



**अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी**  
**All India Institute of Medical Sciences (AIIMS) Kalyani**  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)  
(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)  
राष्ट्रीय राजमार्ग – 34, बसन्तपुर, सागुना, कल्याणी, ज़िला – नदिया, पश्चिम बंगाल – 741245  
NH – 34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal – 741245  
No. 1855/E-12014/4/23- (NON-FAC) Date: 13.09.2023

**ADVERTISEMENT FOR RECRUITMENT OF VARIOUS GROUP- 'B' & 'C' POSTS ON  
REGULAR BASIS AT AIIMS KALYANI**

All India Institute of Medical Sciences, Kalyani, an Autonomous Institute of National Importance, is one of the new AIIMS and apex healthcare Institute being established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) with the aim of correcting regional imbalance in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate, postgraduate and higher medical education and training.

1. Online applications from Indian/other citizens as permissible under the applicable Act/Rules are invited for the following posts on Regular basis in All India Institute of Medical Sciences, Kalyani, West Bengal.

**2.1. DETAILS OF VACANCIES**

Sl.	Name of the Post	Group	Pay Level ( as per 7th CPC)	Total	SC	ST	OBC	EWS	UR
1	Assistant Administrative Officer	B	Level-7	1	0	0	0	0	1
2	Assistant Stores Officer	B	Level-7	1	0	0	0	0	1
3	Dietician	B	Level-7	4	0	0	1	0	3
4	Executive Assistant (N.S)	B	Level-6	15	2	1	3	1	8
5	Hindi Officer	B	Level-7	1	1	0	0	0	0
6	Junior Accounts Officer	B	Level-6	3	0	0	1	0	2
7	Junior Engineer (A/C&R)	B	Level-6	2	1	0	1	0	0
8	Junior Engineer (Civil)	B	Level-6	2	0	0	0	1	1
9	Junior Engineer (Electrical)	B	Level-6	2	0	0	1	0	1
10	Junior Hindi Translator	B	Level-6	2	0	0	1	0	1
11	Medical Social Service Officer Grade-I	B	Level-7	2	0	0	1	0	1
12	Medical Social Worker (MSW)	B	Level-7	1	0	0	0	1	0
13	Optometrist	B	Level-6	2	1	1	0	0	0
14	Personal Assistant/PA to Principal (S)	B	Level-6	2	0	0	1	0	1
15	Technician (Prosthetics and Orthotics)	B	Level-6	1	0	0	0	1	0
16	Technicians (Laboratory)	B	Level-6	20* 12**	3 1	1 1	5 3	1 2	10 5
17	Cashier	C	Level-4	1	0	0	0	0	1
18	Laundry Supervisor	C	Level-4	2	0	0	0	0	2
19	Lower Division Clerk	C	Level-2	26	5	1	5	2	13
20	Medical Record Technicians	C	Level-4	10	2	0	2	1	5

Sl.	Name of the Post	Group	Pay Level ( as per 7th CPC)	Total	SC	ST	OBC	EWS	UR
21	Stenographer	C	Level-4	5	2	0	1	0	2
22	Upper Division Clerk	C	Level-4	3	0	1	1	1	0

**\*20 posts of Technicians (Laboratory) cadre are for Anesthesia/Operation Theatre/ICU.**

**\*\*12 posts of Technicians (Laboratory) cadre are for Laboratory.**

**Abbreviation Used:** UR- Un-Reserved, OBC- Other Backward Class, SC-Schedule Caste, ST-Schedule Tribe, EWS- Economically Weaker Section.

## **2.2. IDENTIFICATION OF POSTS FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD):**

Identification of suitability in respect of post under benchmark disabilities shall be governed by the notification no. 38-16/2020-DD-III dated 04.01.2021 and any further amendment issued by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India and four percent of vacancies in the cadre strength shall be reserved for Persons with Benchmarked Disabilities as per instructions of Government of India.

