



# 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>

Dated: 04.01.2020

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

All India Institute of Medical Sciences, Patna invites **ONLINE APPLICATIONS** for the post of **REGISTRAR** on **DIRECT RECRUITMENT BASIS**. Detail of post is as follows: -

S. No	Advt. 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.	25344/Registrar/2019	<b>Registrar</b> Level- 12 in Pay Matrix (Rs. 78800- 209200) Rs. 15600-39100 with GP 7600/- (Pre-revised)  <u>Essential:</u> (i) A graduate of a recognized University. (ii) Seven years 'experience of administration in a supervisory capacity or/ as a teacher in a University/teaching institution including conduct or examination and admission and assignment of teaching programmes for under graduate and postgraduate etc.  <u>Desirable:</u> A postgraduate degree in Science.	A	35 years	1 (UR-01)	OA, OL	Interview Only.

OA- One Arm, OL- One Leg

- The posts carry usual allowances as admissible to Central Government Employees of similar status stationed at Patna.
- 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 30<sup>th</sup> day at 5.00 P.M. from the date of publication in Employment News/Rojgar Samachar i.e. on 3<sup>rd</sup> February, 2020 at 5.00 P.M.**



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 30<sup>th</sup> day from the date of publication in Employment News/Rojgar Samachar i.e. on 3<sup>rd</sup> February, 2020 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. A copy of the online application can be downloaded. A print out of the online submitted application along with copy of documents as per point no.-11 is to be self-attested, and sent by Speed post/ Registered post addressed to **Recruitment Cell, AIIMS Patna, Phulwarisharif, Patna- 801507.** It should be posted by the last date of online submission of application.
6. 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.
7. **The Candidate must ensure that their recent Photo with Name, selected Government approved Photo ID which you will bring at the time of Interview.** 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:**

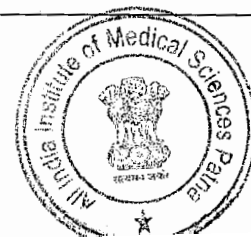
Category	Application Fee
UR/OBC	Rs. 1500/-
SC/ST	Rs. 1200/-
Ex-Serviceman/ PwD Candidates	Exempted

- 1) 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.
- 2) **Application Fee once remitted shall not be refunded under any circumstances except in the case mentioned in point 1 above.**
- 3) 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.**
- 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.	<b>Ex-Servicemen and Commission Officers including ECOs / SSCOs</b>	<p>a) <b>Five years</b> subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.</p> <p><b>NOTE:</b> Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.</p> <p>b) In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for ExServicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-</p> <p>(i) <b>In case of Commissioned Officers including ECOs/SSCOs:</b>  <b>Army:</b> Directorate of Personnel Services, Army Headquarters, New Delhi.  <b>Navy:</b> Directorate of Personnel Services Naval Headquarters, New Delhi.  <b>Air Force:</b> Directorate of Personnel Services, Air Headquarters, New Delhi.  (ii) <b>In case of JCOs/ORs and equivalent of the Navy and Air Forces:</b>  <b>Army:</b> By various Regimental Record Offices.  <b>Navy:</b> Naval Records, Mumbai  <b>Air Force:</b> Air Force Records, New Delhi.</p>
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.	1) Central Govt. Civilian Employees ( <b>General/Unreserved</b> ) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	5 Years
	2) Central Govt. Civilian Employees ( <b>OBC</b> ) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	8 (5+3) Years
	3) Central Govt. Civilian Employees ( <b>SC/ST</b> ) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10 (5+5) Years
9.	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
10.	Defence Personnel disables in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof ( <b>Unreserved/General</b> )	3 Years



11.	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
12.	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

**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.

**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.
- ii) Candidates applying under OBC category must bring the caste certificate in the format provided by the DoP&T vide O.M. No.- 36036/2/2013-Estt. (Res.) dated- 30.05.2014 which has been issued not earlier than one year from the last date of online registration. Certificate must be valid for employment in Central Government Institutions. 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.
- iii) 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 fraudulently claim SC/ST/OBC/ExS/PwD/EWS status apart from initiating criminal action against them.
- iv) 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. **These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

