



# ALL INDIA INSTITUTE OF MEDICAL SCIENCES, JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

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

Website: <http://www.aiimsjodhpur.edu.in>

Advertisement No: Admn/Estt/04/10/2016-AIIMS.JDH

Dated: 11<sup>th</sup> June, 2016

## **Subject: Recruitment for the post of Office Assistant (NS) on DIRECT RECRUITMENT BASIS.**

Online applications are invited for the post of Office Assistant (NS) on **DIRECT RECRUITMENT BASIS** in All India Institute of Medical Sciences, Jodhpur (Rajasthan) – 342005.

S. No.	Name of the Post	Group	Total Post*	Reservation			
				UR	OBC	SC	ST
1.	Office Assistant (NS)	B	44	24**	11**	6**	3**

### **Note: -**

- \*The number of Post(s) is tentative and liable to change, based on the Institute's requirements.
- \*\*One post is reserved for PH (Physically Handicapped) candidate.

### **Qualification of the Posts are as under:-**

S. No.	Name of the Post	Pay	Age Limit	Qualification/ Experience
1.	Office Assistant (NS)	Rs. 9,300 – 34,800 with Grade Pay Rs. 4,200	21 – 30 Years	<b>Essential:-</b> 1. Graduate in recognized University or its equivalent. 2. Proficiency in Computers.

## **GENERAL CONDITIONS**

- The posts carry usual allowances as admissible to Central Government Employees of similar status stationed at Jodhpur, Rajasthan.
- 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, Jodhpur official website i.e. <http://www.aiimsjodhpur.edu.in>. 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 Thirtieth Day (30<sup>th</sup> Day) from the date of publication of advertisement in Employment News/ Rojgar Samachar i.e. on 10<sup>th</sup> July, 2016 at 05:00 PM.** No Documents including online application form is required to be sent, however, all the applicants are advised to keep a copy of online application form with them, along with proof of payment (a Copy of challan /online payment receipt) for their record.
- 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 Thirtieth Day (30<sup>th</sup> Day) from the date of publication of advertisement in Employment News/ Rojgar Samachar i.e. on 10<sup>th</sup> July, 2016 at 05:00 PM. 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. The Candidate must ensure that their photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on website, that means photo/signature is not as per the AIIMS, Jodhpur prescribed and in that case, your application will be rejected. So, be careful while uploading your photo and signature. Both must be visible clearly on Online Application form.
6. **APPLICATION FEES:** Rs. 500/- (Rupees Five Hundred Only).
- 1) The candidate pay prescribed application fees through **Online Mode Only via payment gateway of AIIMS, Jodhpur**. 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.**
  - 3) **No fee for SC/ST/PWD/Women Candidates of any community.**
  - 4) Applications without the prescribed fee would not be considered and summarily rejected.

7. **Nationality/ Citizenship:**

A Candidate must be either:

- a) Citizen of India, or
- b) A Subject of Nepal, or
- c) A Subject of Bhutan, or
- d) A Tibetan refugee who come over to India before 01<sup>st</sup> January, 1962 with the intension of permanently setting in India, or
- e) A Person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zimbab, Malawi, Zaire, Ethiopia and Vietnam with inversion of permanently seating in India.

**Note:-**

- i. A candidate belonging to categories (b) (c) (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- ii. The candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview but the offer of appointment may be given only after necessary eligibility certificate has been issued to him by the Government of India.

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 the AIIMS Jodhpur for determining the age and no subsequent request for change will be considered or granted. **No Age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.**
- 3) Permissible relaxation of upper age limit as per Government orders as well as category—codes for claiming age relaxation as on the last of receipt of application i.e. (10<sup>th</sup> July, 2016) are as under:-

S. No.	Category	Age Relaxation permissible beyond the Upper age limit.
1	SC/ST	5 years
2	OBC	3 years
3	PH	10 years
4	PH + OBC	13 years
5	PH + SC/ST	15 years

