



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR-814152(INDIA)
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family Welfare)

भारत सरकार/ Government of India
Website-www.aiimsdeoghar.edu.in

NO. AIIMS/DEOGHAR/DR/NON-FACULTY/01/2023/01 Dated:- 27.10.2023

ADVERTISEMENT FOR RECRUITMENT TO VARIOUS NON-FACULTY POSTS (GROUP B & C) ON DIRECT RECRUITMENT BASIS AT AIIMS DEOGHAR

| Opening Date of Online Application | Closing Date of Online Application |
|------------------------------------|------------------------------------|
| 27.10.2023 | 16.11.2023 |

All India Institute of Medical Sciences, Deoghar an autonomous Institute of National Importance is one of the new AIIMS and apex health care Institute being established by the Ministry of Health and Family Welfare, Govt. of India under Pradhan Mantri Swasthya Suraksha Yojna (PMSSY) with aim of correcting regional imbalance in quality tertiary level healthcare in the country and attending self sufficiency in graduate, postgraduate and higher medical education and training.

The Executive Director, AIIMS Deoghar invites applications in pre-scribed form through on line mode for filling up the following Group B & C (Non-faculty) vacancies on direct recruitment basis:-

| Sl No | Name of The Post | Group | Pay Level 7th CPC | Vacancy Post | UR | OBC | SC | ST | EWS |
|-------|-------------------------------------|-------|-------------------|--------------|----|-----|----|----|-----|
| 1 | Assistant Administrative Officer | B | Level-7 | 01 | 1 | - | - | - | - |
| 2 | Librarian Grade-I (Documentalist) | B | Level-7 | 01 | 1 | - | - | - | - |
| 3 | Medical Social Worker | B | Level-7 | 01 | 1 | - | - | - | - |
| 4 | Junior Accounts Officer(Accountant) | B | Level-6 | 02 | 2 | - | - | - | - |
| 5 | Technical Assistant/Technician | B | Level-6 | 01 | 1 | - | - | - | - |
| 6 | Librarian Grade-III | B | Level-6 | 02 | 2 | - | - | - | - |
| 7 | Office Assistant (NS) | B | Level-6 | 05 | 4 | 1 | - | - | - |



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| | | | | | | | | | |
|------------------------------|--|---|---------|-----------|-------------------------|-------------|----------|----------|----------|
| 8 | Hostel Warden | B | Level-6 | 02 | 2 (1 Male & 1Female) | - | - | - | - |
| 9 | Store Keeper | B | Level-6 | 06 | 5 | 1 | - | - | - |
| 10 | Junior Engineer (Civil) | B | Level-6 | 01 | 1 | - | - | - | - |
| 11 | Junior Engineer (Electrical) | B | Level-6 | 01 | 1 | - | - | - | - |
| 12 | Junior Engineer (A/C&R) | B | Level-6 | 01 | 1 | - | - | - | - |
| 13 | Lab Technician | C | Level-5 | 08 | 5 | 2 | 1 | - | - |
| 14 | Pharmacist Grade-II | C | Level-5 | 05 | 4 | 1 | - | - | - |
| 15 | Cashier | C | Level-5 | 02 | 2 | - | - | - | - |
| 16 | Lab Attendant Grade-II | C | Level-2 | 08 | 5 | 2 | 1 | - | - |
| 17 | Junior Warden (House Keepers) | C | Level-2 | 04 | 3 (2 Male & 1Female) | 1 Female | - | - | - |
| 18 | Hospital Attendant Grade-III (Nursing Orderly) | C | Level-1 | 40 | 19 | 10 | 5 | 3 | 3 |
| Total no of Vacancies | | | | 91 | 60 | 18 | 7 | 3 | 3 |

NOTE: I

- 1.1 The above vacancies are provisional and subject to variation. The Executive Director, AIIMS Deoghar reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India Rules/Circulars and requirements or otherwise. The Institute may cancel the advertisement or any of the post(s).
- 1.2 Reservation will be as per Government of India Policy
- 1.3 The cut-off date to determine the maximum age limit, essential qualification & experiences will be the last date of submission of the online application.
- 1.4 The period of experience, wherever prescribed, shall be counted after obtaining the prescribed essential qualification.
- 1.5 All the above mentioned posts are identified suitable for PwBD candidates (with specified disability). Horizontal reservation of 4% and other relaxations as per the Govt. of India rules shall be admissible to PwBD candidates. Eligible PwBD candidates are encouraged.



