



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Virbhadra Marg, Rishikesh-249201, Uttarakhand.**

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

**Advt. No.21/02/2014-RIS/(ADMN)/564**

**Dated: 5<sup>th</sup> March, 2014**

Applications are invited in the prescribed proforma from suitable candidates for filling up following Group 'C' posts on **CONTRACTUAL BASIS** for a period of 11 months or till regular appointments are made against these posts which ever in earlier in All India Institute of Medical Sciences, Virbhadra Marg, Rishikesh, Uttarakhand- 249201. The details about the posts are as under:-

| Sl. No. | Name of Post                 | Consolidate Pay | Eligibility Criteria                                                                                                                                                                                                                                                                                                                          | No. of Posts* |
|---------|------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.      | Dispensing Attendants        | Rs.14,500/-     | <u>Essential Qualification:</u><br>1. 8th standard pass from a recognized Institution.<br>2. One year's experience of working in the concerned discipline from a recognized hospital or Medical Institute.<br><u>Desirable:</u><br>Matriculation or equivalent from a recognised Board or Institution.                                        | 4             |
| 2.      | Manifold Room Attendants     | Rs.14,000/-     | <u>Essential Qualification:</u><br>1. 8th standard pass from a recognized Institution.<br>2. One year's experience of working in the concerned discipline from a recognized hospital or Medical Institute.<br><u>Desirable:</u><br>Matriculation or equivalent from a recognised Board or Institution.                                        | 1             |
| 3.      | Dissection Hall Attendants   | Rs.14,000/-     | <u>Essential Qualification:</u><br>1. 8th standard pass from a recognized Institution.<br>2. One year's experience of working in the concerned discipline from a recognized hospital or Medical Institute.<br><u>Desirable:</u><br>Matriculation or equivalent from a recognised Board or Institution.                                        | 8             |
| 4.      | Jr. Scale Steno (Hindi)      | Rs.14,500/-     | <u>Essential Qualification:</u><br>i) Matriculation or equivalent<br>ii) A speed of 100 wpm in Stenography (Hindi)                                                                                                                                                                                                                            | 1             |
| 5.      | Cashier                      | Rs.14,500/-     | <u>Essential Qualification:</u><br>B. Com with 2 years' experience in maintaining Cash, Banking work in a reputed organization preferably an educational Institute.                                                                                                                                                                           | 13            |
| 6.      | Assistant Laundry Supervisor | Rs.14,500/-     | <u>Essential Qualification:</u><br>1. Matriculation from a recognised Board/University.<br>2. At least one year's experience of operating Steam-Laundry Machines or Dry-cleaning plants.<br>3. 10 years' experience in Laundry (As laundry operator)<br><u>Desirable:</u><br>Certificate of having undergone a course for a Laundry Operator. | 4             |

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| 7.  | Foreman (A/C&R)                               | Rs. 15,500/- | <p><u>Essential Qualification:</u></p> <ol style="list-style-type: none"> <li>1. Matriculation or equivalents;</li> <li>2. Must have undergone a minimum of 12 months equivalent course in recognised Tech. Instt. And must have served one year's apprenticeship in a reputed firm or organisation of Air-conditioning and Refrigeration Engineers.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p>Two years apprenticeship in a reputed firm or organisation of Air conditioning and Refrigeration Engineers; and</p> <ol style="list-style-type: none"> <li>3. A minimum of 4 years' experience as Air-conditioning or Refrigeration Serviceman or a Mechanic or in any other skilled capacity or in the maintenance and installation of various types of Air-conditioning and Refrigeration appliances.</li> </ol> <p><i>Note:</i> - Para (2) is relaxable in the case of persons having 6 years' experience in the air-conditioning and refrigeration side.</p> <p><u>Experience:</u><br/>05 years of experience as Sr. Mechanics (AC &amp; REFGN) in a reputed organisation.</p>                                                                          | 3  |
| 8.  | Gas Mechanic                                  | Rs.14,500/-  | <p><u>Essential Qualification:</u><br/>Matric with Science with 5 years' experience in preparation of Gas.</p> <p style="text-align: center;"><b>OR</b></p> <p>Middle with 7 years' experience in preparation of Gas in Gas Plant</p> <p><u>Experience:</u><br/>08 experience as Gasman in a reputed organisation</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1  |
| 9.  | Junior Medical Record Officer (Receptionists) | Rs.14,000/-  | <p><u>Essential Qualification:</u><br/>Medical Record Technician possessing 12th Class pass/Higher Secondary/Matriculation or equivalent <u>Plus</u> certificate in Medical Record (awarded after not less than 6 months training) with 5 years of regular service in the grade; and</p> <p style="text-align: center;"><b>OR</b></p> <p>Medical Record Technician possesses Matriculation certificate or equivalent with 7 years of regular service in the grade.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 10 |
| 10. | Security-cum-Fire Jamedar                     | Rs.14,500/-  | <p><u>Essential Qualification:</u></p> <ol style="list-style-type: none"> <li>1. Matriculation from a recognised Board/University; (Relaxable upto Middle Standard pass in the case of Ex-servicemen who have excellent record and have passed third class examination of the Services.)</li> <li>2. Following physical standards. <ol style="list-style-type: none"> <li>a) Height: 167 cms.</li> <li>b) Chest: 80 cms.</li> </ol> <p>Provided that for residents of hill areas height may be 162cm chest - 76 cms with an expansion of 5 cms.</p> </li> <li>3. Qualify a test in Physical Efficiency.</li> </ol> <p><i>Note:</i> The standards of Physical Efficiency test may be relaxed by the Director in the case of Ex-Servicemen and any other category of persons for reasons to be recorded in writing.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> <li>i. Service in the Armed Forces/Para-Military Forces / Police.</li> <li>ii. Experience of performing security duties, preferably in a reputed hospital.</li> </ol> <p><u>Experience:</u><br/>08 years of experience as Security-cum-fire guard in a reputed hospital/organisation.</p> | 1  |