6.	<p align="center"><b>Ex-Servicemen and Commissioned Officers including ECOs/SSCOs</b></p>	<p>(a) Five years 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) <b>In order to qualify for the concession under (a) above</b>, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen 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.</p> <p>(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, Bombay  <b>Air Force:</b> Air Force Records, New Delhi.</p>
7.	<p align="center"><b>Central Govt. Civilian Employees – for Group A &amp; B posts</b></p>	
	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
8.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir ( <b>Unreserved/General</b> )	5 Years
9.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir ( <b>OBC</b> )	8 Years
10.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir ( <b>SC/ST</b> )	10 Years
11.	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> )	5 Years
12.	Defence Personnel disables in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof ( <b>OBC</b> )	8 (5+3) Year

13.	Defence Personnel disables in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)	10 (5+5) Year
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**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 EXS 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 noncombatant 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.**

- a) Candidates applying under any of the reserved category viz. SC/ST/OBC will be considered subject to submission of Caste certificate on a prescribed format issued by the competent authority at the time of Interview. Community should be clearly mentioned in the certificate.

- b) 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.
  - c) Physical Disability Certificate should be issued from a duly constituted and authorized Medical Board.
9. The applicants already in Government service shall have to produce Relieving Certificate from their present employer before joining the Institute.

**10. Process of Certification and Format of Certification:**

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/PH/EXs status will not be entertained and their candidature/ applications will be considered under General (UR) category. **The formats of the certificates are available at our website.** Certificate obtained in any other format will not be accepted. Certificate in the prescribed format for Creamy Layer Status for OBC candidates issued after 15.03.2013 only will be accepted. Candidates are warned that they will be permanently debarred from the examinations conducted by the AIIMS Jodhpur in case they fraudulently claim SC/ST/OBC/EXS/PH status.

Persons with visual disability of less than forty percent will be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall. Visually handicapped (VH) candidates with visual disabilities of forty percent and above and candidates suffering from Cerebral Palsy can avail the assistance of a SCRIBE to be provided by the AIIMS, Jodhpur in the Written Examination subject to such requests being made in the application forms. Candidates suffering from Cerebral Palsy will also be provided with the facility of Scribe and compensatory time at par with VH candidates. Question Papers and Answer Sheets will not be provided in BRAILLE.

Visually handicapped, including blind and partially blind, candidates with visual disability of forty percent and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH/Cerebral Palsy candidates will be allowed inside the examination premises.

**12. Provision of Compensatory Time:**

The Visually Handicapped candidates and candidates suffering from Cerebral Palsy will be allowed compensatory Time in the Examination.

**13. Essential Qualification:**

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.

**14. Indicative Syllabus:**

- a) **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual

memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. the topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & unfolding, Figural Pattern – folding and completion, indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thing, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

- b) **General Awareness:** Questions in this component will be aimed at testing 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 every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.
- c) **Quantitative aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ration & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratios, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency, polygon, Bar diagram & Pie chart.
- d) **English Comprehension:** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

Note – I: The Institute will have full discretion to fix separate minimum qualifying marks in each of the papers and in the aggregate of all the papers separately for each category of candidates (viz. SC/ST/OBC/PH/Ex-S/General (UR) Only those candidates who qualify in all the papers as well as in the aggregate would be eligible to be considered for being called for Date Entry Skill Test/Computer Proficiency Test/Document Verification.

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 Jodhpur in this regard will be final and no further representation will be entertained.

#### 15. Examination Schedule:

Part	Subject	Max. Marks/ Questions	Total Duration/ Timing of General Candidates	Total Duration/ Timing of Visually Handicapped and Cerebral Palsy Candidates
A	General Intelligence & Reasoning	50	2 Hours	02 Hours 40 Minute
B	General Awareness	50		
C	Quantities Aptitude	50		
D	English Comprehension	50		

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

**16. Document Verification:**

All candidate are required to come for document verification. Those failing to do so will not be considered for final selection. Candidates are also required to submit all documents in original for verification at the time of document verification.

**17. General Instruction to be complied by the candidates in the written examination:**

In the question papers, wherever necessary, the Metric systems of weights and measures only will be used. Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises/Venue.

If any candidate is found to possess mobile phone or any other means of wireless communication, in working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the AIIMS, Jodhpur examination for a period of three years or more.