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NOTE-II

- 1.1 Eligibility criteria, procedure to apply online, selection procedure etc. for the above-mentioned posts are given in the succeeding paragraphs.
- 1.2 Reservation and/or relaxation to candidates belonging to various categories i.e. SC, ST, OBC-NCL, EWS, PwBD, Ex-SM will be as per the GoI rules on production of relevant and valid certificate in the format prescribed by the Govt. of India & issued by not below the rank of SDM.
- 1.3 The Executive Director, AIIMS Deoghar reserves the right to vary the vacancies as per the requirements of the Institute / instructions from the Govt. of India.
- 1.4 All information related to this recruitment i.e. online application procedure, selection procedure, conduct and result of CBT/skill test, changes in vacancies, corrigendum, addendum, document verification etc. will be published on the website of AIIMS Deoghar (<https://aiimsdeoghar.edu.in>) from time to time. Hence, the Institute will not enter into any correspondence with candidates in such matters.

I. Eligibility Criteria: As given in Annexure-I.

II. Important instruction to candidates:-

- a. The cut-off date to determine eligibility in terms of age, qualification of the candidates will be **the last date of submission of online application**. The link for submission of online applications in respect of above said posts along with other relevant information will be activated in due course. The last date of online submission of applications will be 16.11.2023 from the activation of link i.e. 27.10.2023.
- b. The aspiring candidates fulfilling the prescribed eligibility criteria for the post are required to apply only **online** application as per procedure given in this advertisement.
- c. Before applying, candidates must carefully go through the eligibility criteria and ensure that they fulfil the same so as to avoid disqualification at later stage.
- d. Candidates are **not required** to send any document at the time of form filling. However, they must keep a **pdf** copy and/or print out of online application form with them which will be required with other documents during the **document verification (DV)** or whenever asked by the Institute.
- e. Candidates working in Central/State/UT Government Organizations/PSUs/ Autonomous Bodies are required to submit NOC from their current employer at the time of DV or as asked by the Institute without which they will not be allowed for further recruitment process.



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- f. As per the Ministry of Education (Erstwhile MHRD) Notification dated 27.08.2018, all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions under Section 3 of the UGC Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment under the Central Government provided they have been approved by the UGC and wherever necessary by AICTE for the programmes for which it is the regulatory authority.
- g. Candidates possessing equivalent educational qualification shall be required to produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding equivalence of qualification and selection of such candidates will be taken by AIIMS Deoghar.
- h. The Institute will not undertake detailed scrutiny of applications for eligibility and other aspects before or at the time of CBT and, therefore, candidature/ application will be accepted only **provisionally**. Before applying, candidates must go through the eligibility criteria viz. Educational qualification, experience, age etc. and satisfy themselves that they are eligible for the post. Candidature may be cancelled forthwith without any further notice if any information or claim is not found substantiated during recruitment process/document verification.
- i. Success in examination/CBT confers no right of appointment to candidates unless AIIMS Deoghar is satisfied after such verification as may be deemed necessary that the candidate is suitable in all respects for appointment to the post selected for.
- j. **Medical Fitness:** Appointment of selected candidates is subject to his/her being declared medically fit by the competent Medical Board.
- k. **Probation:** Persons selected will be appointed on probation as per the extant rule.
- l. **Final Decision:** The decision of AIIMS Deoghar in all matters relating to this recruitment will be final and binding on the candidates and no representation/ correspondence will be entertained in this regard.
- m. **Disqualification:** No person, (a) who has entered into or contracted a marriage with a person having a spouse living; or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service, provided that Central Government may, if satisfied with the reasons/grounds, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

III. . Selection Procedure:-



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For Group 'B' and Group 'C' posts, the mode of Selection will be done on the basis of performance of candidate in Computer Based Test (CBT) in the order of merit and fulfilling the eligibility criteria by candidates during document verification.

- IV. The scheme of examination and syllabus of the posts shall be uploaded on the institute website.
- V. Date of Online (CBT) mode Examination/Interview will be intimated later on.

NOTE:-

1. **Test Centre:** CBT is likely to be held at the below mentioned cities. Candidates must indicate their preference in the order of priority in the online application form in which they desire to take the CBT. However, the Institute reserves the right to cancel any of the Centre on ground of less number of candidates or any other ground and ask candidates of that centre to appear from another centre/city. Further, no request for change of examination/CBT centre once allotted will be entertained, Candidates will have to appear at the allotted centre at his/her own arrangement and expenses. Tentative test centre/city for CBT are as follows:-

| | | |
|------------------------|------------|--------------|
| 1. New Delhi/Delhi NCR | 2. Kolkata | 3. Bengaluru |
|------------------------|------------|--------------|

2. **e-Admit Card for CBT:** Candidates shall be issued an e-Admit Card for appearing in CBT. The e-Admit Card will be made available on the website of AIIMS Deoghar for downloading by candidates. 'Admit Card' will **not** be sent to candidates by any other mode. In case of any discrepancies/errors in e-Admit Card, candidates must immediately report the same to the e-mail id of Recruitment Cell, AIIMS Deoghar for correction.
3. Candidates must note that merely issuing of e-Admit Card to them will not imply that their candidature has been finally cleared by the Institute. The Institute will take up verification of eligibility conditions with reference to original documents only after the candidate qualifies the CBT or for Interview, as the case may be.
4. **Resolution of Tie Cases:** In the event of tie in scores of candidates in CBT/ examinations, merit will be decided by applying following criteria, one after another in the order given below till the tie is resolved:-
- (a) First by using number of wrong answers: candidate with less wrong answers (negative marks) in CBT will be placed higher in the order of merit.



