



All India Institute of Medical Sciences, Bibinagar

Rangapur Village, Bibinagar, Yadadri Bhuvanagiri District, Telangana 508126, India

अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर

रंगापुर ग्राम, बीबीनगर, यदाद्री भुवनगिरी जिला, तेलंगाना 508126, भारत

(Camp office: Deputy Director (Admin.), JIPMER, Dhanvantari Nagar, Puducherry 605006, India)



RECRUITMENT OF VARIOUS GROUP 'B' AND GROUP 'C' POSTS FOR AIIMS, BIBINAGAR JULY - 2020

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AIIMS BIBINAGAR, Telangana – CONTACT DETAIL ENQUIRY)

Phone : 0413-2296022

E-mail ID : 1. aiimsbibinagarjul2020@gmail.com
(for technical and payment related queries)
2. aiimsnfhr@gmail.com
(for other queries)

Web URL : <https://www.jipmer.edu.in>

Note:

For any query related to applying various Group “B” and Group “C” posts clarifications will be provided ONLY from the above contact numbers and e-mails during office hours (09.00 AM to 01.00 PM & 02.00 PM to 04.30 PM).

Candidates are advised NOT TO send hard copy of the applications with documents by postal/courier/by hand.

Candidates are also advised to keep the soft copy of the applications and Hall-Tickets for further future reference.

IMPORTANT DATES

On-line Registration of application available from	29.07.2020 (Wednesday) 11.00 A.M
On-line Registration of application closed on	31.08.2020 (Monday) till 04.30 P.M
Download of Hall Ticket from JIPMER website https://www.jipmer.edu.in (The Hall Tickets will be made available through Internet download ONLY and NOT by Post)	Date of downloading of Hall Ticket and Exam date will be intimated later
Date of Examination (Online Mode Only) (Single Shift)	

Note:-

The candidates are advised to read the advertisement before starting online registration and ensure that no column is left blank.

Request for rectification of any error committed in the application and refund of fees will not be considered under any circumstances

Important Note:-

The candidates are strictly advised to read the detailed advertisement and confirm themselves whether they are fulfill their required educational qualification, experience, age etc. in the respective post before starting online registration.

Pre-verification of generated application will not been conducted. Successfully registered applicants will be provisionally permitted to take part in the online exam. Even though, if the candidate is provisionally shortlisted in the recruitment exam but if he/she does not fulfill the required educational qualification, experience, age etc. as per the advertisement notification during post verification, his/her name will be automatically removed from the short list.

No further correspondence in this regard will be entertained.



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(Camp office: Deputy Director (Admin.), JIPMER, Dhanvantari Nagar, Puducherry 605006, India)

No.JIP/AIIMSBBN/Gr.B&C/2020

Dated : 29.07.2020

Name of the Post, Essential Qualifications, Age & Number of Vacancies

All India Institute of Medical Sciences, Bibinagar, an Autonomous Institute of National Importance is one of the new AIIMS and apex healthcare Institute established by the Ministry of Health and Family Welfare, Government of India under the **Pradhan Mantri Swasthya Suraksha Yojana (PMSSY)**. JIPMER, Puducherry has been designated as the **Mentor Institute for AIIMS, Bibinagar (Telangana)**.

Applications are invited by the Executive Director, AIIMS, Bibinagar from the eligible Indian nationals for the following posts:-

Sl. No.	Post Code	Name of Posts	No. of Posts & Reservation	
GROUP – “B” POSTS				
1	112020	Assistant Administrative Officer	1	1 (Unreserved)
2	122020	Executive Assistant	1	1 (Unreserved)
3	132020	Personal Assistant	2	2 (Unreserved)
4	162020	Technician (Laboratory)	1	1 (Unreserved)
5	172020	Library and Information Assistant	1	1 (Unreserved)
6	182020	Warden (Hostel Warden)	2	2 (Unreserved)
TOTAL			8	8
GROUP – “C” POSTS				
7	192020	Stenographer	1	1 (Unreserved)
8	202020	Lower Division Clerk	1	1 (Unreserved)
TOTAL			2	2
TOTAL POSTS (Group B + Group C)			10	10

Note: The number of posts is tentative and may change based on the requirement of this Institute. If there is any change in the number of post before conduction of Examination, it will be uploaded on the JIPMER website: <https://www.jipmer.edu.in>

GROUP – B POSTS

Post Code No	112020
Name of the Post	ASSISTANT ADMINISTRATIVE OFFICER
Vacancy	1 (UR-1)
Essential qualifications	Degree from a recognized University/Institution or equivalent
Essential Experience	3 years of Experience in relevant field in Government Departments/Institutes/Autonomous Bodies.
Pay scale	Level-7 in the Pay Matrix (Rs.44,900 - 1,42,400)
Age limit	Up to 35 years

