



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
F.No.9-238/2021-Estt.(RCT)

Applications are invited in the prescribed form through online mode for filling up of the following 'B' & 'C' (Non-Faculty) posts for the **AIIMS, Vijaypur, Jammu** as under:-

S. No.	Name of the Post, Pay Level in the Pay Matrix as per 7 th CPC and Essential Eligibility Criteria	Group	Age Limit for Direct Recruits	Total number of vacancies* and reservation	Process of Selection
1.	<u>LIBRARIAN GRADE-III</u> Level-6 in the Pay Matrix <u>Essential</u> i) B.Sc. Degree or equivalent from a recognized university or equivalent and ii) Bachelor's Degree or equivalent in Lib. Science from a recognized university or equivalent. <u>Desirable:-</u> (a) Two years experience of acquisition of books, periodicals and documentation work in preferably Medical Library of standing or repute. (b) Typing speed of 30 words per minute in English or 25 words per minute in Hindi.	B	30	01 post (UR)	CBT
2.	<u>MEDICAL LABORATORY TECHNOLOGIST</u> Level-6 in the Pay Matrix <u>Essential:</u> Bachelors Degree in Medical Laboratory Technology/ Medical Laboratory Science from a Govt. recognized university/ Institution with two years relevant experience in a Laboratory attached with a hospital having minimum 100 beds.	B	30	01 Post (UR)	CBT
3.	<u>STENOGRAPHER</u> Level-4 in the Pay Matrix <u>Essential:</u> (I). 12 th Class pass 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 Stenographer in Govt. Organization / Institution. (II.) Skill Test Norms Dictation : 10 mts @ 80 W.P.M Transcription: 50 mts (English) & 65 mts Hindi (only on computers)	C	27	01 Post (UR)	Stage -I; CBT Stage-II; Skill Test
4.	<u>JUNIOR ADMINISTRATIVE ASSISTANT</u> Level-2 in the Pay Matrix <u>Essential:</u> (i) 12 th 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.	C	27	01Post (UR)	Stage-I: CBT Stage-II: Skill Test

(ii) A typing speed of 35 w.p.m in English or 30 w.p.m. in Hindi <u>only on computer.</u>				
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GENERAL CONDITIONS

1. The posts carry usual allowance as admissible to Central Government Servant of similar status stationed at Vijaypur, Jammu.
2. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The On-line registration of applications is made available on AIIMS website www.aiimsexams.ac.in **from 01-12-2021 to 22-11-2021 upto 05:00 P.M.** No documents including the Registration Slip of on-line application form is required to be sent. **However, all the applicants should keep a copy of registration slip with them, alongwith proof of payment for future reference.**
3. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria **as on the closing date** of online submission of application, failing which their application will be rejected. **Required educational qualification/ experience should be completed on or before last date of application.** In case of educational qualification, the candidate should have completed residency period for the desired educational qualification including internship on or before last date of submission of application and should had been declared to have passed examination on or before this date. Likewise candidate must have completed duration of desired experience on or before **cutoff date i.e.22-11-2021** last date of submission of online application.
4. **The applicants while applying in response to this advertisement for the posts mentioned above are required to upload the following documents in PDF format, where applicable, in support of their applications:-**
 - a) Proof of Date of Birth
 - b) Valid Caste certificate, if applied, under SC/ST/OBC category (as per advertisement)
 - c) Valid EWS certificate, if applied, for EWS category (as per advertisement)
 - d) Certificate for Age relaxation, if applied for.
 - e) Degree / Master Degree as applicable
 - f) Experience Certificate, wherever applicable
5. The On-line Registration will be closed by **22-11-2021**. The candidature of such applicants who fails to complete the online registration by the stipulated date and time will not be considered and no correspondence in this regard will be entertained.
6. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through online mode only and also deposit application fee separately for each post applied.
7. **The candidate must ensure that their photo, signature and thumb impression are as per the Guidelines mentioned in the 'Upload Image Instructions' given in the General links and are clearly visible in preview at the time of filling of application in online mode.** If photo/signature/thumb impression image are not as per instructions given in the 'Upload Image Instructions' in that case, application will be rejected. **So, be very careful while uploading your photo, signature and thumb impression.**
8. **APPLICATION FEES:**
 - 1) General/OBC Candidates - Rs.1500/- (Rupees Fifteen Hundred only)
 - SC/ST Candidates/EWS - Rs.1200/- (Rupees Twelve Hundred only)
 - Persons with Disabilities - Exempted
 - 2) The candidate can pay the prescribed application fee through DEBIT CARD/CREDIT CARD/ NETBANKING. Transaction / Processing fee, if any, as applicable, will be payable to the bank by the candidate.
 - 3) Application fee once remitted shall not be refunded under any circumstances expect the application fee in the case of SC/ST candidates. In case of SC/ST candidates those who appear in the online CBT, their application fee would be refunded.
 - 4) Applications without the prescribed fee would not be considered and summarily rejected.

