ALL INDIA INSTITUTE OF MEDICAL SCIENCES, PATNA

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

Website: http://www.aiimspatna.org

Advertisement No: 17667-Stenographer/2019 Dated: 29th June, 2019

Subject: Recruitment to the post of *Stenographer* in the Institute on DIRECT RECRUITMENT BASIS.

All India Institute of Medical Sciences, Patna invites **ONLINE APPLICATIONS** for the post of *Stenographer* of the Institute on **DIRECT RECRUITMENT BASIS**. Details of posts are as follows: -

S. No.	Name of the Post, Pay Scale and Essential Eligibility Criteria	Group	Age Limit	Number of vacancies (s)* and reservation	Category of Disability for which post is identified suitable	Process of Selection
1.	**Stenographer** Level- 4 in Pay Matrix (Rs. 25500- 81100) Rs. 5200-20200 with GP 2400/- (Pre-revised) **Essential:** (i) 12th Class or equivalent qualification from a recognized Board or University Or, (ii) Matriculation or equivalent qualification from a recognized board or university with 5 years' service (regular or ad-hoc) as Stenographer in Govt. Organization/ Institution. (iii) Skill Test Norms (Either English or Hindi): Dictation: 10 Minutes @ 80 w.p.m. Transcription- 50 minutes English and 65 minutes Hindi on a Computer.	C	18-27 Years *(relaxable up to 40 years of age for AIIMS employees*	23* [UR- 14 (including 2 EWS) OBC-5, SC-3, ST-1]	(OA,OL,BL, B,LV)	Written Test & Skill Test

OA- One Arm, OL-One Leg, BL- Both leg, B- Blind, LV – Low Vision

Note: -

1. * The above vacancies are provisional and subject to variation. The Director, AIIMS Patna reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India rules/circulars and requirements.
2. Reservation will be as per Government of India Policy.
3. Age and all other qualification will be counted as on the last date of submission of application.
4. The period of experience wherever prescribed shall be counted after obtaining the prescribed qualification.
5. As per Ministry of Human Resource Development Notification dated- 10.06.2015 published in Gazette of India all the degrees/diplomas/certificates including technical education degrees/diplomas awarded through Open and Distance Learning Mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the University Grants Commission.

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GENERAL CONDITIONS

1. The posts carry usual allowances as admissible to Central Government Employees of similar status stationed at Patna.

2. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The On-line registration of application is made available on AIIMS, Patna official website i.e. http://www.aiimspatna.org. The link for submission of online applications in respect of above said posts along-with other relevant information will be activated on the date of advertisement on Employment News/ Rojgar Samachar. **The last date of online submission of applications will be *45th day at 5.00 P.M.* from the date of publication in Employment News/Rojgar Samachar i.e. on *12th August, 2019 at 5.00 P.M.*** 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 (online payment receipt) for their record.

3. 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 closing date of applications failing which their application will be rejected.

4. **The On-line application will be closed on the 45th day from the date of publication in Employment News/Rojgar Samachar i.e. on *12th August, 2019 at 5.00 P.M.*** 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.

5. In case a candidate wishes to apply for more than one posts, he/she is required to fill the form separately through On-line mode only.

6. **The Candidate must ensure that their recent Photo with Name, selected Government approved Photo ID which you will bring to enter Examination Venue 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 AIIMS, Patna prescribed and in that case, the application will be rejected. The candidates are requested to be careful while uploading photo and signature. Both must be visible clearly on Online Application form.

7. **APPLICATION FEES:**
   1) For **SC/ST/PWD/Women Candidates/EWS** :- Rs. 200/-*

      * This fee of Rs. 200/- shall be refunded duly deducting Bank Charges as applicable, if the candidate appears in the Written Examination.

   2) For **All other categories (GEN/OBC)** :- Rs. 1,000/-
   3) The candidate will be required to pay prescribed application fees through **Online Mode Only via payment gateway of AIIMS, Patna.** Transaction/ Processing fee, if any, as applicable will be payable to the bank by the candidate.
   4) **Application Fee once remitted shall not be refunded under any circumstances except the case mentioned in point 1 above.**
   5) Applications without the prescribed fee would not be considered and summarily rejected.