Post Code No	122020
Name of the Post	EXECUTIVE ASSISTANT
Vacancy	1 (UR-1)
Essential qualifications	Degree from a recognized University its equivalent
Essential Experience	2 years' experience in relevant field in Government Departments/Institutes/Autonomous Bodies
Pay scale	Level-6 in the Pay Matrix (Rs.35,400 - 1,12,400)
Age limit	Up to 35 Years

Post Code No	132020
Name of the Post	PERSONAL ASSISTANT
Vacancy	2 (UR-2)
Essential qualifications	Graduation or equivalent qualification from a recognized University/Institute
Essential Experience	3 years' experience in Stenography in Government Departments/Government organization.
Skill Test	Shorthand Dictation: 10 Minutes @ 80 WPM Transcription of the dictated passage- 50 Minutes for English or 65 Minutes for Hindi on a computer
Pay scale	Level-6 in the Pay Matrix (Rs.35,400 - 1,12,400)
Age limit	Up to 35 Years

Post Code No	162020
Name of the Post	TECHNICIAN (LABORATORY)
Vacancy	1 (UR-1)
Essential qualifications & Experience	B.Sc. in Medical Lab Technology or equivalent from recognized University/Institution with 3 years' experience in the relevant field (OR) Diploma in Medical Lab Technology or equivalent from recognized University/Institution/Organization with 8 years' experience in the relevant field
Pay scale	Level-6 in the Pay Matrix (Rs.35,400 – 1,12,400)
Age limit	Up to 35 Years

Post Code No	172020
Name of the Post	LIBRARY AND INFORMATION ASSISTANT
Vacancy	1 (UR-1)
Essential qualifications & Experience	Bachelor Degree in Science or equivalent from a recognized University with Degree (or) Post Graduate Diploma or equivalent in Library and Information Science from a recognized University or Institute and 2 years' Professional experience in the library of a Govt. Institute/Department.
Pay scale	Level-6 in the Pay Matrix (Rs.35,400 – 1,12,400)
Age limit	Up to 35 Years

Post Code No	182020
Name of the Post	WARDEN (HOSTEL WARDEN)
Vacancy	2 (UR-2)
Essential qualifications	Graduate from Recognized University/Institute with PG Diploma/Diploma/Certificate courses in House Keeping/Material Management/Hotel Management/Public Relation/Estate Management or equivalent
Experience	3 years' experience in handling hostels in Government or reputed organization where students stay)
Pay scale	Level-6 in the Pay Matrix (Rs.35,400 – 1,12,400)
Age limit	Up to 40 Years

GROUP – C

Post Code No	192020
Name of the Post	STENOGRAPHER
Vacancy	1 (UR-1)
Essential qualifications	12th Class or equivalent qualification from a recognized Board or University
Skill Test	Shorthand Dictation: 10 Minutes @ 80 WPM Transcription of the dictated passage- 50 Minutes for English or 65 Minutes for Hindi on a computer.
Pay scale	Level-4 in the Pay Matrix (Rs.25,500 – 81,100)
Age limit	Up to 30 Years

Post Code No	202020
Name of the Post	LOWER DIVISION CLERK
Vacancy	1 (UR-1)
Essential qualifications	12th Class or equivalent qualification from a recognized Board or University. OR Matriculation or equivalent qualification from a recognized Board or University with 5 years' experience in relevant field in government organization / Institution
Skill Test	Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on computer. (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word)
Pay scale	Level-2 in the Pay Matrix (Rs.19,900 – 63,200)
Age limit	Up to 27 Years

AGE RELAXATION

Category	Age-Relaxation permissible beyond the Upper age limit (as on 31.08.2020)
SC/ST	5 years
OBC	3 years
Employees working in Govt./ PSU/ Autonomous body under the Govt. of India who have rendered not less than 3 years regular and continuous service as on crucial date (Last date of registration of application)	Up to 5 years of age for UR Category
	Up to 8 years of age for OBC Category
	Up to 10 years of age for SC/ST Category
PwDs	10 years
PwDs + OBC	13 years
PwDs + SC/ST	15 years
Ex-Servicemen (XSM)	For UR Category- After deducting the military service rendered + 3 years from the actual age, the age of the candidate should fall within the Upper age limit for UR category as on 31.08.2020
	For OBC Category- After deducting the military service rendered + 6 years from the actual age, the age of the candidate should fall within the Upper age limit for OBC category as on 31.08.2020
	For SC/ST Category- After deducting the military service rendered + 8 years from the actual age, the age of the candidate should fall within the Upper age limit for SC/ST category as on 31.08.2020
No Age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies	
A candidate must have attained the minimum age of 18 years as on closing date of registration i.e. 31.08.2020	

DEFINITIONS OF CATEGORIES

(i) **Unreserved (UR)** means a candidate who is an Indian national satisfying the requirement of eligibility.