**18. Mode of Selection:**

(i) SC, ST, OBC and PH 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 SC, ST, OBC and PH 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 the. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs and PH 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) A person with physical disability (OH/HH/VH) who qualifies the AIIMS, Jodhpur examination under General standards can be appointed against and reserved vacancy provided the post is identified suitable for person with disability of relevant category.

(iii) An Ex-Serviceman or Physically Handicapped (OH/HH/VH) 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.

(iv) Success in the examination confers no right of appointment unless Government 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 fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination 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 fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the AIIMS, Jodhpur.

**19. 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. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, they will not be evaluated.

Without prejudice to criminal action/debarment from AIIMS Jodhpur 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 centers, 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 Jodhpur representatives.
- (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the AIIMS Jodhpur for the conduct 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 Jodhpur considers to be sufficient cause for cancellation of candidature.

**20. AIIMS, Jodhpur decision final:**

The decision of the AIIMS, Jodhpur 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 centers, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

21. Those who are in employment (In Case Govt. Services) must submit a **“NO OBJECTION CERTIFICATE”** from the employer at the time of Interview / Written Examination.

### **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 Base Online exam/ Off-line exam will be held in Jodhpur, However, AIIMS Jodhpur reserves the right to hold examination any other places also.
- (iv) The AIIMS Jodhpur reserves the right to cancel an Centre and ask the candidates of that centre to appear from another centre. AIIMS, Jodhpur also reserves the right to divert candidates of any center to some other Centre with the Region or outside to take the examination.
- (v) In view of the huge number of applicants, scrutiny of the eligibility category etc. may not be undertaken at the time of examination. Therefore, the application may be accepted provisionally only. The candidates are advised to go through the requirements of educational qualification, age, physical



standards etc and satisfy themselves that they are eligible, before applying and before indicating their preference for any particular posts. Copies of supporting documents will be sought only from those candidates who appear in examination at the time of data entry skill test/computer proficiency test/document verification. Candidature will be cancelled if any information or claim is not found substantiated when the scrutiny of documents is undertaken by the AIIMS, Jodhpur after the Examination. AIIMS, Jodhpur 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.aiimsjodhpur.edu.in](http://www.aiimsjodhpur.edu.in), carefully before applying.
- (vii) Candidates seeking reservation benefits for SC/ST/OBC/PH/EXS 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.
- (viii) Candidates with visual disability of 40% and more will only be considered as VISUALLY HANDICAPPED and entitled to reservation for VH candidates, wherever such reservation is available.
- (ix) Central Government civilian employees claiming age relaxation should produce a certificate in the prescribed format, available on AIIMS, Jodhpur website, from their office at the time of date Entry Skill Test/ Computer Proficiency Tests/ 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.
- (x) Closing Date: 10<sup>th</sup> July 2016 (upto 5.00 PM).
- (xi) Mobile phone and accessories and 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, Jodhpur examination upto 3 (three) years, as may be decided by the AIIMS Jodhpur.
- (xii) Candidates must carry at least one photo bearing Identity Proof in original such as Driving Licence, Voter Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card to the examination center, failing which they shall not be allowed to appear for the examination.
- (xiii) For format of certificates/annexures, please visit our official website [www.aiimsjodhpur.edu.in](http://www.aiimsjodhpur.edu.in).
- (xiv) The post(s) is/are whole time and private practice of any kind is prohibited.
- (xv) The Candidate will have to work in shifts and can be posted at any place in the Institute.
- (xvi) The Candidate are likely to be posted at rural health and urban center attached with the institute for the period to be decided by the Institute as applicable.
- (xvii) AIIMS reserves the rights to increase or decrease the number of vacancies.
- (xviii) Incomplete applications(s) will not be considered.
- (xix) Canvassing of any kind will be a disqualification.
- (xx) The candidate should not have been convicted by any Court of Law.

- (xxi) In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- (xxii) 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.
- (xxiii) 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.
- (xxiv) *All disputes will be subject to jurisdiction of Court of Law at JODHPUR.*

**Clarification & Enquiries:**

**Mailto: [recruitment2@aiimsjodhpur.edu.in](mailto:recruitment2@aiimsjodhpur.edu.in)**

**Contact No.: 0291 – 2740741 (Only For Online Application Form & Advertisement Related Query)**

**Administrative Officer  
AIIMS, Jodhpur**