8. **AGE RELAXATION:-**
   1) Upper age limit shall be determined as on last date of receipt of applications.
   2) Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate only will be accepted by AIIMS, Patna for determining the age, and no subsequent request for change will be considered or granted.
   3) **No Age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.**

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4) Permissible relaxation of upper age limit as per Government orders (as on the last date of receipt of application) are as under:-

S. No.	Category	Age Relaxation permissible beyond the Upper age limit.
1.	SC/ST	5 years
2.	OBC	3 years
3.	PwD	10 years
4.	PwD + OBC	13 years
5.	PwD+SC/ST	15 years
6.	Ex-Servicemen	03 years after deducting of the military service rendered from the actual age as on the last date for receipt of application
7.	Candidates who had ordinarily been domiciled in the State of Jammu Kashmir during the period from 1st January 1980 to 31st December 1989	5 Years
8.	Regular Employees of State Government/Autonomous Institutions of Central & State Govt/AIIMS, Patna, who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	5 Years
9.	Defence Personnel disables in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof **(Unreserved/General)**	3 Years
10.	Defence Personnel disables in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof **(OBC)**	6 (3+3) Year
11.	Defence Personnel disables in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof **(SC/ST)**	8 (3+5) Year
12.	1) Central Govt. Civilian Employees **(General/Unreserved)** who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Up to 40 Years of age
	2) Central Govt. Civilian Employees **(OBC)** who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Up to 43 Years of age
	3) Central Govt. Civilian Employees **(SC/ST)** who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Up to 45 Years of age
13.	Widows/Divorced Women/Women judicially separated and who are not remarried **(Unreserved/General)**	Up to 35 Years of age
14.	Widows/Divorced Women/Women judicially separated and who are not remarried **(OBC)**	Up to 38 Years of age
15.	Widows/Divorced Women/Women judicially separated and who are not remarried **(SC/ST)**	Up to 40 Years of age

NOTE-I: **Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Serviceman category. However, they are eligible for age relaxation as per rules.**

NOTE-II: **The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.**

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NOTE-III: For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE FOR RECEIPT OF APPLICATION or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

EXPLANATION: An 'ex-serviceman' means a person –

(i) Who 'has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the India Union, and

(a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; **or**

(b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; **or**

(c) who has been released from such service as a result of reduction in establishment; **or**

(ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; **or**

(iii) Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; **or**

(iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1988; **or**

(v) Gallantry award winners of the Armed forces including personnel of Territorial Army; **or**

(vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

NOTE-IV: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

9. i) Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by the Institute. Otherwise, their claim for SC/ST/OBC/PwD/EXs status will not be entertained and their candidature/ applications will be considered under General (UR) category.

i) A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date i.e. as on last date of submission of online application. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. OBC candidates should not belong to Creamy Layer. Their Sub-caste should match with the entries in Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR.

ii) Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by AIIMS, Patna. **Candidates are warned that they will be permanently debarred from the examinations conducted by AIIMS, Patna in case they**

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fraudulently claim SC/ST/OBC/ExS/PwD/EWS status apart from initiating criminal action against them.

iii) Only such persons would be eligible for reservation under PwD quota in service/posts who suffer from not less than 40% of disability as identified for that post as per Govt. of India instructions. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority as notified by the Government in prescribed format.

10. **IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS):**

1) 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19th January, 2019.

2) Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
   i. 5 acres of Agricultural Land and above;
   ii. Residential flat of 1000 sq. ft. and above;
   iii. Residential plot of 100 sq. yards and above in notified municipalities;
   iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

3) The income and assets of the families as mentioned in para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.

4) The instructions issued by the Government of India in this regard from time to time shall be adhered to.

11. **Provision of Compensatory Time and assistance of scribe:**

(i) The facility of scribe/reader/lab assistant shall be applicable in case of persons with disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, if so desired by the person. In case of other category of persons with disabilities, the provision of scribe/reader/lab assistant can be provided if he/she has limitation in writing including that of speed. However it will only be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at ***APPENDIX-I.***

(ii) Such candidates, who are allowed use of scribe are also allowed for compensatory time of 20 minutes (or otherwise advised) for every hour of the examination.

(iii) The candidate will have to arrange his/ her own scribe at his/her own cost.

(iv) The qualification of the scribe should be one step below the qualification of the candidate.

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(v) 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. 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 examination.

(vi) A person acting as scribe for one candidate cannot be a scribe for another candidate.

(vii) The scribe arranged by candidate should not be candidate for the online 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.

(viii) The scribe should not be a candidate for this process. In case it is found at any stage, that the scribe has also appeared for the same exam in a different session, the candidature of both the scribe and the candidate will be cancelled.

(ix) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based. It will 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 will not be allowed such concessions.