(ii) **Other Backward Classes (OBC) (NON-Creamy Layer):-**

Applicants are required to ensure that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt. (Res.) dated 09/03/2004 or the latest notification of the Government of India (ie. Central list) in support of his/her claim. **Kindly click the following link to see the central list of OBC** http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx

OBC Certificate must be in the format as mentioned in the **Annexure I**. **Certificate to be produced at the time of joining should NOT be older than ONE Year on the date of joining.**

(iii) **Economically Weaker Sections (EWS):-**

Applicants who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees Eight Lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. 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 EWS, 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.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "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. **(As per the Office Memorandum F.No.36039/1/2019 dt 31st January 2019 by Ministry of Personnel, Public Grievances & Pension, Government of India)**

Income & Asset Certificate must be in the format as mentioned in the **Annexure II**.

(iv) Scheduled Caste / Tribe (SC / ST):-

Applicants will be required to produce the necessary certificate in the format provided. During verification, the certificate as prescribed in M.H.A., O.M., No. 42/21/49-N.G.S. dated the 28.1.1952, as revised in Dept. of Per-& A.R. letter No. 36012/6/76-Est. (S.CT), dated the 29.10.1977, to be produced by candidate belonging to a Scheduled Caste or a Scheduled Tribe in support of his/her claim.

SC/ST Certificate must be in the format as mentioned in the **Annexure III**

(v) Persons with Disabilities (PwDs):-

Persons suffering from not less than 40% of relevant disability only will be eligible for appearing for Written (Computer Based Test) / Skill Test for the aforesaid post and also eligible to get age relaxation. In case they qualify to be considered to the post applied by them, after the selection process conducted by this Institute, the applicant shall have to undergo a medical test before the Medical Board to be constituted by this Institute. In case they fail in the medical test or the Medical Board gives its opinion that the disability is less than 40%, then they will not be offered the post and they will have to forgo their claim for that post

Disability Certificate must be in the format as mentioned in the **Annexure IV**

(vi) Government Servant:-

A candidate claiming to belong to the category of Government servant who have rendered not less than three (3) years regular and continuous service as on closing date for receipt of online application and thus seeking age relaxation under this para would be required to produce a certificate in the prescribed proforma mentioned in the **Annexure V** issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Government Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. Decision in this regard will rest with the Institute. Pay, GPF, Leave Encashment etc. if any are to be settled from the previous employer on selection before joining this Institution. Past service & pay protection will not be considered.

(vii) Ex Servicemen (XSM) :-

The Ex-servicemen (Re-employment in Central Services and Posts) Rules, 1979, as amended from time to time, defines an ex-servicemen as a person –

- (i) who has served in any rank whether as combatant or non-combatant in a Regular/Army, Navy and Air Force of the Indian Union, and
- (ii) 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
- (iii) who has been relined from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; OR
- (iv) who has been released from such service as a result of reduction in establishment OR
- (v) 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
- (vi) Personnel of 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 circumstances beyond their control and awarded medical or other disability pension OR
- (vii) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987;
- (viii) Gallantry award winners of the Armed Forces including personnel of Territorial Army;
- (ix) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

Note:- *Reservation and age concession is not admissible to sons, daughters and dependents of ex- servicemen.*

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 claiming benefits of reservation under XSM category. However, they are eligible for age relaxation as per rules.

Ex-servicemen Certificate must be in the format as mentioned in the **Annexure VI**

HOW TO APPLY?

Submission Of Application : Through **ON-LINE** mode only.

On Line Application User Interface : **ANNEXURE – VII**

- 1) Candidates are informed to apply on-line mode only. (Any other mode of applications will not be accepted/considered)
- 2) Log on to link in the Home page <https://www.jipmer.edu.in> and navigate to the link “Apply on-line to the post of Group B & C – 2020 – AIIMS Bibinagar”.
- 3) Read the Advertisement in detail and instructions carefully.
- 4) The flow chart for filling application on-line given as Appendix (**ANNEXURE – VII**) in the Prospectus.
- 5) The candidate should acquaint himself/herself with all requirements with regard to filling up the application on-line.

APPLICATION FEES

Application fees for each category as mentioned below to be paid by the candidate using **ANY ONE** of the following mode of payment.

