



# ALL INDIA INSTITUTE OF MEDICAL SCIENCES

## Basni Phase 2, Jodhpur-342005 (Rajasthan)

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

Advt No: AIIMS/JDH/ADMIN/REGULAR/GROUP C/2014

DATED: 05/03/2014

Applications are invited in the prescribed proforma from suitable candidates for filling up following Group 'C' posts on **DIRECT RECRUITMENT BASIS** in All India Institute of Medical Sciences, Basni Phase 2, Jodhpur (Rajasthan)-342005.

The essential qualification, experiences etc. required for applying for these posts are as under:-

S No	Name of Post	Scale of Post	Age Limit	Qualification	No. of Posts
1	Pharmacist Grade II	Rs.5200-20200+ GP 2800	Between 18 years upto 30 years (Relaxation for AIIMS employees upto 40 years)	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>Diploma in Pharmacy from a recognized Institution/Board.</li> <li>Should be a registered Pharmacist under the Pharmacy Act, 1948.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Degree in Pharmacy from a recognized Institution/University.</li> <li>Experience in dispensing and /or storage and dispensing of drugs in a reputed hospital or institution or in a drug store or a pharmaceutical concern.</li> </ol>	27 (UR-15, OBC-7, SC-4, ST-1)
2	Artist (Modeller)	Rs.5,200-20,200 + GPRs. 2800/	Between 18 years upto 30 Years	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Diploma/Certificate in Fine Arts/ Commercial Arts/ Modelling from a Recognized Institution/ University.</li> <li>03 years' experience in illustration and modelling, preferably in a teaching Institution.</li> </ol> <p><b>Desirable:</b></p> <p><b>Qualification:</b> Degree in Graphic Design, preferably qualification in education, media and communication.</p> <p><b>Job Description:</b> The Principal duties of the Artist are to work in close Co-ordination with the Educational Medical Generalist and be responsible for providing computer graphic services based on existing methods (manual/computer) or new emerging technologies to the faculty to meet teaching, learning, research and dissemination need of the Institute: There are:-</p> <ol style="list-style-type: none"> <li>Designing and production of slides on screen presentations</li> </ol>	14 (UR-8 OBC-3 SC-2 ST-1)

				<p>and printing materials/posters for scientific presentations, keeping in mind the principle of design.</p> <p>(ii) Provide graphic inputs for the production of video/CD and multimedia presentations and new emerging techniques of presentations.</p> <p>(iii) In addition, the current demands would mean a person who is capable of handling graphic data on computer and use graphic software including animation.</p>	
3	Sanitary Inspector Grade II	Rs.5200-20200+ GP 2800	Between 18 years upto 30 years (Relaxation upto 40 years in the case of employees of AIIMS)	<p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> <li>1. Matriculation or equivalent from a recognized Board.</li> <li>2. Certificate of Sanitary Inspector Course.</li> <li>3. Not less than 4 years of experience in the line, preferably in a Hospital of repute.</li> </ol>	18 (UR-11, OBC-4, SC-2, ST-1)
4	Gas Steward (Gas Keeper)	Rs.5200-20200+ GP 2800	Between 18 years upto 35 year (Relaxation upto 40 years for employees of AIIMS)	<p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> <li>1. Trade Certificate or ITI Diploma in Mech. Engg.</li> <li>2. Seven years practical experience in skilled capacity in a workshop or a mechanical construction equipment out of which at least 4 years should be in a big oil gas generator plant.</li> </ol>	02 (UR)
5	Manifold Technicians (Gas Steward)	Rs.5200-20200+ GP 2800	Between 18 years upto 35 years (Relaxation upto 40 years for employees of AIIMS)	<p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> <li>(i) Trade Certificate or ITI Diploma in Mech. Engg.</li> <li>(ii) Seven years practical experience in skilled capacity in a workshop or a mechanical construction equipment out of which at least 4 years should be in a big oil gas generator plant.</li> </ol>	06 (UR-5, OBC-1)
6	Lab Technician	Rs.5200-20200+ GP 2800	Between 18 years upto 30 years (Relaxation upto 40 years in the case of employees of AIIMS).	<p><u>Essential Qualifications:</u></p> <p>Degree in Science, from a recognized University.</p> <p>OR</p> <ol style="list-style-type: none"> <li>i) 12th Class pass with Science subjects (in 10 + 2 system) or Intermediate (Science) or equivalent from a recognized University/Institution;</li> <li>ii) Diploma in Medical Laboratory Techniques from a recognized Institute; and.</li> <li>iii) One year experience in a Medical Laboratory.</li> </ol>	01 (UR)