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- (b) By date of birth: older candidate will be placed higher in the order of merit.
- (c) By alphabetical order in which the names of the candidates appear.

5. **Result of CBT:** Result of CBT will be published on the website of AIIMS Deoghar in due course. No separate correspondence shall be entertained in this regard.
6. **Document Verification:** Original documents of shortlisted candidates in the order of merit (to a certain extent with reference to the number of vacancies) will be verified in due course. The date and details of document verification will be notified on the website of AIIMS Deoghar after declaration of CBT result.
7. **Final Result:** The final result (i.e. list of selected candidates) will be published on the website of AIIMS Deoghar.

VI. Age Relaxation: Age relaxation permissible to candidates of various categories beyond the prescribed upper age limit of the advertised posts is as under:

| Sl. No. | Category | Age Relaxation permissible beyond the upper age limit | Remarks |
|---------|--|---|--|
| 1. | SC/ST | 05 Years | Only for posts reserved for SC/ST |
| 2. | OBC-NCL | 03 Years | Only for posts reserved for OBC-NCL |
| 3. | PwBD | 10 Years | With not less than 40% of specified disability and provided that the age of applicant shall not exceed 56 years. |
| 4. | Government Servant (As per DoPT instruction) | 05 Years | - |
| 5. | Ex-Serviceman | 05 Years | - |

Candidates belonging to SC/ST/OBC category who are also coming under the category of Ex-servicemen or PwBD or Central Govt. employees will be eligible for grant of cumulative age-relaxation under both categories, if they apply for the posts reserved for their category.



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VII. Important Note for Candidates:-

1. Age relaxation and/or reservation shall be admissible to SC/ST/OBC candidates only against the **vacancies reserved for them** on submission of valid caste/category certificate. The caste/community of such candidate should be included in the list of reserved communities issued by the Central Government.
2. EWS category candidates are required to produce 'Income and Asset' certificate valid for the year 2023-24 as per the format given in DoPT O.M. dated 31.01.2019.
3. OBC-NCL candidates applying for the vacancies reserved for them must produce OBC-NCL certificate based on the income for the Financial Year 2022-23, 2021-22 and 2020-21. In other words, date of issue of OBC-NCL certificate should be in the Financial Year 2023-24. It should be in the format prescribed by the Govt. of India.
4. Reserve category candidates who are selected on their own merit without any relaxed standards will be accommodated against the unreserved vacancies as per their position in the order of merit. The reserved vacancies will be filled up from amongst the eligible relevant reserved category candidates in the order of merit.
5. Reserved category candidates who qualify on the basis of relaxed standards viz. age limit, experience, qualifications, etc, irrespective of their merit position will be counted against reserved vacancies only.
6. In so far as cases of Ex-serviceman (Ex-SM) are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly, for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
7. A person with benchmark disability (PwBD) who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with benchmark disability (PwBD) of relevant category.
8. Benefits to PwBD will be allowed in accordance with the Rights of Persons with Disabilities Act, 2016 and Rules framed there-under. Benefit under the PwBD category will be admissible to only those who suffer from not less than 40% of specified disability. Such PwBD candidates have to submit a Disability Certificate issued by the competent authority in the prescribed format.
9. Specified/suitable category of disabilities for the posts for PwBD candidates will be as per the Ministry of Social Justice and Empowerment, Govt. of India, Notification No. 38-16/2020-DD-III dated 04.01.2021 and as decided by the appointing authority considering the functional/physical



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requirements of the post. The Institute may verify the authenticity of the certificate of disability and examine suitability of the candidate in terms of functional requirements before appointment. In this regard, the decision of the Institute will be final.

10. Ex-servicemen/Commissioned Officers seeking age relaxation shall be required to produce Discharge Book/ documents issued by the competent authority in support of their category to avail admissible benefits (reservation / relaxation).
11. Ex-servicemen who have already secured employment in civil side under Government in Group 'C' or 'D' posts on regular basis after availing of the benefit of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category. However, such candidate can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/she immediately after joining civil employment, gives self-declaration/undertaking to the concerned employer about the various vacancies for which he had applied for before joining the initial civil employment as mentioned in the DoPT OM dated 14.08.2014.
12. Request for change of category i.e. reserved to unreserved or vice-versa will not be entertained. In cases of enlisting a particular community in the list of any of the reserved communities by the Govt. of India not more than 3 months before the submission of application, the request of change of category from Unreserved to Reserved may be considered by the Institute on merit.
13. In case of a candidate unfortunately becoming a candidate belonging to Person with Benchmark Disability during the course of the examination process, the candidate should produce valid document of acquiring a disability to the extent of 40% or more as defined under the RPwD Act, 2016 to enable drawing the benefits of reservation/relaxation as available to the Persons with Benchmark Disability.