No other mode of payment will be accepted.

a) Net Banking b) Credit Card c) Debit Card

CATEGORY	APPLICATION FEES
UR/EWSs	Rs.1,500 + Transaction Charges as applicable
OBC	Rs.1,500 + Transaction Charges as applicable
SC/ST	Rs.1,200 + Transaction Charges as applicable
PwDs (Persons with Disabilities)	Exempted From Application Fees

GENERAL INSTRUCTION

1. The Cut-off date to determine maximum age limit, essential qualifications & experience will be last date of submission of online application.
2. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
3. 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 online application that means photo/signature is not as per the AIIMS Bibinagar prescribed format and in that case, your application will be rejected. So, candidates are advised to be careful while uploading their photo and signature. Both must be visible clearly on their online application form.
4. **In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through On-line mode only and separate application fees will be applicable.**
5. Applications without the prescribed fee or incomplete in any respect would not be considered and summarily be rejected.
6. The decision of the Competent Authority of AIIMS Bibinagar in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection (CBT/Skill Test), conduct of examination(s), allotment of examination centres, 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.
7. 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 action taken as deemed fit by the appointing authority, in case of selection.
8. The decision of the competent authority regarding selection of candidates will be final and binding and no representation will be entertained in this regard.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel the selection process and the same may be communicated any mode to the candidate.
10. 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.
11. All information/updates pertaining to this advertisement including syllabus, CBT/Skill Test and result etc. will be displayed on the JIPMER website, which is <https://www.jipmer.edu.in>

INSTRUCTIONS FOR UPLOADING PHOTOGRAPH / SIGNATURE:

- a) One (1) recent colour passport size photograph with light background is required. Black & White / Polaroid photographs are **NOT** acceptable.

IMPORTANT

- a. **The photograph must be taken with a placard** while the placard is being held by the candidate indicating name of candidate.
- b. The name on the photograph should be legible.

Example:



NOTE : Candidate must upload the Photograph, Signature and Certificates in the correct specified fields. Do not make any mistake in uploading signature and photograph.

- a) Candidate must have in softcopy/digital of **PASSPORT SIZE PHOTOGRAPH** (30mm width x 45mm Height) and save it as “**Candidate Photograph.jpg**” provided by photographer. Keep size of photograph minimum size 10KB, as the maximum size limit is 80KB.
- b) Candidate has to affix his/her **SIGNATURE** in an area of 80mm Width X 35mm Height on paper with a black ball point pen. Scan that paper. Cut Signature is of 80mm Width X 35mm Height and save it as “**Candidate Signature.jpg**”. Keep size of Signature minimum size 10KB, as the maximum size limit is 80 KB.

INSTRUCTION FOR UPLOADING LIST OF CERTIFICATES (IF APPLICABLE)

In addition to that, the following list of certificates to be uploaded separately

1. **COMMUNITY CERTIFICATE (EWS/OBC/SC/ST) CERTIFICATE (If applicable)**
2. **PERSONS WITH DISABILITY (PwD) CERTIFICATE (If applicable)**
3. **EXSERVICEMEN CERTIFICATE (If applicable)**
4. **EXPERIENCE CERTIFICATE (If applicable)**
5. **NO OBJECTION CERTIFICATE (If applicable)**

Candidate should scan the certificates separately (Whichever is applicable) and save it as JPEG/JPG/PDF format. Keep size of Certificate within limit is 800 KB (Maximum size will be allowed for uploading the certificates)

DISCLAIMER:

- a. Mere completion of “REGISTRATION FOR PAYMENT” does not confer right for issue of Hall Ticket.
- b. The process of submission of application On-line is completed only after clicking the “submit button” after Uploading personal details, *Scanned Photograph and Scanned Signature & Scanned Community /PwDs / Other Certificate (if applicable) (Refer to the Flow chart appended to the prospectus).
- c. The candidates are advised to download a copy of their filled in application, which contains Application No., Personal details, scanned photograph, scanned signature and the payment details.
- d. Fees will not be refunded under any circumstances.
- e. Request for change in the details provided in the application will not be considered, after submission of On-line application by clicking the “submit button”.
- f. Incomplete application, application with false details will be rejected
- g. Candidates are advised not to send hard copy of the application with documents by postal/courier/by hand.