## **3. ELIGIBILITY CONDITIONS**

Sl.	Post	Age Limit	Essential Educational and other Qualification
1	Assistant Administrative Officer	21-30 years	<p><b>Essential:</b></p> <p>Degree from recognized University or its equivalent.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>MBA/PG diploma in management from recognised Institutes.</li> <li>Knowledge of Government Rules and Regulations.</li> <li>Proficiency in Computers</li> </ol>
2	Assistant Stores Officer	Between 18-35 years	<p><b>Qualifications:</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Degree from a recognised University/Institution;</li> <li>Post-graduate degree/Diploma in Material management from a recognised University/Institution;</li> </ol> <p><b>Or</b></p> <ol style="list-style-type: none"> <li>Bachelor's Degree in Material management from a recognised University/Institution and 3 years' experience in store handling (preferably medical stores).</li> </ol>
3	Dietician	Between 21-35 years	<ol style="list-style-type: none"> <li>M.Sc. (Home Science Food and Nutrition)/M.Sc. (Clinical Nutrition and Dietetics)/ M.Sc. (Food Science &amp; Nutrition)/M.Sc. (Food and Nutrition Dietetics)/M.Sc. (Food Service Management and Dietetics) from a recognized University/Institution.</li> <li>3 years' experience in the line preferably in 200 bedded Hospital</li> </ol>

Sl.	Post	Age Limit	Essential Educational and other Qualification
4	Executive Assistant (N.S)	Between 21-30 years	<ol style="list-style-type: none"> <li>Degree of recognized University or equivalent</li> <li>Proficiency in Computers.</li> </ol>
5	Hindi Officer	Not Applicable	<p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;"><b>AND</b></p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>
6	Junior Accounts Officer	Between 21-30 years	<p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>Graduate in Commerce.</li> <li>Possessing two years' Experience of handling accounts work in Government Organization</li> </ol>
7	Junior Engineer (A/C&R)	Age not exceeding 30 years	<p>Graduate in Electrical/Mechanical Engineering from a recognized University/Institute.</p> <p><b>Desirable: 2 years' experience</b> in repair and maintenance of large scale Air Conditioning and Refrigeration systems.</p> <p style="text-align: center;"><b>Or</b></p> <p>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 systems.</p>

Sl.	Post	Age Limit	Essential Educational and other Qualification
8	Junior Engineer (Civil)	Age not exceeding 30 years	<p><b>Qualifications:</b> <b>Essential:</b></p> <p>Graduate in Civil Engineering from a recognized University/Institute.</p> <p><b>Desirable:</b> 2 years' experience in design and engineering of civil projects, preferably in a Hospital Environment.</p> <p style="text-align: center;"><b>Or</b></p> <p>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.</p>
9	Junior Engineer (Electrical)	Not exceeding 30 years	<p><b>Qualifications:</b> <b>Essential:</b></p> <p>Graduate in Electrical Engineering from a recognized University/Institute.</p> <p><b>Desirable:</b> 2 years' experience in repair and maintenance of electrical systems, preferably in a Hospital Environment.</p> <p style="text-align: center;"><b>Or</b></p> <p>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.</p>
10	Junior Hindi Translator	Between 18-30 years (Maximum age is relaxable up to 5 years for Central Government employees including AIIMS in accordance with the instructions or orders issued by the Central Government)	<p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;"><b>AND</b></p>