VIII. Application Fee: A non-refundable application fee is required to be paid only in online/digital mode. Applications without the prescribed fee (unless exempted) shall be summarily rejected. Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination. The application fee applicable to various categories is as follow:-

| Sl. No | Category of the Candidate | Application Fee (excluding GST charges) |
|--------|---------------------------|---|
| 1. | General, OBC | Rs 1500/- |



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| | | |
|----|--------------|-----------|
| 2. | SC, ST & EWS | Rs 1200/- |
| 3. | PwBD & Women | NIL |

IX. Procedure for filling up Online Application:-

- For filling up of online application form, candidates must have the following readily available with them (also attached in annexure-III):-
 - Valid e-mail ID.
 - Scanned passport size photograph of the candidate (in JPEG/JPG format).
 - Scanned signature of the candidate (in JPEG/JPG format).
 - Online payment option for payment of application fee, if applicable.
 - Any other requirement, as per the advertisement.
- Candidates must apply online through the website of AIIMS Deoghar <https://aiimsdeoghar.edu.in> Applications received through any other mode will not be accepted and summarily rejected.
- Candidates have to go to the online application portal/web-link given on the website of AIIMS Deoghar (<https://aiimsdeoghar.edu.in>), register themselves and follow the instructions on the application portal for filling up online application form.
- Candidates must fill all the fields of online application form correctly. There is no provision for correcting the details after submission of online application form. Request for change in any information at later stage will not be considered.
- Candidates who wish to apply for more than one post should apply separately for each post and pay the applicable fee for each post in the online/digital mode only.
- Only one online application is allowed to be submitted by a candidate for a particular post. In case of multiple Online Applications from a candidate, the Online Application with higher "Application Number" shall be considered for further process subject to fulfilment of other requirement including successful payment of application fee. In such cases, fee paid against one "Application Number" shall not be adjusted against any other "Application Number".
- While applying online, candidates must ensure that in the preview



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of online application form, their photo and signature are clearly visible. If photo/signature is not clearly visible in preview that means the image file of photo or/and signature are not as per the given specifications. It will lead to rejection of application. Hence, candidates are advised to adhere to the specifications of image.

8. Specifications for photograph and signature of the candidate to be uploaded in the online application should as per the specifications given in Annexure III to this Advertisement:

X. General Instruction to Candidates: -

1. All India Institute of Medical Sciences, Deoghar is an autonomous body under the Ministry of Health and Family Welfare, Govt. of India. Service under the Institute is governed by the Act and the Rules / Regulations framed under the Act. The matter of technical resignation is under consideration at the administrative ministry and admissible benefits, if any, will be discharged as per the decision of the ministry.
2. On appointment, in addition to pay, selected candidates will be entitled to other allowances and service benefits i.e. DA, HRA (or accommodation), TA, Leave, LTC, NPS, Employee Health Scheme etc. as admissible to employees of AIIMS Deoghar.
3. All the appointees are expected to conform to the rules of conduct and discipline as applicable to the employees of AIIMS Deoghar/ GOI.
4. Without prejudice to criminal/legal/disciplinary action, the candidate is liable to be disqualified from the CBT/recruitment process on account of the following:-
 - (f) Using unfair means during the CBT/recruitment process; or
 - (g) Violating any of the instructions given in the e-Admit Card; or
 - (h) Impersonating or procuring impersonation by any person; or
 - (i) Misbehaving in the examination hall / place of document verification(DV); or
 - (j) Damaging infrastructure/equipment in the examination hall/place of DV; or
 - (k) Obstructing the conduct of examination/recruitment process; or
 - (l) Instigating other candidates to boycott the examination / DV process; or
 - (m) Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc. or
 - (n) Any other inappropriate and undisciplined behaviour during the process.