NOTE:

- The applicant is advised to read the Advertisement carefully before starting online registration and ensure that no column is left blank.
- Candidates are advised to go through On-line application User Interface given as (Annexure – VI) before filling up the application.
- In the event of rejection of the on-line application form, correspondence / request for re- consideration will not be entertained. Fresh application with another payment has to be made on-line.
- Refund of application fee will NOT be entertained under any circumstances (No refund of fee paid earlier will be done). The applicants are therefore required to exercise due caution while filling and making online payment.
- The application once submitted is FINAL and NO request for change in any data filled by the applicant will be entertained at any stage.
- In case the candidate has found an error of entry committed by him/her in the application, a new application has to be submitted along with the prescribed fee. The earlier application will automatically stand cancelled
- No E-Mail or Written communication will be entertained in this regard

EXAM CITIES FOR WRITTEN EXAMINATION:

- The examination centres are tentatively proposed in 10 cities as mentioned below:

Sl.No	Name of the City
1	Bengaluru
2	Bhubaneswar
3	Chennai
4	Guwahati
5	Hyderabad
6	Kolkata
7	Mumbai
8	New Delhi
9	Pune
10	Vijayawada

- The allotment of Exam City would be as per the order of preference clicked by applicant during on-line registration on a FIRST-CUM-FIRST served basis.
- Normally the first preference would be allotted. AIIMS Bibinagar, depending upon local conditions, reserves the right to allot any other Exam City other than the preferences given by the applicant.
- Test centre of Computer Based Test (CBT): The test centre for computer Based Test (CBT) will be preferable in Hyderabad or any other places as decided by the competent authority, AIIMS Bibinagar. However, the candidates cannot claim as a matter of rights to be allotted a centre of their choice. AIIMS Bibinagar will have the discretion to allot exam centre.
- In case of any unforeseen circumstances the Exam City can be cancelled at any point of time and a new Exam City can be allotted en bloc with due intimation in website/ text message.

HALL TICKETS:

- Hall Tickets for the Written (Computer Based Test) Examination shall be available for download to candidates whose applications are complete in all respects.
- The Hall Ticket will contain:
 - (1) Name and date of birth as typed by the candidate in the application.
 - (2) Photo and signature image as uploaded by the candidate.
 - (3) Examination City allotted and Roll Number.
- No change in the category/age/name/DOB (Date of Birth) will be entertained after submission of application. The candidates in such case have to apply a fresh before the closing date.
- Request for rectification / change of any other details in the hall ticket shall **NOT** be considered under any circumstance.
- **Candidates are advised to preserve their hall ticket which is mandatory for certificate verification and till appointment.**
- Candidates will **NOT** be allowed to appear for the Written (Computer Based Test) Examination unless he/she produce the hall ticket from the JIPMER website at the exam centers along with ID proof in original & a photocopy of the same.

INSTRUCTIONS - DO'S AND DONT'S

1. Candidates are requested to be available in their allotted exam centres 2 hours before the commencement of the exam to avoid unnecessary tussle in the last minute. They also advised to visit the exam venue one day before the examination.
2. Candidates should carry **ONLY Hall Ticket along with Valid Identity proof (in original) and photocopy (Xerox) of the same ID proof inside the hall.** Candidate will NOT be allowed to take the examination **without valid Hall Ticket & Valid ID Proof other than mentioned below will NOT be permitted/accepted under any circumstances**
 1. Aadhaar
 2. E-Aadhaar with validated digital signature
 3. Indian Passport
 4. Voter ID
3. The candidate is solely responsible **to get the signature and seal of the Centre Representative/Invigilator** on their Hall ticket. Failure to do so is liable for disqualification. Before leaving the hall, photocopy of the ID proof should be handed over to Invigilator.
4. Biometric authentication through digital device and hard copy of signature and fingerprint in attendance sheet will be taken. Cooperation of the candidate is solicited.
5. **Candidate will NOT be permitted to take any other papers except hall ticket and Valid Identity proof (in original) and photocopy (Xerox) of the same ID proof inside the hall.**
6. Cellular phones, calculators, watch, alarm clocks, digital watches with built-in-calculators / memory, ear phones and other electronic gadgets etc. **will not be permitted.** (Arrangements will NOT be made by the duty staff for safe keeping and returning the above gadgets if brought). **Candidates are solely responsible for the safe keeping of their belongings**
7. In case any candidate is caught or found to use any unfair means he / she shall be liable for summarily disqualification.
8. **Use of unfair means /impersonation will lead to summarily cancellation of selection / appointment.**
9. AIIMS Bibinagar reserves the right to **reschedule the date / time of the examination, depending upon local conditions.**
10. Candidates taking the Written (Computer Based Test) Examination will be subjected to thorough frisking before being allowed into the hall.
11. Biometric finger print and image capture will be done for every candidate on the day of Examination inside the examination hall by the authorized personnel.