Sl.	Post	Age Limit	Essential Educational and other Qualification
			Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.
11	Medical Social Service Officer Grade-I	Between 21-35 years	<p><b>Qualifications:</b></p> <p><b>Essential:</b></p> <p>(i) MA (Social Work) / MSW, with specialization in Medical Social Work, from a recognized University /Institution</p> <p><b>And</b></p> <p>(ii) 5 Years' Experience in a government or private sector hospital of minimum 200 beds</p> <p><b>Desirable:</b></p> <p>Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>
12	Medical Social Worker (MSW)	Between 18-35 years of age (Upper age relaxable for Government servant including AIIMS Staff up to 40 years in accordance with the instructions or orders issued by the Central Government)	<p><b>Qualifications:</b></p> <p><b>Essential:</b></p> <p>i. MA (Social Work)/ MSW, with specialization in Medical Social Work, from a recognized University/ Institution</p> <p>ii. 5 Years' Experience in a government or private sector hospital of minimum 500 beds in line with welfare or Health Agency, preferably dealing with Medical/Public Health Service.</p> <p><b>Desirable:</b></p> <p>Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>
13	Optometrist	Between 21-35 years of age	<p><b>Essential:</b></p> <p>B. Sc in Ophthalmic Techniques or equivalent from a recognized University/Institution with 5 years' experience in the relevant field.</p>
14	Personal Assistant/ PA to Principal (S)	Between 18-30 years	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Degree from a recognized University</li> <li>Skill Test Norms: Dictation- 10 Minutes @ 100 WPM Transcription – 40 Minutes English or 55 Minutes Hindi on a Computer</li> </ol> <p><b>Desirable:</b></p> <p>Diploma/Certificate in Secretarial Practice from a recognized Institute.</p> <p>Excellent command over Hindi and English (written and spoken)</p>
15	Technician (Prosthetics and Orthotics)	Between 21-30 years of age	<p>Bachelor's degree in Prosthetics &amp; Orthotics from an Institution/University recognized by Rehabilitation Council of India.</p> <p>Registration with the Rehabilitation Council of India</p>

Sl.	Post	Age Limit	Essential Educational and other Qualification
			<p><b>Desirable:</b></p> <p>2 Years' experience in the field.</p>
16	Technicians (Laboratory)	Between 25-35 years	<p><b>Qualifications:</b></p> <p><b>Essential:</b></p> <p>a) B. Sc. In Medical Lab Technology or equivalent.</p> <p>5 Years' experience in the concerned field</p> <p>OR</p> <p>b) Diploma in Medical Lab Technology or equivalent.</p> <p>8 Years' experience in the concerned field</p> <p>OR</p> <p>c) For posts in Anesthesia/ Operation Theatre, B.Sc. in OT techniques or equivalent with 5 years' experience in concerned field.</p> <p>10+2 with science with Diploma in OT techniques or equivalent with 8 years' experience in concerned field</p>
17	Cashier	Between 21-30 years	<p>Degree in Commerce of recognized University or equivalent and</p> <p>1. At least 2 years' experience of handling accounts work of a Government Organization</p> <p style="text-align: center;"><b>And</b></p> <p>2. Having proficiency in Computer application.</p>
18	Laundry Supervisor	Between 18-30 years	<p><b>Essential:</b></p> <p>i. 12th pass or its equivalent from a recognized Board/School.</p> <p>ii. Diploma/Certificate in Dry Cleaning/Laundry Technology from a recognized Institute.</p> <p>iii. 2- years' experience in a reputed mechanized Laundry.</p>
19	Lower Division Clerk	Between 18-30 years of age	<p><b>Essential:</b></p> <p>1. 12th Class or equivalent qualification from a recognized Board or University.</p> <p>2. Skill test norms on computer Typing speed @35 w.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)</p> <p><b>Desirable:</b></p> <p>1. Basic Computer Literacy</p>
20	Medical Record Technicians	Between 18-30 years of age	<p><b>Qualifications:</b></p> <p><b>Essential:</b></p> <p>B.Sc. (Medical Records)</p> <p><b>OR</b></p> <p>10+2 (Science) from a recognised board with at least 6-month Diploma/Certificate course in Medical Record Keeping from a</p>

Sl.	Post	Age Limit	Essential Educational and other Qualification
			recognized Institute/University and 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.
21	Stenographer	Between 18-27 years	<b>Essential:</b> i. 12th Class or equivalent qualification from a recognized Board or University  ii. Skill Test Norms: Dictation- 10 Minutes @ 80WPM  Transcription- 50 Minutes English or 65 Minutes Hindi on a Computer  <b>Desirable:</b> Excellent command over Hindi and English (written and spoken)
22	Upper Division Clerk	Between 21-30 years	1. Degree of recognized University or equivalent 2. Proficiency in Computers. 3. Skill test norms on computer Typing speed @35 w.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)

#### 4. GENERAL TERMS & CONDITIONS:

4.1.The above vacancies are provisional and subject to variation. The Executive Director, AIIMS, Kalyani reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India Rules/Circulars and requirements.