9. AGE RELAXATION:

1. Cutoff date to determine eligibility in terms of age of candidates will be the last date of submission of online application i.e. 22-11-2021.
2. SC/ST/OBC candidates who opt to apply against aforesaid unreserved posts will not be eligible for any relaxation such as age relaxation, cutoff in marks etc. as there is no reserved post.
3. Age relaxation is permissible to various applicants is as under:-

S.No.	Category	Age Relaxation permissible beyond the Upper age limit.
1.	Ex-Servicemen and Commissioned Officers including ECOs/SSCOs – for Group A & B posts	<p>(a) Five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma.</p> <p>NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.</p> <p>(b) In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-</p> <p>(i) In case of Commissioned Officers including ECOs/SSCOs: Army: Directorate of Personnel Services, Army Headquarters, New Delhi. Navy: Directorate of Personnel Services Naval Headquarters, New Delhi. Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.</p> <p>(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces: Army: By various Regimental Record Offices. Navy: Naval Records, Bombay Air Force: Air Force Records, New Delhi.</p>
2.	Ex-Servicemen – for Group C posts	
	i) Ex-Servicemen(Unreserved/ General)	03 years after deduction of the military service rendered from the actual age as on the Closing date for receipt of application
3.	Central Govt. Civilian Employees –B posts	
	i) Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	5 years

4.	Central Govt. Civilian Employees – for Group C posts	
	i) Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Upto 40 years of age
Note:- With regard to sub-point no.3&4 of point no.9(3):- The age relaxation will be applicable to only Central Government Employees. No relaxation in age shall be applicable to candidates working in autonomous/statutory bodies, public sector undertakings.		
For Group C posts		
5.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)	5 years
6.	Widows/Divorced Women/Women judicially separated and who are not remarried (Unreserved/General)	Upto 35 years of age
7.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. (Unreserved/General)	5 years
8.	Service Clerks in the last year of their colour service in the Armed Forces (Unreserved/ General)	Upto 45 years of age

NOTE-I: Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are **NOT** eligible for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation as per rules.

NOTE-II: The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.

NOTE-III: For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE FOR RECEIPT OF APPLICATION or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

EXPLANATION: An 'ex-serviceman' means a person –

- (i) who has served in any rank whether as a combatant or noncombatant in the Regular Army, Navy and Air Force of the India Union, and
 - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - (c) who has been released from such service as a result of reduction in establishment; or
- (ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
 - (i) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
 - (ii) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1988; or
 - (iii) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
 - (iv) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

NOTE-IV: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

NOTE-V: A Matriculate Ex-Serviceman (includes an 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 as **on 22-11-2021with** Armed Forces of the Union shall be considered eligible for appointment to the Group "C" posts being advertised through this examination. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of application or would not complete 15 years of service within the time limit specified in Note-III are not eligible to apply for this examination.

10. Process of selection

S. No.	Name of the post	Method of selection
1.	For Group 'B' Posts at Sl.No.01 to 02	Online CBT mode Examination only
2.	For Group 'C' at Sl.No.03 to 04	Online CBT mode Examination and Skill Test

11. Date of Online (CBT) mode Examination / Interview will be intimated later on only on AIIMS, website.

12. ADMIT CARD

- i) Candidates are to download their Admit Card from AIIMS web site www.aiimsexams.ac.in. **No admit card will be sent by post.**
- ii) The candidates are to bring Admit Card downloaded from AIIMS website at the time of Online CBT mode examination / Interview and hand over the same to the Invigilator at the time of marking their attendance, failing which their candidature/performance in the Online CBT mode examination / Interview/ Skill Test will not be considered.

13. Verification of Documents:

The original certificates/documents/caste certificate of shortlisted/provisionally selected candidates will be verified as per schedule given below. The shortlisted/provisionally selected candidates must bring all original certificates of Essential and Desirable Qualifications/caste certificate along with one set of self-attested photocopy of i) Copy of downloaded Registration Slip of on-line application form. ii) Copy of downloaded Admit Card. iii) Certificate showing the Date of Birth. iv) Experience certificate, if any, as the case may be.

- For the posts of Sl. No. 01 to 04 - Will be notified later after declaration of result of Online (CBT) mode Examination, where applicable.

14. Those who are in employment with State/ Central Govt./PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents. Without said NOC the candidature will not be considered for appointment under any circumstances. Failure to produce NOC on the day of verification of document will lead to cancellation of candidature.

15. For posts having experience as an Essential Criteria, the experience which has been acquired only after obtaining Essential Qualification, will be considered as valid.

16. Canvassing in any form will be a disqualification.

17. On selection on any advertised posts, appointed candidates can be posted at any of the establishment of AIIMS, Vijaypur, Jammu including or at any other facility which may come up in future.

18. Any dispute with regard to any matter referred herein shall be subject to the jurisdiction of Jammu Courts alone.

19. GUIDELINES/INSTRUCTIONS TO FILL APPLICATION FORM:- See the Help Manual available online at www.aiims.edu/www.aiimsexams.ac.in.

Sd/-

SR. ADMINISTRATIVE OFFICER (RECTT.)