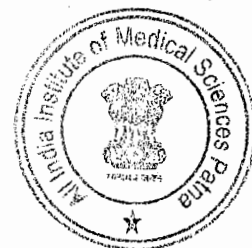
**Scheme of Examination:**

1. **Only Interview. The place of the interview will be intimated later.**
2. In case number of candidates applied for is large, AIIMS Patna reserves the right to hold a written examination for screening purpose to select candidates for interview.
3. Candidates called for the interview will be those who top the merit list upto 10 times of the total vacancy.
4. **Resolution of Tie Cases:** In cases where more than one candidate secure the equal aggregates marks, tie will be resolved by applying the following methods one after another:  
Date of Birth, with older candidates placed higher.
5. AIIMS Patna reserves the right to conduct a Medical Examination by a Medical Board so constituted by AIIMS Patna to review the disability of the Candidate.

11. **Document Verification:**

The original certificates/documents of candidates will be verified on the date of interview. Candidates will be allowed for interview only, if they are found eligible as per the documents submitted and valid experience. They are to bring with them Original Certificates (as mentioned below) with a photocopy of it, and 3 copies of latest photograph on the date of interview.

- i) Copy of Online Application Form.
- ii) Certificate showing Date of Birth. (10th Certificate/ Birth Certificate).
- iii) Marksheet of Degree or Certificate of Degree
- iv) Caste certificate if applied under OBC/SC/ST/EWS Category, certificate issued by the Competent Authority.
- v) The Disability Certificate, if applied under Person with Benchmark Disability (PwBD) category.



- vi) No Objection Certificate' if in regular employment in Government/Semi Government/PSU Institution.
- vii) Experience Certificate, if any.
- viii) Identity Proof (PAN Card, Passport, Driving License, Voter Card, Aadhar Card.
- ix) Address Proof (Aadhar Card, Passport, Ration Card, Driving License and Government Approved Address Proof.
- x) Any other relevant documents.

12. **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 interview, 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 interview/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 interview should ensure that they fulfil all the eligibility conditions for admission to the interview. Their admission at all stages of the interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the interview, it is found that they do not fulfil any of the eligibility conditions, their candidature for the interview will be cancelled by the AIIMS, Patna.
- vi) There will be a waiting list upto the number of vacancies advertised, and will be valid for six months from the date of publication of the result.

13. **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 online 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) Involved in malpractices.
- ii) Using unfair means in the interview.
- iii) Obtaining support for his/her candidature by any means.
- iv) Impersonate/Procuring impersonation by any person.
- v) Submitting fabricated documents or documents which have been tampered with.



- vi) Making statements which are incorrect or false or suppressing material information.
- vii) Resorting to any other irregular or improper means in connection with his/her candidature for the interview.
- viii) Misbehaving in any manner in the interview.
- ix) Passing on of details of the interview to any unauthorized persons during the conduct of the examination.
- x) Intimidating or causing bodily harm to the staff engaged for the conduct/supervision of the interview.
- xi) Being ineligible for interview by not fulfilling the eligibility conditions mentioned in the notice.
- xii) 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.

**14. 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 interview, allotment of examination centres and selection will be final and binding on the candidates. No enquiry/ correspondence will be entertained in this regard.

- 15.** 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 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) 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. AIIMS, Patna decision shall be final in this regards.
- (iv) 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](http://www.aiimspatna.org) carefully before applying.
- (v) 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 and valid 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 which is valid and issued within the due date for employment in Central Government.

- (vi) Central Government civilian employees claiming age relaxation should produce a certificate in the prescribed format, available on AIIMS, Patna website, 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-I*).

- (vii) Mobile phone, accessories and any other electronic gadgets are banned at the time of interview/examination. Possession of such equipment whether in use or in switch off mode, during the interview/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.
- (viii) The post(s) is/are whole time and private practice of any kind is prohibited.
- (ix) The Candidate will have to work in shifts and can be posted at any place in the Institute/outside the Institute.
- (x) 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.
- (xi) AIIMS reserves the rights to increase or decrease the number of vacancies.
- (xii) Incomplete applications(s) will not be considered.
- (xiii) Canvassing of any kind will be a disqualification.
- (xiv) The candidate should not have been convicted by any Court of Law.
- (xv) 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.
- (xvi) 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.
- (xvii) 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.
- (xviii) *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](mailto:ddarecruitment@aiimspatna.org)**





**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.

**ANNEXURE-I**

**(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)