4.2.Reservation will be as per Government of India Policy.

4.3.The cut-off date to determine the maximum age limit, essential qualifications & experiences will be 30 days from the date of publication of the advertisement in Employment News/ Rojgar Samachar. However, separate notification shall be published in the Institute website regarding online application.

4.4.The period of experience, wherever prescribed, shall be counted after obtaining the prescribed essential qualifications.

4.5.Age Relaxation:

4.5.1. No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.

4.5.2. Age relaxation permissible to various categories is as under: -

Sl.	Category	Age Relaxation permissible beyond the upper age limit
1.	SC/ST	05 Years

2.	OBC	03 Years
3.	PwBD	10 Years
4.	Government Servant* (As per DoPT instruction)	05Years

\* The age relaxation will be admissible to only those employees working **under Central Government not under Autonomous Body/State Government/PSU** and working in posts which are in the same line or allied cadres and here a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) to which has been advertised. Decision in this regard will rest with the Authority of AIIMS, Kalyani. In addition, they have to submit **Annexure -I for claiming age relaxation.**

Age relaxation to other categories of the candidates will also be applicable as per the DoPT instructions. The age relaxation will be regulated as per the DoPT instructions.

#### 4.6. Reservation:

4.6.1. Reservation for SC/ST/OBC/EWS/PwBD will be as per the Policy of Government of India.

4.6.2. Candidates, who will apply against any of the reserved category posts, viz. SC/ST/OBC/PwBD/EWS, will be considered on the production of valid Caste/PwBD/EWS Certificate issued by the Appropriate/Competent Authority on the prescribed format.

#### 4.6.3. For OBC Candidates:

- a) Candidates applying under OBC category must produce the valid caste certificate in the format provided by DoPT vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and as amended from time to time.
- b) OBC candidate's eligibility will be based on the caste(s) borne in the Central List of Government of India.
- c) The vacancies are being advertised in the Financial year 2023-2024, therefore, valid NCL-OBC certificate issued after 01.04.2023 will be considered valid. Candidature who have NCL-OBC certificate issued before this period (i.e. 01.04.2023) will not be considered valid for this advertisement. **Therefore, OBC candidate must ensure that they have a valid OBC certificate.**
- d) OBC candidate(s) should not belong to Creamy Layer and their sub-caste should match with the entries in the Central List of OBC, failing which their candidature will not be considered for OBC post. They will however be treated as UR candidate (if UR posts advertised).
- e) **In addition to above, OBC candidates have to submit declaration in prescribed proforma attached at Annexure-II.**

#### 4.6.4. For EWS Candidates:

- a) The vacancies advertised under EWS category are as per the instructions issued by DoPT, Ministry of Personal, Public Grievances & Pension, Govt. of India, Vide OM No 36039/1/2019-Estt(Res) dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate



in the prescribed format issued by the Competent Authority and subject to verification of genuinity of the certificate by the issuing authority. Therefore, EWS candidate must ensure that they have valid EWS certificate application showing the income from all sources for the financial year prior to the year of application as per DoPT OM No 36039/1/2019-Estt (Res) dated 31.01.2019.