12. The candidate must show, on demand, the hall ticket for admission in the examination hall. A candidate who does not produce the hall ticket, he/she will not be admitted to the Examination Hall under any circumstances, by the Center Superintendent.
13. During the examination, the invigilator will check hall ticket of the candidates to satisfy himself/herself about the identity of each candidate.
14. Candidates are advised to check the seating plan and identify the room / lab allotted as per their Hall Ticket number, which will be displayed outside the halls.
15. **Candidates will not be permitted to leave the exam hall until the exam is over except acute health related issues.**
16. Smoking in the Examination Hall is strictly prohibited.
17. Tea, coffee, cold drinks or food & snacks are **NOT** allowed in the Examination Halls.
18. The test will start exactly at the time mentioned in the Hall Ticket and an announcement to this effect will be made by the invigilator.
19. The candidate must sign in the Attendance Sheet at the appropriate place and affix the Left Index Finger impression against the appropriate column of the attendance sheet. Failure to comply with this requirement will lead to the annulling of his candidature without any prior intimation.
20. **For those who are unable to appear on the scheduled date of examination for any reason, re-examination shall NOT be held under any circumstances.**
21. This Hall Ticket is issued subject to condition that if ineligibility is detected at any stage, the candidature will be cancelled.
22. **Once inside the Examination Centre / Premises, all candidates will be under surveillance & activities will be monitored.** Hence, candidates are advised **NOT** to indulge into any unlawful activities which will invite disqualification & legal actions.

The allotted venues are within the perimeter of 20 to 25 kms from the main city. Hence, the candidates are advised to visit the exam venue one day prior to the exam date.

On the exam date, the candidates are advised to be in the centre two (2) hours before the commencement of examination.

- Candidates are advised to go through the **Mock Test** for computer based Test (online examination).




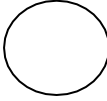
Links to Mock Test created for applicants to familiarize themselves for taking the online exam mode are available at <https://www.jipmer.edu.in>

AWARDING OF MARKS:-

The Candidates will be selected based on the performance in the **written exam (Computer Based Test) and skill test (if applicable)**

Awarding of Marks:-

- The response of the candidate for a question(s), on click of “submit button” before closing of Examination shall be considered as the response chosen by the candidate.
- Questions that are **ANSWERED** will be considered as **ANSWERED**
- **MARKED FOR REVIEW and ANSWERED** will be considered as **ANSWERED**
- **MARKED FOR REVIEW and UNANSWERED** will be considered as **NOT ANSWERED**
- Each answer with **CORRECT RESPONSE** shall be awarded **FOUR MARKS**.
- **Negative mark i.e., One (1) Mark** will be deducted for each **INCORRECT RESPONSE**.
- **ZERO** mark will be given for the questions **NOT ANSWERED**.

			
CORRECT	WRONG	FOR REVIEW	NOT ANSWERED
+4	-1	0	0

METHOD OF RESOLVING TIES:-

In case of two or more candidates securing equal marks in the written examination their inter se merit shall be determined in the following order:

1. **Less Negative Marks:** The candidate who scores less negative marks will be ranked higher.
2. **Age:** If still the tie exists, the candidate elder by age will be ranked higher

DECLARATION OF RESULTS

The list of shortlisted candidates who will be eligible for certificate verification and Skill Test would be declared after completion of Computer Based Test and the marks of individual candidate will be made available on JIPMER Website <https://www.jipmer.edu.in>

Based on the result of the Competitive Written (Computer Based Test) Examination, **the merit lists** will be prepared based on scores obtained in the written (Computer Based Test).

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

Individual letters will NOT be sent to the Provisional Shortlisted candidates called for Certificate Verification/Skill Test. Please check the website for the lists. **Candidates are advised to browse the website periodically for updated information.** They will be required to attend Certificate verification/Skill Test at the Institute at their own cost on the notified date. Those failing to do so, will not be considered for final selection.

SCHEME OF EXAMINATION

Name of the Post: ASSISTANT ADMINISTRATIVE OFFICER / EXECUTIVE ASSISTANT & PERSONAL ASSISTANT

Written Exam

SL. No	Details of Subjects		Number of Questions	Total number of Questions	Maximum Marks	Time Duration
1	Part – I	Detailed knowledge of General Financial and Service Rules viz., Conduct Rules, Leave Rules, TA Rules etc	70	100	400	1 ½ hours (90 Minutes)
2	Part-II	General areas like General Knowledge, General intelligence, General English and General Mathematics	30			

Skill Test (Qualifying nature):

ASSISTANT ADMINISTRATIVE OFFICER / EXECUTIVE ASSISTANT

Sl. No	Details
1	Word Processing Test – 2000 Key Depressions
2	Test in spread Sheets on Microsoft Excel
3	Test in Power Point (Microsoft Power Point)

PERSONAL ASSISTANT

Sl. No	Details
1	Shorthand Dictation: 10 Minutes @ 80 WPM Transcription of the dictated passage- 50 Minutes for English or 65 Minutes for Hindi on a computer

Name of the Post: TECHNICIAN (LABORATORY)

Written Exam

SL. No	Details of Subjects		Number of Questions	Total number of Questions	Maximum Marks	Time Duration
1	Part – I	Subject Related questions	70	100	400	1 ½ hours (90 Minutes)
2	Part-II	General areas like General Knowledge, General intelligence, General English and General Mathematics	30			

Skill Test (Qualifying nature)

Sl.No	Details
1	04 to 08 stations will be created to evaluate the skill based performance of the candidate on various procedures / instruments.