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5. The candidate should not have been convicted by any Court of Law.
6. In case, any information or declaration given by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to this recruitment, he/she will be liable to be removed from the service and/or action, as deemed fit, may be taken against him/her by the appointing authority.
7. Date of birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Institute for determining the age and no subsequent request for change will be considered or granted.
8. Candidates should note that their candidature will remain provisional till the veracity of the document submitted by them is verified by AIIMS Deoghar.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw any communication made to the candidate.
10. The Executive Director, AIIMS Deoghar reserves the right of any amendment, cancellation, and changes to this advertisement as a whole or in part without assigning any reason.
11. No TA/DA will be paid for appearing in the recruitment process/test/interview.
12. Communication with candidates regarding recruitment process will be made through email ID provided by them in their online application form.
13. All the information related to the recruitment will be published on the website of AIIMS Deoghar (<http://aiimsdeoghar.edu.in>). Candidates are advised to regularly visit the website of AIIMS Deoghar for updates related to the recruitment.
14. In case of any assistance or clarifications regarding the recruitment, candidates may contact: recruitment@aiimsdeoghar.edu.in. Candidate must mention his/her Application ID and Post applying/applied for in the Subject line of e-mail.
15. All the records related to this recruitment will be preserved up to 6 months from the date of declaration of result and thereafter, these shall stand destroyed except for selected candidates and matter pending in Hon'ble CAT/Court.
16. Any dispute in regard to this recruitment will be subject to the Court/Tribunal having jurisdiction over Deoghar (Jharkhand).



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XI. DOWNLOAD OF CALL LETTER

Candidates will have to visit the AIIMS Deoghar website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

XII. CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is two hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

XIII. In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are not valid id proof.

NOTE:-

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well



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as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

XIV. CENTRE CLAUSES :

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. AIIMS Deoghar, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. AIIMS Deoghar also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and AIIMS Deoghar will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, AIIMS Deoghar reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, AIIMS Deoghar reserves the right to allot any other centre to the candidate.

XV. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:



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1. The candidate will have to arrange his/her own scribe at his/her own cost.
2. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
3. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
4. The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
5. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
6. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised. Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.
7. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
8. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(ii) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).



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(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

(iv) Guideline for persons having less than 40% disability and having difficulty in Writing covered under the definition of Section 2(r) of the said act, the instructions will be followed as per OM no:- F.No.29-6/2019-DD-III dated:- 10.08.2022, GOI, MoSJ&E (Department of Empowerment of Persons with Disabilities (Divyangjan) (proforma annexed as Appendix-I & II).

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

XVI. OTHER CLAUSE

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
2. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
3. AIIMS Deoghar would be analysing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by AIIMS Deoghar in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, AIIMS Deoghar reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.



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4. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process of AIIMS Deoghar in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

5. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores* +--* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- (iii) Test wise scores and scores on total is reported with decimal point upto two digits.

Note: Cut offs are applied in two stages:

- i. on scores in individual tests
- ii. on Total Score

-Sd-

Executive Director & CEO
AIIMS Deoghar

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Annexure-I

ELIGIBILITY CRITERIA

| Sl. No | POST | Age Limit | Essential Qualification & Other Qualification |
|--------|--|-------------|---|
| 1 | Assistant Administrative Officer (44900-142400) | 21-30 Years | Essential:- Degree from recognized University or its equivalent Desirable:- I. MBA/PG Diploma in Management from recognized Institute II. Knowledge of Govt. rules & regulations. III. Proficiency in Computers |
| 2 | Librarian Grade-I (Documentalist) (44900-142400) | 21-35 Years | Essential:- I. Bachelor Degree in Library Science or Library and Information service from a recognised University/Institute Or B.Sc Degree or equivalent from a recognized University and bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognised University. And II. 5 years' experience in a Library of repute. III. Ability to use computers hands on experience in office applications, spreadsheets and presentation. Desirable:- Diploma in Computer Application from a recognized University/ Institute. |
| 3 | Medial Social Worker (44900-142400) | 18-35 Years | Essential:- I M.A (Social Work)/MSW with specialization in medical Social Work from a recognized University/ Institution II. 5years' experience in a Govt. or private hospital of minimum 500 beds in line with welfare or health agency |



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| | | | ,preferably dealing in medical/public health services. Desirable:- Ability to use computer hands on experience in office applications, spreadsheets' and presentation |
| 4 | Junior Accounts Officer (Accountant) (35400-112400) | 21-30 years | Qualifications:- 1. Graduate in Commerce 2. Possessing 2 years experience of handing accounts work in govt. organizations. |
| 5 | Technical Assistant/ Technician (35400-112400) | 25-35 years | Essential:- I. B. Sc in Medical Lab Technology or equivalent and 5 years' experience in the concerned field Or II. Diploma in Medical Lab Technology or equivalent and 8 years' experience in the concerned field Or III. For post of Anaesthesia/ Operation Theatre , B.Sc in OT Techniques or equivalent with 5 years' of experience in concerned field. Or 10+2 with Science with Diploma in OT Techniques or equivalent with 8 years' of experience in concerned field. |
| 6 | Librarian Grade-III (35400-112400) | 21-30 years | Essential: - I. Bachelor Degree in Library Science or Library and Information Service from a recognized University/ Institute Or B.Sc Degree or equivalent from a recognized University and Bachelor Degree or Post Graduation Diploma or equivalent in Library Science from a recognized University/ Institute. with II. 2 years' professional experience in a Library under Central/ |