- b) Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered as UR candidate. In case suitable Economically Weaker Sections (EWSs) candidates are not found, these posts will not be carried forward/or considered as backlog vacancy, hence Unreserved (UR) candidates are also be allowed provisionally to apply against EWSs posts advertised through above referred advertisement who may be considered incase suitable EWSs candidate are not found to fill up these posts reserved for EWSs.
- c) All candidates are permitted to apply against posts earmarked for EWS subject to the following conditions:
  - (i) That their candidature will be considered only if EWS applicants are not available.
  - (ii) That their candidature will be as UR candidates only, which means, there shall be no relaxations which are otherwise permitted under their specific categories.
  - (iii) Under no circumstance, the fees will be refunded.
- d) As per DoPT OM No 36039/1/2019-Estt (Res) dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidates is the closing date for receipt of application for the post. Therefore, EWS candidate must ensure that they have a valid EWS certificate for the financial year 2023-24.

4.6.5. Reservation for PwBD will be as per the guidelines /Instruction contained in DoP&T OM No. 36035/02/2017-Estt (Res) dated 15.01.2018 with regard to reservation for persons with disabilities. Only such persons would be eligible for reservation under PwBD quota in service/posts who suffer from not less than 40% of physical disability. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate as issued by a Competent Authority in prescribed format. However, the candidature of PwBD applicant is subject to evaluation by a Medical Board duly constituted by the Executive Director, AIIMS, Kalyani. This Medical Board will evaluate suitability of candidates for the post he/she is being considered for. All the instructions of Govt. of India as amended and as applicable in this matter will be followed.

#### **4.7.No Objection Certificate (NOC):**

- 4.7.1. No Objection Certificate from the present employer (in case of candidates working in Government/Semi or Quasi Government/PSUs/Autonomous Bodies or any institution funded by Government) is mandatory, otherwise, candidature will not be considered for any post. Therefore, candidates are requested to kindly upload the same while applying. Further, it is mandatory to produce the same NOC at the time of Document Verification.
- 4.7.2. Candidates who are working as contractual employee in Government/Semi Government/PSUs/Autonomous Bodies or any institution funded by Government, also have to produce NOC mandatorily.

4.7.3. In case of change in employment status on or before selection process due to any reasons, they have to take fresh permission from their new employer before Skill Test/interview/document verification, if any, and they also have to submit fresh NOC from their new employer.

4.7.4. Candidates need to submit NOC for this advertisement only. NOC obtained against other advertisement and/or issued before publication of this advertisement in the Institute website/News Paper, will not be considered.

#### 4.8. APPLICATION FEES:

4.8.1. For Unreserved/OBC candidates is Rs.1000/-.  
For SC/ST/EWS/Woman candidates is Rs.500/-.  
Persons with Disabilities – Fees Exempted.

4.8.2. The candidates can pay the prescribed application fee online by clicking in the link provided in the website while filling up the Online Application.

4.8.3. Application fee once remitted shall not be refunded under any circumstances.

4.8.4. Incomplete application(s) and application received without the prescribed fee would not be considered and summarily rejected. The decision of the Competent Authority of AIIMS, Kalyani in this regard will be final.

#### 5. HOW TO APPLY:

5.1. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the cut-off date of online applications failing which their application will be rejected. They must possess the educational qualification and experiences as recognized by the Govt. of India. Their candidature will be cancelled at any stage if it is found that their educational qualification or experiences is not recognized by the Govt. of India.

5.2. The aspiring applicants satisfying the eligibility criteria in all respect can apply through ON-LINE application mode only. The On-line registration of application will be made available on official website of AIIMS, Kalyani i.e. <https://www.aiimskalyani.edu.in>.

5.3. The candidature of such applicants who fails to complete the online application submission by the stipulated date and time will not be considered and no correspondence in this regard will be entertained. Candidate must apply through the registered website of AIIMS Kalyani i.e. <https://www.aiimskalyani.edu.in> only. Applications received through any other mode will not be accepted and summarily rejected.

5.4. Candidates must fill all the fields of the online application form correctly. There is no provision for correcting the details after the submission of online application form. Request for change in any information at later stage will not be considered and summarily be rejected.

5.5. No documents including online application form is required to be sent, however, all the applicants are advised to keep a copy of online application form with them along with proof of payment (a copy of challan /online payment receipt) for their record.