Name of the Post: LIBRARY AND INFORMATION ASSISTANT

Written Exam Only

SL. No	Details of Subjects		Number of Questions	Total number of Questions	Maximum Marks	Time Duration
1	Part – I	Subject Related questions	70	100	400	1 ½ hours (90 Minutes)
2	Part-II	General areas like General Knowledge, General intelligence, General English and General Mathematics	30			

Name of the Post: WARDEN (HOSTEL WARDEN)

Written Exam Only

SL. No	Details of Subjects		Number of Questions	Total number of Questions	Maximum Marks	Time Duration
1	Part – I	Subject Related questions	70	100	400	1 ½ hours (90 Minutes)
2	Part-II	General areas like General Knowledge, General intelligence, General English and General Mathematics	30			

Name of the Post: STENOGRAPHER / LOWER DIVISION CLERK

Written Exam

SL. No	Details of Subjects	Number of Questions	Total number of Questions	Maximum Marks	Time Duration
1	Part I - English Language	25	100	400	1 ½ hours (90 Minutes)
2	Part II - General Intelligence & Reasoning	25			
3	Part III - Quantitative Aptitude	25			
4	Part IV - General Awareness	25			

Skill Test (Qualifying nature)

STENOGRAPHER

Sl.No	Details
1	Shorthand Dictation: 10 Minutes @ 80 WPM Transcription of the dictated passage- 50 Minutes for English or 65 Minutes for Hindi on a computer

LOWER DIVISION CLERK

Sl.No	Details
1	Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on computer. (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word)
2	Test in spread Sheets on Microsoft Excel

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 the application form. Without prejudice to criminal action/debarment from AIIMS Bibinagar 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:-

- In possession of mobile phone , accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switch off mode and on person or otherwise
- Involved in malpractices.
- Using unfair means in the examination hall.
- Obtaining support for his / her candidature by any means.
- Impersonate/ procuring impersonation by any person.
- Submitting fabricated documents or documents which have been tampered with.
- Making statements which are incorrect or false or suppressing material information.
- Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator.
- Intimidating or causing bodily harm to the staff for the conduct of examination.
- To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- Candidature can also be cancelled at any stage of the recruitment for any other ground which the AIIMS Bibinagar considers to be sufficient cause for cancellation of candidature.
- **CAUTION: -** Canvassing in any form will be a **disqualification**.

AIIMS BIBINAGAR DECISION FINAL

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

DISQUALIFICATION

No person,

(a) Who has entered into or contracted a marriage with a person having spouse living or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post. Provided that the Executive Director, AIIMS Bibinagar, Telangana may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

LEGAL JURISIDICTION:

- (i) If any person(s) or invigilator(s) engaged in the conduct of AIIMS Bibinagar written (Computer Based Test) Examination is found acting in a manner that would result in the leakage of the question paper(s) or attempt to use or help in the use of unfair means in this examination, he/she shall be liable to prosecution under the Indian Penal Code.
- (ii) The disputes, if any with regard to appointment / Skill Test process after the Written (Computer Based Test) Examination etc. will be subject to the legal Jurisdiction of Hyderabad.

IMPORTANT NOTE

1. AIIMS Bibinagar reserves the right to make changes in the information provided in this Advertisement based on directives from competent authorities. This cannot be quoted for any sanction.
2. NOT withstanding the information given in this Advertisement AIIMS Bibinagar, has the ultimate right to decide on any issue as per its Rules and Regulations.
3. Candidates are advised to check JIPMER website <https://www.jipmer.edu.in> for any up-to-date information including changes in the scheduled dates, etc.,

PUDUCHERRY
Date: 29.07.2020

DIRECTOR

ANNEXURE – I

This is to certify that _____ son/daughter of _____ of village _____ District/Division _____ in the _____ State _____ belongs to the _____ Community which is recognized as a backward class under :

- i) Resolution No.12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary–Part I, Section I, No.186 dated 13th September, 1993.
- ii) Resolution No.12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No.163, dated 20th October, 1994.
- iii) Resolution No.12011/7/95-BCC dated the 24th May 1995 published in the Gazette of India extraordinary Part-I Section I No.88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India–extraordinary–part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri/Smt./Miss _____ and/or his family ordinarily reside(s) in the _____ District/Division of the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated:

District Magistrate or Seal:

Deputy Commissioner etc.