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|----|--|----------------------------|--|
| | | | State/Autonomous/ Statutory Organization/ PSU/ University or recognized Research and Educational Institution. III. Ability to use computers- hands on experience in office application, spreadsheets and presentations. Desirable:- Diploma in Computer Application from a recognized University/ Institute. |
| 7 | Office Assistant (NS) (35400-112400) | 21-30 years | i. Degree of recognized University or equivalent. ii. Proficiency in computers |
| 8 | Hostel Warden (35400-112400) | 30-45 years | i. Graduate from a recognized University. ii. Diploma/ Certificate in House Keeping/ Material Management/ Public Relations/ Estate Management. Possessing 2years Experience of handling hostels in Government and reputed Organizations. |
| 9 | Store Keeper (35400-112400) | 18-35 years | Essential i. Degree of recognized University/ Institution. ii. Post Graduate Degree/Diploma in Material Management from a recognized University/ Institution. or iii. Bachelor's Degree in Material Management from a recognized University/ Institution and 3 years experience in store handling (preferably medical store) |
| 10 | Junior Engineer (Civil) (35400-112400) | Age not exceeding 30 years | Qualification: Essential: Graduate in Civil Engineering from a recognized university/ Institute Desirable: 2 years experience in design and engineering of civil projects, preferably in a Hospital Environment. |



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| | | | Or Diploma in Civil Engineering from a recognized University/ Institute with 5 years' experience in design and engineering of civil projects, preferably in a Hospital Environment. |
| 11 | Junior Engineer (Electrical) (35400-112400) | Age not exceeding 30 years | Qualifications: Essential: Graduate in Electrical Engineering from a recognized University/ Institute Desirable: 2 years experience in repair and maintenance of electrical systems, preferably in a Hospital Environment. Or Diploma in Electrical Engineering from a recognized University/ Institute with 5 years experience in repair and maintenance of electrical systems. Preferably in a Hospital Environment. |
| 12 | Junior Engineer (A/C&R) (35400-112400) | Age not exceeding 30 years | Qualifications: Graduate in Electrical/Mechanical Engineering from a recognized University/Institute. Desirable: 2 years experience in repair and maintenance of large scale Air Conditioning and Refrigeration systems. Or Diploma in Electrical/Mechanical Engineering from a recognized University/Institute with 5 years experience in repair and maintenance of large scale Air Conditioning and Refrigeration system. |
| 13 | Lab Technician (29200-92300) | 21-30 years | i. 10+2 with Science ii. Diploma in Medical Lab Technology Desirable: - B.Sc in Medical Lab Technology |
| 14 | Pharmacist Grade-II (29200-92300) | 21-27 years | Essential:- Qualification:- Diploma in Pharmacy from a recognized University/ Institution. |



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|----|--|-------------|--|
| | | | Should be a registered Pharmacist under Pharmacy Act 1948 Desirable:- Experience in manufacture/ storage/ testing of transfusion fluids in a reputed hospital or Industry |
| 15 | Cashier (25500-81100) | 21-30 years | i. Degree in Commerce from recognized University or equivalent and 1. At least 2 years' experience of handling accounts work of a Government Organization and 2. Having proficiency in Computer Application. |
| 16 | Lab Attendant Grade-II (19900-63200) | 18-27 years | i. 10+2 with Science ii. Diploma in Medial Lab Technology Desirable: - Experience: 2 years in relevant field |
| 17 | Junior Warden (House Keepers) (19900-63200) | 30-45 years | Essential i. Graduate from a recognised University or equivalent. ii. Two years' experience as a Jr. Warden or equivalent in any College. |
| 18 | Hospital Attendant Grade III (Nursing Orderly) (18000-56900) | 18-30 years | Essential i. Matriculation from a recognized School/ Board ii. Certificate course in Hospital Services conducted by a recognized organization (such as St. Johns Ambulance) Desirable: - Experience of having worked in a Hospital |



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Annexure-II

TEST STRUCTURE

1. Assistant Administration Officer

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version | Syllabus |
|--------|--|------------|------------|-------------|---|----------------|
| 1 | General Intelligence & Reasoning | 10 | 10 | 120 Minutes | Bilingual i.e. Hindi and English except English Language | As given below |
| 2 | General Awareness | 05 | 05 | | | |
| 3 | Quantitative Aptitude | 10 | 10 | | | |
| 4 | English Language | 05 | 05 | | | |
| 5 | Basic concepts of Management & Computers | 10 | 10 | | | |
| 6 | Central Govt. Service Rules | 60 | 60 | | | |
| | TOTAL | 100 | 100 | | | |