- 5.6. Candidates are advised to fill their correct and active e-mail ID in the online application, as all correspondences will be made by the Institute through e-mail.
- 5.7. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same in English duly attested by a Gazetted officer is to be submitted.
- 5.8. The candidate must ensure that their latest photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on website, that means photo/signature is not as per the AIIMS, Kalyani prescribed guidelines and in that case, their application will be rejected. So, candidates are advised to be careful while uploading their photo and signature. Both must be visible clearly on Online Application Form.
- 5.9. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through Online mode and separate application fees as applicable is to be paid. Multiple Applications for a single post are prohibited.
- 5.10. Any query regarding technical problem of on-line application mode may be sent through email to: **itsupport\_recruitment@aiimskalyani.edu.in** (Only for Online Application Form Related Query).

## **6. SHORTLISTING AND METHOD OF SELECTION:**

- 6.1. Selection for all the Group-B & C posts will be done on the basis of performance of candidate in Computer Based Test (CBT) in order of merit subject to qualifying in the Skill Test/Computer Proficiency Test (if any) and fulfilling the eligibility criteria by candidates during Documents Verification. The Skill Test/CPT will be qualifying in nature and the marks obtained in it will have no bearing in the final selection. Any other details regarding Skill Test/CPT will be notified in due course of time.
- 6.2. Success in Computer Based Test (CBT) followed by Skill Test/Computer Proficiency Test (if any) confers no right of appointment to candidates unless AIIMS Kalyani is satisfied after such verification as may be deemed necessary that the candidate is suitable in all respect for appointment to the post for.

## **7. EXAMINATION AND VERIFICATION OF DOCUMENTS:**

- 7.1. Date of Computer Based Test (CBT) and Skill Test/Computer Proficiency Test (CPT) (as applicable) for selection of the advertised posts & other relevant information will be intimated later on, only website of AIIMS Kalyani. No TA/DA will be paid for appearing for the same.
- 7.2. The details of Scheme & Syllabus of Computer Based Test (CBT) will be notified soon and any other details regarding Skill Test/Computer Proficiency Test (CPT) will be notified in due course of time.
- 7.3. Date of Document Verification will be notified later after declaration of result of CBT (Computer Based Test) followed by CPT (Computer Proficiency Test)/Skill Test (as applicable).

## 8. IMPORTANT INSTRUCTIONS TO THE CANDIDATES:

- 8.1. The All India Institute of Medical Sciences is an autonomous body established under Act of Parliament.
- 8.2. Service under the Institute is governed by that Act and the Rules & Regulations framed thereunder.
- 8.3. The Institute strives to have a workforce which reflects gender parity and women candidates are encouraged to apply.
- 8.4. All the posts carry usual allowances as admissible to Central Government Employees of similar status at Kalyani, West Bengal.
- 8.5. Probation period: The period of probation is two years.
- 8.6. The employees of the Institute will be governed by the New Pension Scheme as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division). Notification No. 5/7/2003-ECB&PR dated 22.12.2003.
- 8.7. The post(s) is/are whole time and private practice of any kind is prohibited.
- 8.8. The candidates are likely to be posted at rural health and urban health centres or other centres attached with the Institute for the period to be decided by the Institute as applicable.
- 8.9. While every effort will be made to provide residential accommodation at the Institute subject to availability but in view of the paucity of the residential accommodation in the campus it may not be possible to provide accommodation in every case. In the event that no accommodation is provided, necessary H.R.A. as admissible to Central Government Servants of similar status stationed at Kalyani, West Bengal will be provided.
- 8.10. Incomplete application(s) will be summarily rejected. Applications received after the last date of submission will not be considered.
- 8.11. Multiple Applications for the same post are prohibited. In case of multiple applications for the same post, last application may be considered. However, it will be the discretion of the Competent Authority to accept/reject any applications.
- 8.12. Decision of the Competent Authority, AIIMS, Kalyani regarding joining period and extension of joining period after selection will be final and binding to all.
- 8.13. Canvassing of any kind will be a disqualification.
- 8.14. The candidate should not have been convicted by any Court of Law.
- 8.15. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service or any action may be

taken as deemed fit by the Competent Authority which shall be binding to all the candidate/employee.

