



## Employment Notification No. 06 / 2024

For Non-faculty posts (on contract basis)

1. **APPLICATION:** Applications are invited for following non-faculty posts purely on contractual basis:

Post Code	Name of Post	No. of Posts	Consolidated remuneration	Eligibility
1.	Office Assistant (NS)	01	₹ 35,400	<b>Essential:</b> 1. Degree of recognized University or equivalent 2. Proficiency in computers.
2.	Assistant Accounts Officer	01	₹ 44,900	<b>Essential:</b> Officers under the Central/State/U.T. Governments/ Universities/ Statutory/Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis <b>or</b> Junior Accounts Officer with five years of regular service in the grade pay of Rs. 4200/- <b>or</b> Retired Officials under the Central /State/U.T. Governments/ Universities/ Statutory / Autonomous Bodies or Research and Development Organizations having requisite experience as above.
3.	Sanitation Officer	01	₹ 35,400	<b>Essential:</b> Officers of the 200 bedded Hospital of Central/ State/U.T, Governments or Central Autonomous/ Statutory/Local Self Government Bodies or Public Sector undertakings: (i) Holding analogous posts on regular basis; <b>or</b> (ii) Holding a post in the grade pay of Rs.2800/- with 6 years of regular service in the grade. <b>or</b> Retired Officials under the Central /State/U.T. Governments/ Universities/ Statutory / Autonomous Bodies or Research and Development Organizations having requisite experience as above.
4.	Librarian Grade – I	01	₹ 44,900	<b>Essential:</b> (i) Bachelor Degree in Library Science or Library and Information Service from a recognized University/Institute. <b>or</b> B.Sc. Degree or equivalent from a recognised University and Bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognised University or Institute. <b>And</b> (i) 5 years' experience in a library of repute. Ability to use computers-Hands on experience in office applications, spread sheets and



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU - 184120**  
(A Central Autonomous Body under PMSSY, MoH&FW, Government of India)

				presentations.
5.	Senior Pharmacist	01	₹ 35,400	<b>Essential:</b> Officers under the Central/State/U.T. Governments/Universities/ Statutory Bodies or Autonomous Bodies or Research and Development Organizations i) holding analogous posts on regular basis, <b>or</b> with 6 years regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs. 2800/- <b>or</b> Retired Officials under the Central /State/U.T. Governments/ Universities/ Statutory / Autonomous Bodies or Research and Development Organizations having requisite experience as above.
6.	Personal Assistant	02	₹ 35,400	<b>Essential</b> (i) Degree from a recognized University. (ii) <b>Skill Test Norms:</b> Dictation-10 Minutes @ 100WPM Transcription- 40 Minutes English or 55 Minutes Hindi on a Computer <b>Desirable:</b> Diploma/ Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (written and spoken)
7.	Junior Medical Record Officer	02	₹ 29,200	<b>Essential:</b> B.Sc. (Medical Records) <b>Or</b> 10+2(Science) from a recognised 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 <b>And</b> 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.
8.	Upper Division Clerk (UDC)	02	₹ 25,500	<b>Essential:</b> 1. Degree of recognized University or equivalent. 2. Proficiency in computers. 3. Skill test norms on computer Typing speed @35w.p.m.in English or 30 w. p. m. in Hindi (Time allowed 10 minutes) (35 w.p.m or 30 w.p.m. correspond to 10500 KDPH /9000 KDPH on an average of 5 key depressions for each word)

**2. Important Dates:**

Opening date of online application forms / job portal	<b>11.11.2024 (Monday)</b>
Last date of filling up online application form	<b>25.11.2024 (Monday)</b>
Last date to submit Hard Copy of Application form	<b>30.11.2024 (Saturday)</b>
Tentative date of Interview	<b>To be notified separately</b>
Venue of Interview	<b>Academic Block, 6th Floor, AIIMS, Vijaypur, Jammu</b>



3. **APPLICATION FEE:** Rs. 500/- (Non-refundable).

4. **GENERAL CONDITIONS & SELECTION PROCEDURE:**

- a. For posts bearing Post code 2, 3 & 5, retired employees (not exceeding 63 years age) under the Central /State/U.T. Governments/ Universities/ Statutory / Autonomous Bodies or Research and Development Organizations having requisite experience may also apply. However, fixed monthly remuneration shall be given to contractual appointee after statutory deductions as per Govt. of India taxation laws.
- b. Cut-off date to determine the eligibility is **25.11.2024 (Monday)**. To be eligible for selection for these posts, the candidate must have passed the qualifying degree examination & result should be declared to this effect on or before the last date of filling up of application form i.e 25.11.2024 (Monday). Only such experience will be considered which is acquired after obtaining the qualifying degree/diploma, as applicable.
- c. All applicants are advised to read this advertisement carefully before filling up application form and ensure that no column in online application form is left blank. Once the application form is submitted, candidates must **take a print out of the filled up Application Form, self-attest every page including attachments** and must **speed post it** on the following address:

**Administrative Officer,  
Academic Block, 5th Floor,  
All India Institute of Medical Sciences, Vijaypur, Jammu, 184120**

**Note:** Failure to submit the hard copy by due date of submission i.e on or before 30.11.2024 (Saturday) will lead to cancellation of the candidature. The Institute will not be responsible for late receipt of Hard copy of application form.