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|-----|------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 11. | Senior Operator (E&M)        | Rs.14,500/- | <p><u>Academic Qualification:</u><br/>Should have possessed ITI Diploma or equivalent qualification in the trade.</p> <p><u>Professional Qualification:</u><br/>Electrical workman permit/workman's competency certificate electrical workman's licence (certificate of competency Class - II) or any other equivalent certificate with practical experience of 5 years in handling E &amp; M plants i.e. running, maintenance, knowledge of I.C. engines, electric wiring, motors, pumps, generating sets.</p> <p><u>Experience:</u><br/>08 years of experience in this field in a reputed hospital/organisation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 7 |
| 12. | Senior Plumber               | Rs.14,500/- | <p><u>Academic Qualification:</u><br/>Should have possessed ITI Diploma or equivalent qualification in the trade with atleast 5 years practical experience in the trade.</p> <p><u>Professional Qualification:</u><br/>Should have atleast 5 years' experience as under:-</p> <ol style="list-style-type: none"> <li>1. Should have a working knowledge of the various types of specials used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him.</li> <li>2. Should have a thorough knowledge of working with various tools used in the trade such as wrenches, spanners, caulking tools, stocks and dies etc.</li> <li>3. Should be able to follow drawing and sketches and execute work according to lay out.</li> <li>4. Should have a good knowledge of materials that go to form joints and be able to estimate requirement thereof.</li> <li>5. Should possess plumbing licences in localities where such licences are issued by local authorities.</li> <li>6. Should possess plumbing licences in localities where such licences are issued by local authorities.</li> <li>7. Must be able to carry out overhaul of bibcocks, ball valves, sluice valves, including grinding and seating.</li> </ol> <p><u>Experience:</u><br/>08 years of experience in this field in a reputed hospital / organisation.</p> | 4 |
| 13. | Dark Room Assistant Grade II | Rs.14,500/- | <p><u>Essential Qualification:</u></p> <ol style="list-style-type: none"> <li>1. Matriculation or its equivalent from a recognised Board / School;</li> <li>2. Diploma or Certificate in Radiography (or minimum one year duration) from a recognised Institution.</li> </ol> <p><u>Experience:</u><br/>08 year experience in this field in a reputed Hospital.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5 |
| 14. | Driver Grade II              | Rs.14,500/- | <p><u>Essential Qualification:</u></p> <ol style="list-style-type: none"> <li>1. Valid Driving Licenses for driving heavy vehicles.</li> <li>2. Knowledge of Motor Mechanism.</li> <li>3. Experience: Eleven years</li> </ol> <p><u>Desirable:</u><br/>8<sup>th</sup> passed 3 years' service as Home Guard / Civil Volunteer.</p> <p><u>Experience:</u><br/>12 years' experience.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1 |
| 15. | Upper Division Clerks        | Rs.14,500/- | <p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> <li>1. 12th Class or equivalent qualification from a recognised Board or University.</li> <li>2. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on computer.<br/>[35 w.p.m. and 30w.p.m. corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word]</li> </ol> <p><u>Experience:</u><br/>08 years' experience as Lower Division Clerk in reputed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 6 |

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|-----|------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|     |                        |             | organisation                                                                                                                                                                                                                                                                                                                               |    |
| 16. | Store Keeper-Cum clerk | Rs.14,000/- | <u>Essential Qualification:</u><br>Matriculation or equivalent from a recognised Board / University.<br><u>Desirable:</u><br>Experience in handling Stores and keeping Accounts in a Store or a concern of repute in Public or Private Sector.                                                                                             | 85 |
| 17  | Artist (Medullar)      | Rs.15,500/- | <u>Essential Qualification &amp; Experience:</u><br>Diploma/Certificate in Fine Arts/Commercial Arts/Modelling from a recognised Institution/University;<br>With 2 years' experience in Illustration and modelling, in the concerned Department.<br>OR<br>Matriculation / equivalent with 5 years' experience in the concerned Department. | 14 |

\*The number of posts is tentative and is liable to change based on the Institute's requirements.

**Administrative Officer,  
AIIMS, Rishikesh**