

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