2. Cashier

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|--|------------|------------|-------------|---|
| 1 | General Intelligence & Reasoning | 10 | 10 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Quantitative Aptitude | 05 | 05 | | |
| 4 | English Language & Comprehension | 10 | 10 | | |
| 5 | Basic Computers | 10 | 10 | | |
| 6 | Fundamental Principles & Basic Concept of Accounting | 60 | 60 | | |
| | TOTAL | 100 | 100 | | |

3. Junior Accounts Officer

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|-------------------------------------|-----------|------------|-------------|---|
| 1 | General Intelligence & Reasoning | 10 | 10 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Quantitative Aptitude | 10 | 10 | | |
| 4 | English Language & Comprehension | 05 | 05 | | |
| 5 | Basic Computers | 10 | 10 | | |
| 6 | Govt. Accounting System & Budgeting | 30 | 30 | | |



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| | | | | |
|---|---|------------|------------|--|
| 7 | Fundamental Principles & Basic Concept of Accounting | 30 | 30 | |
| | TOTAL | 100 | 100 | |

4. Junior Engineer (Civil)

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|---|------------|------------|--------------------|---|
| 1 | General Intelligence & Reasoning | 10 | 10 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Subject Knowledge | 60 | 60 | | |
| 4 | Quantitative Aptitude | 05 | 05 | | |
| 5 | English Language | 10 | 10 | | |
| 6 | Basic concepts of Management & Computers | 10 | 10 | | |
| | TOTAL | 100 | 100 | | |

5. Junior Engineer (Electrical)

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|---|------------|------------|--------------------|---|
| 1 | General Intelligence & Reasoning | 10 | 10 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Subject Knowledge | 60 | 60 | | |
| 4 | Quantitative Aptitude | 05 | 05 | | |
| 5 | English Language | 10 | 10 | | |
| 6 | Basic concepts of Management & Computers | 10 | 10 | | |
| | TOTAL | 100 | 100 | | |

6. Warden (Hostel Warden)

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|--|-----------|------------|--------------------|---|
| 1 | General Intelligence & Reasoning | 10 | 10 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Knowledge of Housekeeping , Material Management, Public Relations & Estate Management | 60 | 60 | | |



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|---|--|------------|------------|--|--|
| 4 | Quantitative Aptitude | 10 | 10 | | |
| 5 | English Language | 05 | 05 | | |
| 6 | Basic concepts of Management & Computers | 10 | 10 | | |
| | TOTAL | 100 | 100 | | |

7. Junior Warden

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|--|------------|------------|--------------------|---|
| 1 | General Intelligence & Reasoning | 20 | 20 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 20 | 20 | | |
| 3 | Quantitative Aptitude | 20 | 20 | | |
| 4 | English Language | 20 | 20 | | |
| 5 | Basic concepts of Management & Computers | 20 | 20 | | |
| | TOTAL | 100 | 100 | | |

8. Lab Technician

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|----------------------------------|------------|------------|--------------------|---|
| 1 | General Intelligence & Reasoning | 15 | 15 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Quantitative Aptitude | 10 | 10 | | |
| 4 | English Language | 10 | 10 | | |
| 5 | Subject Knowledge | 60 | 60 | | |
| | TOTAL | 100 | 100 | | |

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9. Lab Attendant Grade II

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|----------------------------------|-----------|------------|--------------------|----------------|
| 1 | General Intelligence & Reasoning | 15 | 15 | 120 Minutes | Bilingual i.e. |
| 2 | General Awareness | 05 | 05 | | |



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| | | | | |
|---|-----------------------|-----|-----|---|
| 3 | Quantitative Aptitude | 05 | 05 | Hindi and English except English Language |
| 4 | English Language | 15 | 15 | |
| 5 | Subject Knowledge | 60 | 60 | |
| | TOTAL | 100 | 100 | |

10. Librarian Grade-I (Documentalist)

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|--|--------------|---------------|-------------|---|
| 1 | General Intelligence & Reasoning | 10 | 10 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Quantitative Aptitude | 05 | 05 | | |
| 4 | English Language | 10 | 10 | | |
| 5 | Basic concepts of Management & Computers | 10 | 10 | | |
| 6 | Subject Knowledge | 60 | 60 | | |
| | TOTAL | 100 | 100 | | |

11. Librarian Grade-III

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|--|--------------|---------------|-------------|---|
| 1 | General Intelligence & Reasoning | 10 | 10 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Quantitative Aptitude | 05 | 05 | | |
| 4 | English Language | 10 | 10 | | |
| 5 | Basic concepts of Management & Computers | 10 | 10 | | |
| 6 | Subject Knowledge | 60 | 60 | | |
| | TOTAL | 100 | 100 | | |

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12. Medico Social Worker

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|----------------------------------|--------------|---------------|-------------|---------|
| 1 | General Intelligence & Reasoning | 20 | 20 | 120 Minutes | |