- 8.16. Disqualification for Appointment on Medical Grounds: - Candidate shall be appointed to the Service, only if, after such medical examination as the Institute may prescribe is found to be in good mental or bodily health and free from any mental or physical defect likely to interfere with the discharge of the duties of the Service.
- 8.17. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- 8.18. The Competent Authority reserve right to conduct CBT and Computer Proficiency Test (CPT)/Skill Test (if any) in manner what so ever and this shall be binding to all candidates applying against this advertisement. No representation/correspondence will be entertained in this regard.
- 8.19. The decision of the AIIMS, Kalyani in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, methodologies for the selection, and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- 8.20. Any corrigendum or revision and addendum, if so, of the advertisement or any other information regarding this recruitment will be posted on the Official website of AIIMS, Kalyani only. Candidates are advised to visit institute website regularly for updated information in this regard.
- 8.21. No interviews shall be held for Group- 'B' & 'C' in accordance with the DoPT Office Memorandum No. 39020/01/2013-Estt. (B)-Part Dated: 29<sup>th</sup> December, 2015.
- 8.22. All disputes will be subject to jurisdiction of Court of Law at Kolkata/Kalyani.

**CANDIDATES ARE ADVISED TO VISIT OUR WEBSITE i.e. WWW.AIIMSKALYANI.EDU.IN REGULARLY TO GET VARIOUS UPDATES ABOUT THE SELECTION PROCESS FROM TIME TO TIME.**

**Clarification & Enquiries:**

**Email to: [recruitment@aiimskalyani.edu.in](mailto:recruitment@aiimskalyani.edu.in)**

**By order of the Executive Director**

**Sd/-**

**Recruitment Cell  
AIIMS Kalyani**

**The form of certificate to be produced by Government Servants for  
Claiming Age Concession**

**(Letter Head of the Institute/Issuing Authority)**

This is to certify that Shri/Ms./Dr. \_\_\_\_\_ S/o, D/o, W/o.  
\_\_\_\_\_ is regularly appointed employee of this  
Organization/Department/ministry and duties performed by him/her during the  
period(s) are as under

Certified that:

\*(a) Shri/Ms./Dr. \_\_\_\_\_ holds substantively a permanent post of  
\_\_\_\_\_ in the Office/Department of \_\_\_\_\_ with the effect  
from \_\_\_\_\_.

\*(b) Shri/Ms./Dr. \_\_\_\_\_ has been continuously in temporary  
service on a regular basis under the Central Government in the post of  
\_\_\_\_\_ in the Office/Department \_\_\_\_\_ with  
effect from \_\_\_\_\_.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Ministry/Office: \_\_\_\_\_

Address: \_\_\_\_\_

Office Seal: \_\_\_\_\_

**DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ resident of  
Village / Town/City/ District \_\_\_\_\_ State \_\_\_\_\_  
Community \_\_\_\_\_ (certificate enclosed) hereby declare that I belong  
to the \_\_\_\_\_ community which is recognized as a backward class by the  
Govt. of India for the purpose of reservation in services as per orders contained in Department  
of Personnel and Training Office Memorandum No.36012/22/93-Estt (SCT) dated 08.09.1993.  
It is also declared that I do not belong to the persons / sections (creamy layer) mentioned in  
Column-3 of OM No.36012/22/93.Estt (SCT) dated 08.09.1993 and modified vide Govt. of India,  
Department of Personnel and Training OM No.36033/3/2004-Estt (Res) dated 09.03.2004.

Place:

**(Signature of applicant)**

Date:

(in running handwriting)

\* **Note:** The closing date for receipt of application will be treated as the date of reckoning the OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.