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

Scheme of Examination: The examination will adjoin a Computer Based online /offline mode of exam for the post of *Stenographer* is as below:

The examination will consist subject mentioned below for the post of *Stenographer*:

Part-I	Subject	Max. Marks/ Questions	Time Duration
A	General Intelligence & Reasoning	20	2 Hours*
B	General Awareness	20	
C	English Language & Comprehension	80	
Part- II (Stenography Test)			
English Stenography			10 minutes
Hindi Stenography			10 minutes

Indicative Syllabus for Examination for the post of *Stenographer*:

A. **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

B. **General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also

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include questions relating to India and its Neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability /afflicted by cerebral palsy and locomotor disability candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

C. **English Language & Comprehension :** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

PART-II

Skill Test in Stenography:

The skill test will be of qualifying nature and the Institute will fix the qualifying standards in the skill test for different categories of candidates.
The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English/Hindi at the speed of ***80 w.p.m.*** for the post of Stenographer.

The matter will have to be transcribed on computer. The transcription time is as follows:-

For Stenographer: 50 minutes (English)
65 minutes (Hindi)

(i) The compensatory time for "Skill Test" in Stenography will be allowed as follows –

Visually Handicapped, Orthopedically Handicapped (OH) candidates & afflicted by Cerebral Palsy and the candidates who have a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing the performance of the candidates are required to transcribed the matter in 75 minutes for English Shorthand and in 100 minutes for Hindi Shorthand for the post of Stenographer.

(ii) Candidate who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice-versa after their appointment, failing which their probation will not be cleared by appointing departments or authority. Candidates have to work as English/Hindi Stenographers as per the functional requirement of AIIMS, Patna irrespective of the medium of Skill Test of Candidate during the examination.

****Compensatory time of 1 hour will be provided to PwD candidates, who are eligible for the same as mentioned in Para- 12 above.***

Questions will be Objective Type Multiple Choice, Set in both Hindi and English in respect of Parts A, B & C.

There will be negative marking of 0.25 marks for each wrong answer.

Note – I: The Institute reserves the right to conduct the examination through Computer based online / offline mode. The Institute also reserves the right to introduce additional stage of examination which would be notified at suitable time if considered necessary.

Note– II: Any representation to key of the examination will be scrutinized with the help of experts, wherever necessary, and evaluation in that case will be done with modified answer key. The decision of the AIIMS, Patna in this regard will be final and no further representation will be entertained.

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13. **Document Verification:**

The original certificates/documents of successful candidates will be verified for which dates will be notified after declaration of result. On the basis of written test, the provisionally qualified candidates will be required to produce following original certificates/ documents along with one set of photocopy, duly self-attested viz.:

i) Copy of Online Application Form.
ii) Copy of Admit Card issued for Written Examination.
iii) Certificate showing Date of Birth. (10th Certificate/ Birth Certificate).
iv) Class 10th & 12th Marksheet and Certificates.
v) Marksheet of Diploma/ Degree.
vi) Diploma/ Degree.
vii) Caste certificate if applied under SC/ST/OBC category or EWS Certificate issued by the competent authority.
viii) The Disability Certificate, if applied under Person with Benchmark Disability (PwD) category.
ix) 'No Objection Certificate' if in regular employment in Government/Semi Government/PSU Institution.
x) Experience Certificate, if any.
xi) Identity Proof (PAN Card, Passport, Driving License, Voter Card, Aadhar Card and Government Approved Identity Proof)
xii) Address Proof (Aadhar Card, Passport, Ration Card, Driving License and Government Approved Address Proof.
xiii) Any other relevant documents.

14. **Mode of Selection:**

i) SC, ST, OBC, Ex-Servicemen, PwD and EWS candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, Ex-Servicemen, PwD and EWS candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.

ii) SC, ST, OBC, Ex-Servicemen, PwD and EWS category candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction from the age of Ex- Serviceman is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age. Similarly, for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

iii) A person with disability who qualifies the AIIMS, Patna examination under General standards can be appointed against unreserved vacancy provided the post is identified suitable for person with disability of relevant category.

iv) Success in the examination confers no right of appointment unless AIIMS, Patna is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

v) The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all stages of the examination

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will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the AIIMS, Patna.

15. **Action against candidates found guilty of misconduct:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document.

Without prejudice to criminal action/debarment from AIIMS Patna examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

i) In possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.
ii) Involved in malpractices.
iii) Using unfair means in the examination hall.
iv) Obtaining support for his/her candidature by any means.
v) Impersonate/Procuring impersonation by any person.
vi) Submitting fabricated documents or documents which have been tampered with.
vii) Making statements which are incorrect or false or suppressing material information.
viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
ix) Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or AIIMS, Patna representatives.
x) Passing on of question details to any unauthorized persons during the conduct of the examination.
xi) Intimidating or causing bodily harm to the staff engaged for the conduct/supervision/as observer of examination.
xii) Being ineligible for the examination by not fulfilling the eligibility conditions mentioned in the notice.
xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the AIIMS Patna considers to be sufficient cause for cancellation of candidature.