7	Stenographers (S)	Rs.5200-20200+ GP 2400	Between 18 years upto 27 years of age (Relaxation up to 40 years of age for the AIIMS employees).	<p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> <li>12th Class pass or equivalent qualification from a recognized Board or University.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>Matriculation or equivalent qualification from a recognized board or university with 5 years' service (regular or ad-hoc) as Stenographer in Govt. Organization/Institution.</li> </ol> <ol style="list-style-type: none"> <li>Skill Test Norms <u>Dictation:</u> 10 mts @ 80 w.p.m. <u>Transcription :</u> 50 mts (English) &amp; 65 mts (Hindi) [only on computers]</li> </ol>	18 (UR-11, OBC-4, SC-2, ST-1)
8	Stenographer	Rs.5200-20200+ GP 2400	Between 18 years upto 27 years of age (Relaxation up to 40 years of age for the AIIMS employees).	<p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> <li>12th Class pass or equivalent qualification from a recognized Board or University.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>Matriculation or equivalent qualification from a recognized board or university with 5 years' service (regular or ad-hoc) as Stenographer in Govt. Organization/Institution.</li> </ol> <ol style="list-style-type: none"> <li>Skill Test Norms <u>Dictation:</u> 10 mts @ 80 w.p.m. <u>Transcription :</u> 50 mts (English) &amp; 65 mts (Hindi) [only on computers]</li> </ol>	16 (UR-9, OBC-4, SC-2, ST-1)
9	Medical Record Technicians (Record Clerk)	Rs.5200-20200+ GP 2400	Between 18 years upto 30 years (Relaxation for employees of AIIMS upto 40 years)	<p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> <li>12th Class pass, preferable in Science or equivalent from a recognized Board/ University; and</li> <li>Certificate in Medical Records (from a recognized Institute or authority issued after not less than 6 months training course).</li> </ol> <p><u>Desirable:</u> Experience of having handled medical records in a Hospital/Medical Institute, of repute.</p>	18 (UR-11, OBC-4, SC-2, ST-1)

10	Medical Record Technicians	Rs.5200-20200+ GP 2400	Between 18 years upto 30 years (Relaxation for employees of AIIMS upto 40 years)	<u>Essential Qualifications:</u> 3. 12th Class pass, preferable in Science or equivalent from a recognized Board/ University; and 4. Certificate in Medical Records (from a recognized Institute or authority issued after not less than 6 months training course).	20 (UR-12, OBC-5, SC-2, ST-1)
11	Senior Mechanics (A/C&R)	Rs.5200-20200+ GP 2400	Between 18 years upto 35 years (Relaxation for employees of AIIMS upto 40 years)	<u>Essential Qualification:</u> (a) Matriculation or equivalent; (b) Must have undergone a minimum of 12 months' Refrigeration Mechanic or equivalent course in recognized Technical Institute and must have served one year's apprenticeship in a reputed firm or organization of Air-conditioning and Refrigeration Engineers. <b>OR</b> Two year's apprenticeship in a reputed firm or organization of Air Conditioning and Refrigeration Engineers; and (c) A minimum of 4 years' experience as an Air-conditioning or Refrigeration Serviceman or a Mechanic or in any other skilled capacity or in the maintenance and installation of various types of Air-condition and Refrigeration appliances. Note:- Para (b) is Relaxation in the case of persons having 6 years' experience in the air-conditioning and refrigeration side. Trade Test as applicable.	06 (UR-5, OBC-1)
12	Senior Mechanics (E&M)	Rs.5200-20200+ GP 2400	Between 18 years upto 35 years (Relaxation upto 40 years for employees of AIIMS)	<u>Essential Qualifications:</u> 1. Trade Certificate or ITI Diploma in Mechanical Engineering, from a recognized Institution. 2. 8 years' practical experience in skilled capacity in workshops or on mechanical construction equipment. <u>Trade Test:</u> <b>Oral:</b> A. Must be literate. B. Knowledge of the principles of the working of various types of workshop machinery and mechanical equipment's. C. Knowledge of right type of tools, instruments, jigs and fixtures used in workshops.	02 (UR)