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| | | | | |
|--------------|-------------------|------------|------------|---|
| 4 | English Language | 20 | 20 | Bilingual i.e. Hindi and English except English Language |
| 6 | Subject Knowledge | 60 | 60 | |
| TOTAL | | 100 | 100 | |

13. Office Assistant (NS)

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------------|--|------------|------------|--------------------|---|
| 1 | General Intelligence & Reasoning | 20 | 20 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 15 | 15 | | |
| 3 | Quantitative Aptitude | 20 | 20 | | |
| 4 | English Language | 15 | 15 | | |
| 5 | Basic concepts of Management & Computers | 15 | 15 | | |
| 6 | Central Govt. Service Rules | 15 | 15 | | |
| TOTAL | | 100 | 100 | | |

14. Store Keeper

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------------|----------------------------------|------------|------------|--------------------|---|
| 1 | General Intelligence & Reasoning | 05 | 05 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Quantitative Aptitude | 10 | 10 | | |
| 4 | English Language | 05 | 05 | | |
| 5 | Material Management | 60 | 60 | | |
| 6 | Basic Knowledge of GeM | 10 | 10 | | |
| 7 | Statistics | 05 | 05 | | |
| TOTAL | | 100 | 100 | | |

15. Technical Assistant Cum Technician

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|------------------|-----------|------------|----------|---------|
|--------|------------------|-----------|------------|----------|---------|



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| | | | | | |
|---|----------------------------------|------------|------------|--------------------|---|
| 1 | General Intelligence & Reasoning | 15 | 15 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Quantitative Aptitude | 15 | 15 | | |
| 4 | English Language | 05 | 05 | | |
| 5 | Subject Knowledge | 60 | 60 | | |
| | TOTAL | 100 | 100 | | |

16. Junior Engineer (AC&R)

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|--|------------|------------|--------------------|---|
| 1 | General Intelligence & Reasoning | 10 | 10 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Subject Knowledge | 60 | 60 | | |
| 4 | Quantitative Aptitude | 05 | 05 | | |
| 5 | English Language | 10 | 10 | | |
| 6 | Basic concepts of Management & Computers | 10 | 10 | | |
| | TOTAL | 100 | 100 | | |

17. Hospital Attendant Grade III

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|----------------------------------|------------|------------|--------------------|---|
| 1 | General Intelligence & Reasoning | 15 | 15 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 15 | 15 | | |
| 3 | Quantitative Aptitude | 15 | 15 | | |
| 4 | English Language | 15 | 15 | | |
| 5 | Subject Knowledge | 40 | 40 | | |
| | TOTAL | 100 | 100 | | |

18. Pharmacist Grade-II

| S. No. | Name of the Test | No. of Qs | Max. Marks | Duration | Version |
|--------|------------------|-----------|------------|----------|---------|
|--------|------------------|-----------|------------|----------|---------|



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| | | | | | |
|---|--|-----|-----|--------------------|---|
| 1 | General Intelligence & Reasoning | 10 | 10 | 120 Minutes | Bilingual i.e. Hindi and English except English Language |
| 2 | General Awareness | 05 | 05 | | |
| 3 | Subject Knowledge | 60 | 60 | | |
| 4 | Quantitative Aptitude | 05 | 05 | | |
| 5 | English Language | 10 | 10 | | |
| 6 | Basic concepts of Management & Computers | 10 | 10 | | |
| | TOTAL | 100 | 100 | | |



आरोग्यम् परमं सुखम्



Annexure-III

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from 27.10.2023 to 16.11.2023 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) scan their :
 - photograph (4.5cm × 3.5cm)
 - Signature (with black ink)
 - Left thumb impression (on white paper with black or blue ink)
 - a hand written declaration (on a white paper with black ink)(text given below) ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 27.10.2023 TO 16.11.2023



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Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to the AIIMS Deoghar website i.e. <https://www.aiimsdeoghar.edu.in/> click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.



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5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details . **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
 - Ensure that the size of the scanned image is not more than 20kb



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- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration



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- Click on the respective link “Upload Photograph / signature / Upload left thumb impression / hand written declaration”
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate’s application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

Note:

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate’s application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate



may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - (a) to be disqualified from the examination for which he/ she is a candidate.
 - (b) to be debarred either permanently or for a specified period from any examination conducted by AIIMS Deoghar.



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Appendix-I

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of(Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

| (Signature & Name) | (Signature & Name) | (Signature & Name) | (Signature & Name) | (Signature & Name) |
|--|--|----------------------------|---------------------------------------|--|
| Orthopedic / PMR specialist | Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator | Neurologist (if available) | Occupational therapist (if available) | Other Expert, as nominated by the Chairperson (if any) |
| (Signature & Name) | | | | |
| Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson | | | | |

Name of Government Hospital/Health Care Centre with Seal



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Appendix-II

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date: