [including PwBD: 8 Cat (a)- 2 Cat (b)- 2 Cat (c)- 2 Cat (d) - 2
7	F-80777/Medico Social Worker/ 2021, dated- 30.10.2021	<b>Medico Social Worker</b> Group- 'B' Level- 7 in Pay Matrix (Rs. 44900-142400)	Between 18-35 Years (Upper age relaxable for Government servant including regular AIIMS Staff up to 40 years in accordance with the instructions or orders issued by the Central Govt.)	<b>Essential:</b> (i) M.A. (Social Work)/MSW, with specialization in Medical Social Work, from a recognized University/ Institution (ii) 5 years' Experience in a government or private sector hospital of minimum 500 beds in line with welfare or Health Agency, preferably dealing with Medical/Public Health Service. <b>Desirable:</b> Ability to use computers- Hands on experience in office applications, spread sheets and presentations.	03 UR- 03
8	F-80777/ Sanitary Inspector Gr-II/ 2021, dated- 30.10.2021	<b>Sanitary Inspector Gr. II</b> Group- 'C' Level- 5 in Pay Matrix (Rs. 29200-92300)	Between 18 and 30 Years (Relaxable upto 40 years in the case of regular employees of AIIMS)	<b>Essential:</b> 1. Matriculation or equivalent from a recognized board. 2. Certificate of Sanitary Inspector Course. 3. Not less than 4 years of experience in the line, preferably in a Hospital of repute.	Total- 8 UR-05 OBC-02 SC-01 [Including PwBD-1 Cat-(b)]

Sl. No.	Advertisement No.	Name of Posts, Group & Pay Level	Age Limit	Essential Qualification	No. of Posts
9	F-80777/ Stenographer/ 2021, dated- 30.10.2021	<b>Stenographer</b> Group- 'C' Level- 4 in Pay Matrix (Rs. 25500- 81100)	Between 18 and 27 Years of age (relaxable up to 40 years of age for regular AIIMS employees)	<b>Essential:</b> (i) 12 <sup>th</sup> Class pass or equivalent qualification from a recognized Board or University Or, (ii) Matriculation or equivalent qualification from a recognized board or university with 5 years' service (regular or ad-hoc) as Stenographer in Govt. Organization/ Institution. (iii) Skill Test Norms Dictation: 10 Minutes @ 80 w.p.m. Transcription- 50 mts. (English) & 65 mts. (Hindi) [Only on Computer].	Total- 16 UR- 4 OBC-7 (including 5 Backlog) SC-4 (including 3 Backlog) EWS-1 [Including ExS-1]
10	F-80777/ JAA/2021, dated- 30.10.2021	<b>Junior Administrative Assistant</b> Group- 'C' Level- 2 in Pay Matrix (Rs. 19900- 63200)	Between 18 and 27 Years of age (relaxable up to 40 years of age for the regular Institute employees)	<b>Essential:</b> (i) 12th Class or equivalent qualification from a recognized Board or University. Or, Matriculation or equivalent qualification from a recognized board or university with 5 years' service (regular or ad-hoc) as Lower Division Clerk in Govt. Organization/Institution (ii) Skill Test Norms on computer: A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on Computer. (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)	Total- 18 UR- 08 OBC-04 EWS-03 SC-03 [Including PwBD-1 Cat-(a) and ExS-1]
11	F-80777/SKC /2021, dated- 30.10.2021	<b>Storekeeper- cum-Clerk</b> Group- 'C' Level- 2 in Pay Matrix (Rs. 19900- 63200)	Upto 30 Years	<b>Essential:</b> Graduate from a recognized University with one year experience in handling stores. <b>Desirable:</b> Post-graduate Degree/Diploma in Materials Management from a recognized Institution.	Total- 25 UR- 12 OBC-10 SC-03 [Including PwBD-1 Cat-( c ) and ExS-2]
12	F-80777/Junior Warden/2021, dated- 30.10.2021	<b>Junior Warden</b> Group- 'C' Level- 2 in Pay Matrix (Rs. 19900- 63200)	Between 18 and 30 years of age (Relaxable for the regular employees of AIIMS upto 40 years)	<b>Essential:</b> (i) Matriculation from a recognised Board/ University (ii) Experience in Store Keeping/Public Relations or Estate Management for not less than 1 year. <u>OR</u> , A certificate or formal training in Store Keeping/ Materials Management/Public Relations/House Keeping.	Total- 06 (Female - 03, Male - 03) UR- 05 OBC-01

**Note:-** I. Filling of online application form will be started from 1st November 2021 to 30th day of publication of advertisement in Employment News/RojgarSamachar. II. **Application Fees per post:** UR/OBC :Rs. 1500/- , SC/ST/Women/EWS: Rs. 1200/-, PwBD Candidates: Exempted III. Fees shall be paid through online payment portal. Fees once remitted will not be refunded in any case. For details of advertisement, please visit institute website [www.aiimspatna.org](http://www.aiimspatna.org). IV. All further addendum, corrigendum and update if any, will be available only at Institute website [www.aiimspatna.org](http://www.aiimspatna.org). V. Category Parameters for PwBD Candidates : Cat (a) - Blindness & Low Vision, Cat (b) - Deaf and Hard Hearing, Cat (c) - Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, Cat (d)- Autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.