				<p>D. In the case of Senior Mechanics specially being tested for Heavy Construction Equipment, Generating sets, Heavy Duty Pumps, knowledge of the actual working of the particular class of equipment for which Trade Test is being conducted.</p> <p><b>Practical:</b></p> <p>A. To establish ability to dismantle and refit any major assembly or sub-assembly of mechanical equipment.</p> <p>B. Ability to program the maintenance or overhaul of mechanical equipment.</p> <p>C. In the case of Senior Mechanics intended for any special equipment's a practical test to establish ability to handle repair and maintenance works on the particular class of equipment.</p>	
13	Data Entry Operator Grade A	Rs.5200-20200+ GP 2400	Between 18 years upto 30 years (Relaxation upto 40 years in the case of employees of AIIMS)	<p><u>Essential Qualification:</u></p> <p>(i) 12th Standard pass or equivalent</p> <p>(ii) Should possess a speed of not less than 8000 Key Depressions per hour for Data Entry Work</p> <p><u>Note:</u></p> <p>The speed of 8000 Key Depressions per hour for Data Entry Work is to be judged by conducting a speed test on the EDP Machine (s) by the Competent Authority.</p>	02 (UR)
14	Electrician	Rs.5200-20200+ GP 2400	Between 18 years upto 35 years (Relaxation upto 40 years in the case of employees of AIIMS)	<p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> <li>10th class /standard or equivalent</li> <li>I.T.I Diploma certificate in Electrician's trade:</li> <li>Electrical Supervisory Certificate of competency : and</li> <li>Practical experience of 5 years in erection and running /maintenance of different types of both H.T. &amp; L.T. electrical installations including U.G. Cable systems.</li> </ol> <p><u>Trade Test:</u></p> <ol style="list-style-type: none"> <li>Practical Test on equipment's like switchgear, transformer etc. connection of different motors and starters; location and rectification of faults in a complicated installation; testing of electrical installations and equipment's.</li> <li>Oral test on different H.T. &amp; L.T. electrical appliances; cable</li> </ol>	06 (UR-5, OBC-1)

				<p>jointing; safety regulations as per I.E. Rules and shock treatment etc.</p> <p>3. He should be able to read wiring diagrams associated with different electrical appliances.</p>	
15	Dark Room Assistant Grade-III	Rs.5200-20200+ GP 2400	Between 18 years upto 30 Years	<p><u>Essential:</u></p> <p>(i) Matriculation or its equivalent from a recognized Board/School.</p> <p>(ii) Diploma or Certificate in Radiography (or minimum one year duration) from a recognized institution.</p> <p><u>Desirable:</u></p> <p>One year experience as Dark Room Assistant in a Hospital.</p>	05 (UR-4 OBC-1)
16	Library Attendant Grade II	Rs.5200-20200+ GP 2000	Between 18 upto 30 years (Relaxation upto 40 years in case of employees of AIIMS )	<p><u>Essential Qualifications:</u></p> <p>(i) Matriculation or equivalent</p> <p>(ii) Experience of having worked in a Library for at least 2 years</p> <p><b>OR</b></p> <p>Certificate in Library Science / Librarianship from a recognized Institution</p> <p><u>Desirable:</u></p> <p>Knowledge of typing.</p>	03 (UR)
17	Mechanic (A/C&R)	Rs.5200-20200+ GP 1900	Between 18 upto 30 years (Relaxation upto 40 years for employees of AIIMS)	<p><u>Essential Qualifications:</u></p> <p>(i) Pass in Matriculation or equivalent;</p> <p>(ii) Must have undergone a minimum of 12 months' Refrigeration Mechanic or equivalent course in a recognized Technical Institute and must have served one year's apprenticeship in reputed firm or organization of Air-Conditioning &amp; Refrigeration Engineers.</p> <p><b>OR</b></p> <p>Two years apprenticeship in a reputed firm or organization of Air Conditioning &amp; Refrigeration Engineers</p> <p>(iii) A minimum of one year's experience as an Air Conditioning or refrigeration serviceman, or as a Junior Mechanic or in any other skilled capacity on the maintenance and installation of water coolers, refrigerators, room air conditioner and small air conditioning and cold storage plants.</p>	06 (UR-5, OBC-1)