16. **AIIMS, Patna decision final:**

The decision of the AIIMS, Patna in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and selection will be final and binding on the candidates. No enquiry/ correspondence will be entertained in this regard.

17. Those who are in employment (in Case Govt. Services) must submit a **"NO OBJECTION CERTIFICATE"** from the employer at the time of Document Verification and should have to produce Relieving Certificate from their present employer at the time of joining the Institute. No extension of joining time of candidate will be granted under any circumstances.

OTHER INFORMATION FOR THE CANDIDATES

(i) **Probation period: The period of probation is Two years.**

(ii) The period of experience, wherever prescribed, shall be counted after obtaining the prescribed educational qualification.

(iii) If required, Computer based Online exam/Off-line exam will be held. AIIMS Patna reserves the right to hold the examination at any places in the Country.

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(iv) AIIMS, Patna reserves the right to cancel a Centre and ask the candidates of that centre to appear from another centre. AIIMS, Patna also reserves the right to divert candidates of any centre to some other Centre to take the examination.

(v) In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of examination. Therefore, the application will be accepted provisionally only. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible, before applying. Candidature will be cancelled if any information or claim is not found substantiated when the scrutiny of documents is undertaken by the AIIMS, Patna after the Examination. AIIMS, Patna decision shall be final in this regards.

(vi) Candidates, in their own interest, are advised to go through the detailed instruction contained in this notice, which is also available on the website of the www.aiimspatna.org carefully before applying.

(vii) Candidates seeking reservation benefits for SC/ST/OBC/PwD/EXS/EWS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the required certificates in the prescribed format in support of their claim as stipulated in this Notice.

OBC candidates should ensure that they are in possession of valid OBC Certificate issued within the due date, issued by the competent authority. For Employment in Central Government, EWS candidate should ensure that they are in possession of valid Income & Asset Certificate issued by Competent Authority for employment in Central Government.

(viii) Central Government civilian employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of Document Verification, in respect of the length of continuous service which should be not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment, in the event of their selection. (Format is attached as *ANNEXURE-II*).

(ix) Mobile phone, accessories and any other electronic gadgets are banned within the premises of the examination centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from AIIMS, Patna examination, as may be decided by the AIIMS Patna.

(x) Candidates must carry at least one photo bearing Government issued identity proof in original such as Driving Licence, Voter Card, Aadhaar Card, Passport, Income Tax Pan Card to the examination centre, failing which they shall not be allowed to appear for the examination.

(xi) The post(s) is/are whole time and private practice of any kind is prohibited.

(xii) The Candidate will have to work in shifts and can be posted at any place in the Institute.

(xiii) The Candidate are likely to be posted at rural health and urban centre attached with the AIIMS, Patna for the period as decided by the Institute.

(xiv) AIIMS reserves the rights to increase or decrease the number of vacancies.

(xv) Incomplete applications(s) will not be considered.

(xvi) Canvassing of any kind will be a disqualification.

(xvii) The candidate should not have been convicted by any Court of Law.

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(xviii) If it is found at a later stage that 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 appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

(xix) 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.

(xx) The decision of the competent authority regarding conduct of examination, interview, verification of documents and selection would be final and binding on all candidates. No representation correspondence will be entertained in this regard.

(xxi) *All disputes will be subject to jurisdiction of Court of Law at PATNA.*

Clarification & Enquiries (Only for Advertisement related query):
Mail to: ddarecruitment@aiimspatna.org

Sd/-
Deputy Director (Admin.)
AIIMS, Patna

APPENDIX-I

Certificate regarding Physical Limitation in an examinee to write

This is to certify that, I have examined Mr./Ms./Mrs. ..... (Name of the candidate with disability), a person with ..... (Nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o ....., a resident of ..... (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

(Chief Medical Officer/Civil Surgeon/
Medical Superintendent of a Government
Health Care Institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment – Ophthalmologist, Locomotor disability- Orthopaedic Specialist/PMR.

APPENDIX-II

(Format of Certificate to be submitted by Government Employees Seeking Age-relaxation)

(To be filled by the Head of the Office or Department in which the candidate is working)

It is certified that Mr./Ms./Mrs. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 03 years regular/continuous service in the grade as _____.

2. There is no objection to his appearing for the post of _____ and document verification for the said recruitment.

Signature _____

Name _____

Tele No._____

Office Seal _____

Place: _____

Date:_____

(*Please delete the words which are not applicable)