



Employment Notification No. 03 / 2025

For Non-faculty post (on contract basis)

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

Post Code	Name of Post	No. of Posts	Eligibility
1.	Quality Manager	01	<p>Essential Qualification & Experience: MHA or MD(HA) or MBA (Healthcare/Hospital Administration)</p> <p>Desirable:</p> <ol style="list-style-type: none">PhD (Healthcare Quality)Experience in multispecialty NABH / JCI accredited hospital <p>Job Description:</p> <ol style="list-style-type: none">Develop and establish a hospital's quality policies, procedures, forms, formats and documentation requirements in line with NABH Accreditation requirements as per NABH Hospital Standards 6th Edition.Develop and establish various quality related roles, positions and committees to meet NABH 6th edition requirements.Develop and establish all requirements of patient safety in the hospital including facility safety, radiation safety, clinical safety, lab safety and general safety requirements.Establish Indicator Program for implementing Key performance Indicators as per NABH requirements.Develop and establish quality system related data management including data definitions, capture, analysis and reporting.Develop and establish review mechanisms for quality management system.Define, develop and establish integrated cross-department quality processes aligned with NABH requirements.Determine and develop training programs for all categories of staff to meet and exceed the requirements of quality system in the hospital.Develop framework for and help conduct various audits including clinical, nursing, safety and other audits as mandated under NABH standards as well as by the hospital leadership.Develop and implement Hospital Infection Prevention and Control Program including surveillance.Serve as Quality Lead and drive the implementation of quality management system in the hospital that includes all necessary, relevant and associated requirements of quality and accreditation.Ensure coordination with hospital leadership, department and service heads, consultants and faculties to meet requirements of Quality System.

2. **Important Dates:**

Opening date of online application forms / job portal	15.02.2025 (Saturday)
Last date of filling up online application form	03.03.2025 (Monday)
Last date to submit Hard Copy of Application form	08.03.2025 (Saturday)
Tentative date of Interview	To be notified separately
Venue of Interview	Academic Block, 6th Floor, AIIMS, Vijaypur, Jammu

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

4. **UPPER AGE LIMIT:** 45 Years



5. GENERAL CONDITIONS & SELECTION PROCEDURE:

- a. Cut-off date to determine the eligibility is last date of application form. To be eligible for selection, 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. Only such experience will be considered which is acquired after obtaining the qualifying degree/diploma, as applicable.
- b. 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:

**Registrar,
Academic Block, 6th Floor,
All India Institute of Medical Sciences, Vijaypur, Jammu, 184120**

Note: Failure to submit the hard copy by due date of submission will lead to cancellation of the candidature. The Institute will not be responsible for late receipt of Hard copy of application form.

- c. 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.
- d. All candidates are advised to be alert and check AIIMS Jammu website 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.
- e. No TA/DA will be paid for attending the interview / document verification / joining the duty on selection etc.
- f. The candidate may have to work in shifts and can be posted at any place/department of the Institute.
- g. The candidate should not have been convicted by any Court of Law.
- h. Candidates selected will be purely on **contractual basis for one year** 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.
- i. The contract will automatically expire on completion of one year, 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.
- j. 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.
- k. 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), as applicable
 - iv. Identity Proof (Aadhar Card, PAN Card, Driving Licence, Passport etc.)
- l. After filling available post 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.
- m. Final Result will be available on AIIMS website at www.aiimsjammu.edu.in only.
- n. 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.
- o. Selected candidates must join on or before the date stipulated in the letter of selection, failing which the selection shall stand cancelled/withdrawn.



- p. The rules are subject to change in accordance with the decision of the Institute to be taken from time to time.
- q. Competent Authority of AIIMS, Jammu reserves the right to:
- withdraw this advertisement at any time without assigning any reason to this effect.
 - Increase / decrease the number of posts at the time of selection and make appointments accordingly.
 - fill or not to fill up the advertised post for any reason(s) whatsoever.
 - draw up reserve panel/waiting list(s), which may be used for appointments on consequential/new vacancies.
 - consider applications received after last date.
 - place reasonable limit on the total number of candidates to be called for written/Skill test and/or interview, as applicable.
 - decide criteria/procedure for short listing of the candidates which may include screening test of qualifying nature.

6. **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.

7. **PAY:** Selected candidate(s) will receive fixed monthly remuneration of **Rs. 85,000/-** only 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.

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

9. **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.

10. **QUERIES:** Queries may be emailed at recruitmentcellaiimsjammu@gmail.com.

11. **HOW TO APPLY:**

- a. Candidates need to arrange the following **documents legibly scanned** before they proceed to fill up the application form.
- Proof of date of birth
 - Degree / Diploma, as applicable
 - Experience Certificate
 - Registration certificate, if applicable
 - Passport size photograph, Signature & Thumb impression
 - Valid Identity proof
- b. Click on the link **APPLY** for application form available on the website