				<p>Note: - In case of candidates with years' experience clause 2 may relaxed.</p> <p><u>Trade Test:</u></p> <ol style="list-style-type: none"> <li>1. Use of leak detector in testing leak.</li> <li>2. Soft soldering.</li> <li>3. Simple filling and fitting.</li> <li>4. Dismantle and assemble a water pump.</li> <li>5. Pump down a system upto 15 H.P.</li> <li>6. Oiling and greasing</li> <li>7. Charge oil and gas in a system upto H.P</li> <li>8. Dismantle and assemble a compressor upto 5 H.P.</li> <li>9. Cut a compressor gasket of any type and size.</li> </ol>	
18	Lower Division Clerk	Rs.5200-20200+ GP 1900	Between 18 upto 27 years of age (relax able up to 40 years of age for the Institute employees).	<p><u>Essential Qualifications:</u></p> <p>(i) 12th Class or equivalent qualification from a recognized Board or University.</p> <p style="text-align: center;"><u>OR</u></p> <p>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.</p> <p>(ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi <u>only on computer</u>. [35 w.p.m. and 30w.p.m. corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word]</p>	38 (UR-21, OBC-10, SC-5, ST-2)
19	Mechanic (E&M)	Rs.5200-20200+ GP 1900	Between 21 years upto 30 years	<p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> <li>1. Should have passed ITI diploma certificate in the trade.</li> <li>2. Trade certificate from a recognized vocation training Institute. Three years practical experience in a workshop/department dealing with operation and maintenance of mechanical plants.</li> </ol>	04 (UR-3, OBC-1)

20	Wireman	Rs.5200-20200+ GP 1900	Between 18 years upto 30 Years	<p><u>Essential Qualifications:</u></p> <p><u>Academic Qualification:</u> Should have passed ITI Diploma or equivalent qualification in the trade.</p> <p><u>Professional Knowledge:</u> Electrical workman permit/workman's competency certificate electrical workman's/lineman license (Certificate of competency Class-II) or any other equivalent certificate with atleast 5 years' experience in the line. Trade test as applicable.</p>	20 (UR-12, OBC-5, SC-2, ST-1)
21	Plumber	Rs.5200-20200+ GP 1900	Between 21 years upto 30 years	<p><u>Essential Qualifications:</u></p> <p><u>Academic Qualification:-</u> Should have passed ITI Trade certificate course or equivalent in the trade with atleast 5 years practical experience in the trade.</p> <p><u>Professional Knowledge:-</u> Should have atleast 5 years' experience as under:</p> <ul style="list-style-type: none"> <li>(a) Should have a working knowledge of the various types of specials used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him.</li> <li>(b) Should have a thorough knowledge of working with various tools used in the trade such as wrenches, spanners, caulking tools, stocks and dies etc.</li> <li>(c) Should be able to make leak-proof joints for all types of pipes (of different material).</li> <li>(d) Should have a good knowledge of materials that go to form joints and be able to estimate requirement thereof.</li> <li>(e) Should be able to follow drawing and sketches and execute work according to lay out.</li> <li>(f) Should possess plumbing licenses in localities where such licenses are issued by local authorities.</li> <li>(g) Must be able to carry out overhaul of bibcocks, ball valves, sluice valves, including grinding and seating.</li> </ul>	15 (UR-9, OBC-3, SC-2, ST-1)