- d. Please retain a copy of application form till the completion of the recruitment process. No editing / amendment is allowed in the application form once it is submitted online.
- e. All candidates are advised to be alert and check AIIMS Jammu website [www.aiimsjammu.edu.in](http://www.aiimsjammu.edu.in) regularly. Any corrigendum or revision of the advertisement or any other information regarding this recruitment will be posted on the official website of AIIMS Jammu only. AIIMS Jammu will not be responsible for any issue/delay in accessing information / updates by the candidate through the website.
- f. No TA/DA will be paid for attending the interview / document verification / joining the duty on selection etc.
- g. The candidate may have to work in shifts and can be posted at any place/department of the Institute.
- h. The candidate should not have been convicted by any Court of Law.
- i. Candidates selected will be purely on **contractual basis for six (06) months** only or till regular posts sanctioned by MoHFW are filled up, whichever is earlier. Such candidates shall have no right to claim absorption, extension or permanent / contractual employment in the Institute.
- j. The contract will automatically expire on completion of six months, if not extended and also if not terminated earlier by the Institute by giving one month's notice to the appointee. The appointee can also leave the Institute by giving 30 days' notice or salary in lieu of this notice period or for the period falling short of one month.
- k. The appointee shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period.
- l. If a candidate wishes to apply for more than one post in, he/she is required to fill up application form separately and pay separate application fees, as applicable.
- m. Candidates must bring original application form alongwith documents/certificates (along with **TWO** sets of self-attested Photocopies) of following documents for verification at the time of interview and joining, if selected. Without original documents, no candidate will be allowed for interview/joining, as the case may be:
  - i. Date of Birth (i.e. High School/Higher Secondary Certificate/Birth Certificate);
  - ii. Degree/diploma/certificate, as applicable;
  - iii. Experience Certificate(s)



- iv. Last Pay Certificate / Pension Payment Order, in case of retired persons.
- v. Last Pay Drawn certificate, in case of retired persons
- vi. Identity Proof (Aadhar Card, PAN Card, Driving Licence, Passport etc.)
- n. After filling available posts all remaining otherwise eligible candidates shall be kept in the waiting list, if any. Any vacancy arising because of non-joining by selected candidates in this selection or by resignation of candidate(s) who had joined after selection will be offered to the candidate from the waiting list according to his/her merit.
- o. Final Result will be available on AIIMS website at [www.aiimsjammu.edu.in](http://www.aiimsjammu.edu.in) only.
- p. In case of any dispute or discrepancy, the decision of the Executive Director & CEO of the Institute shall be final in the matter of selection of candidates and no appeal will be entertained in this regard.
- q. Selected candidates must join on or before the date stipulated in the letter of selection, failing which the selection shall stand cancelled/withdrawn.
- r. The rules are subject to change in accordance with the decision of the Institute to be taken from time to time.
- s. Competent Authority of AIIMS, Jammu reserves the right to:
  - i. withdraw this advertisement at any time without assigning any reason to this effect.
  - ii. Increase / decrease the number of posts at the time of selection and make appointments accordingly.
  - iii. fill or not to fill up the advertised post for any reason(s) whatsoever.
  - iv. draw up reserve panel/waiting list(s), which may be used for appointments on consequential/new vacancies.
  - v. consider applications received after last date.
  - vi. place reasonable limit on the total number of candidates to be called for written/Skill test and/or interview, as applicable.
  - vii. decide criteria/procedure for short listing of the candidates which may include screening test of qualifying nature.

5. **DETERMINATION OF MERIT:** The selection of candidate(s) will be based on Interview. However the Institute may, in its discretion, conduct written test of qualifying nature to shortlist candidates in limited number for interview purposes.

6. **PAY:** Selected candidate(s) will receive fixed monthly remuneration and shall not be entitled to benefits like Provident Fund, deduction of NPS Subscription, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the government servants, appointed on regular basis.

7. **LEAVE:** The leave entitlement of the appointee shall be governed by the leave rules applicable to contractual staff.

8. **NATURE OF DUTIES:** The selected candidates will be required to work as per the rules of the Institute as amended from time to time. The Institute is free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays. No extra/additional remuneration will be admissible in case of such assignment.

9. **QUERIES:** Queries may be emailed at [recruitmentcellaiimsjammu@gmail.com](mailto:recruitmentcellaiimsjammu@gmail.com).

10. **HOW TO APPLY:**

- a. Candidates need to arrange the following **documents legibly scanned** before they proceed to fill up the application form.
  - i. Proof of date of birth
  - ii. Degree / Diploma, as applicable
  - iii. Experience Certificate



- iv. Last Pay Certificate / Pension Payment Order, for retired persons
  - v. Registration certificate, if applicable
  - vi. Passport size photograph, Signature & Thumb impression
  - vii. Valid Identity proof
- b. Click on the link **APPLY** for application form available on the website

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