22	Lineman (Electrical)	Rs.5200-20200+ GP 1900	Between 18 upto 30 years (Relaxation upto 40 years for employees of AIIMS )	<u>Essential Qualifications:</u> (i) 8 <sup>th</sup> Pass from Govt. recognized School / Board/ Institute. (ii) Class-II License of Lineman (Electrical) from Delhi Administration Or any other recognized authority/Institute. (iii) Five Years' experience as Lineman (Elect.)	02 (UR)
23	Operator (E&M)/Lift Operator	Rs.5200-20200+ GP 1900	Between 21 years upto 35 years	<u>Essential Qualification:</u> <u>Academic Qualification:</u> Should have possess ITI Diploma or equivalent qualification in the trade. <u>Professional Qualification:</u> Electrical workman permit/workman's competency certificate electrical workman's license (certificate of competency Class-II) or any other equivalent certificate with practical experience of 5 years in handling E&M plants i/e running, maintenance, knowledge of I.C. engines, electric wiring, motors, pumps, generating sets.	12 (UR-8, OBC-3, SC-1)
24	(House Keepers) Junior Warden	Rs.5200-20200+ GP 1900	Between 18 upto 30 years (Relaxation for the employees of AIIMS upto 40 years).	<u>Essential Qualification:</u> (i) Matriculation from a recognized Board/University. (ii) Experience in Store Keeping / Public Relations or Estate Management for not less than 1 year. <b>OR</b> A certificate or formal training in Store Keeping / Materials Management / Public Relations / House Keeping.	10 (UR-7, OBC-2, SC-1)
25	Lab Attendants Grade II	Rs.5200-20200+ GP 1900	Between 18 upto 30 years (Relaxation upto 40 years for employees of AIIMS)	<u>Essential Qualifications:</u> (i) 12th with Science. <b>OR</b> (ii) 10th with science + 5 years' service (Regular or Ad-hoc) as Laboratory Attendant in any Government/ Autonomous Medical College Hospital.	41 (UR-22, OBC-10, SC-6, ST-3)
26	Office Attendant Grade II	Rs.5200-20200+ GP 1800	Between 18 years upto 25 years (Relaxation for AIIMS employees upto 40 years)	<u>Essential Qualifications:</u> Middle School standard pass.  <u>Desirable:</u> Training in 'Basic' and 'Refresher' Course in Home Guard and Civil Defense.	32 (UR-18, OBC-8, SC-4, ST-2)

27	Tailor Grade III	Rs.5200-20200+ GP 1800	Between 18 years upto 30 years	<u>Essential Qualifications:</u> 1. 8th Standard pass from a recognized School/Board. 2. Certificate from ITI or any other recognized Institution in the trade of Tailoring.  <u>Desirable</u> Experience in stitching of various types of clothes.	02 (UR)
28	Hospital Attendant Grade III (Nursing Orderly)	Rs.5200-20200+ GP 1800	Between 18 upto 30 years	<u>Essential Qualifications:</u> 8th Standard Pass  <u>Desirable:</u> (i) Experience of having worked in a Civil or Military Hospital, or in a Nursing Home or with a Medical Practitioner. (ii) Matriculation.	100 (UR-51, OBC-27, SC-15, ST-7)
29	Hospital Attendant Grade-III (Stretcher Bearer)	Rs.5200-20200+ GP 1800	Between 18 years upto 30 years	<u>Essential Qualifications:</u> 8th Standard Pass from Govt. recognized School / Board / Institute. <u>Desirable:</u> (i) Experience of having worked in a Civil or Military Hospital, or in a Nursing Home or with a Medical Practitioner. (ii) Matriculation	06 (UR-5, OBC-1)
30	Store Attendant Grade-II	Rs.5200-20,200/- + GP 1,800/-	Between 18 years upto 30 years	<u>Essential Qualifications:</u> 8th Standard Pass from Govt. recognized School / Board / Institute. <u>Desirable:</u> (i) Experience of having worked in a Civil or Military Hospital, or in a Nursing Home or with a Medical Practitioner. (ii) Matriculation	08 (UR-4, OBC-2, SC-1, ST-1)

\*The number of posts is tentative and is liable to change based on the Institute's requirements.

\*\* Instruction for filling up the application form is given at Annexure – I and proforma of application for is given as Annexure – II.

Reservation as per Government of India rules.

**ADMINISTRATIVE OFFICER  
AIIMS-JODHPUR**