NOTE:

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificate are indicated below:-
 - (i) District Magistrate/Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluk Magistrate/Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I Son/daughter of Shri.....resident of village/town/city.....
district..... state.....hereby declare that I belong to the.....community
which is recognized as a backward class by the Government of India for the purpose of reservation in
services as per orders contained in Department of Personnel and Training Office Memorandum No
36102/22/93- Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/
sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office
Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No.
36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th
May, 2013.

Signature:.....

Full Name:.....

Address

ANNEXURE – II

Government of _____
(Name & Address of the authority issuing the certificates)
INCOME & ASSET CERTIFICATE TO* BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS (EWS)

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri./Smt./Kumari _____
Son/Daughter/Wife of _____ Permanent resident of
_____ village / street _____ Post Office, _____ District
_____ in the state / Union Territory _____ Pin code _____

whose photograph is attested below belongs to Economically weaker Sections, since the gross annual income * of his/her family ** is below Rs.8 lakh (Rupees Eight Lakh Only) for the financial year _____. His/ Her Family does not own or possess any of the following assets ****

- 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.

2 Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name : _____

Designation: _____

**Recent Passport size
attested photograph of
the applicant**

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose 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

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The Income and Asset Certificate should be issued by any one of the following authorities in the above prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS

1. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
3. Revenue Officer not below the rank of Tehsildar and
4. Sub-Divisional Officer or the area where the candidate and/or his family normally resides

ANNEXURE – III

Ministry of Personnel, Public Grievances and Pensions vide their order No.36033/4/97 Estt. (RES) dated 25.7.2003 and No.36011/3/2005 Estt (RES) dated 9.9.2005 respectively.

Candidates must note that a certificate from any other person/authority will not be accepted and no further correspondence in this regard shall be entertained. The name, designation and the seal of the officer should be legible in the certificate.

FORM OF SC/ST CERTIFICATE PRESCRIBED

Form of certificate as prescribed in M.H.A., O.M., No.42/21/49 N.G.S. dated the 28.1.1952, as revised in Dept. of Per. & A.R. letter No.36012/6/76 Est. (S.C.T.), dated the 29.10.1977, to be produced by candidate belonging to a Scheduled Caste or a Scheduled Tribe in support of his/her claim.

CASTE CERTIFICATE

This is to certify that Shri./Smt./Kum.*..... son/daughter* of of village/town* in district/Division* of the State/Union Territory* belongs to the Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe* under:

- The Constitution (Scheduled Caste) Order, 1950
- The Constitution (Scheduled Tribe) Order, 1950
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951
- The Constitution (Scheduled Tribe) (Union Territories) Order, 1951

1. (as amended by the Scheduled Caste and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re organization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970 the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976).

- The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the SC & ST orders (Amendment) Act, 1976
- The Constitution (Dadra and Nagar Haveli) Scheduled Caste Order, 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- The Constitution (Puducherry) Scheduled Caste Order, 1964.
- The Constitution (Uttar Pradesh) (Scheduled Tribes) Order, 1967.
- The Constitution (Goa, Daman & Diu) Scheduled Caste order, 1968.
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Caste Order, 1978.
- The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- The Constitution (Puducherry) Scheduled Tribes Order, 2016

2. Applicable in the case of Scheduled Caste/Schedule Tribe persons who have migrated from one State/Union Territory Administration:

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt*..... father/mother of Shri/Smt/Kum*..... of village/town* in District/Division* of the State/Union Territory* who belongs to the caste/tribe which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the (name of prescribed authority) vide their No..... date %3. Shri*/Smt*/Kum*..... and/or his/her* family ordinary reside(s) in village/ town* of the State/Union Territory of

Signature

Place

**Designation

Date

State/Union Territory

(With seal of Office)

* Please delete the words which are not applicable.

1 please quote specific Presidential Order.

Delete the paragraph which is not applicable.

Should be signed by the Authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates as specified above.

ANNEXURE – IV

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date: _____

Affix here recent
attested Photograph
showing the
disability duly
attested by the
chairperson of the
Medical Board

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum. _____
son/wife/daughter of Shri. _____ of _____ age _____
sex _____ identification mark(s) is suffering from permanent disability of
following category :-

A Locomotors or cerebral palsy:

(i) BL-Both legs affected but not arms.

(ii) BA-Both arms affected

(a) Impaired reach
(b) Weakness of grip

(iii) BLA-Both legs and both arms affected

(iv) OL-One leg affected (right or left)

(a) Impaired reach
(b) Weakness of grip
(c) Ataxic

(v) OA-One arm affected

(a) Impaired reach
(b) Weakness of grip
(c) Ataxic

(vi) BH-Stiff back and hips(Cannot sit or stoop)

(vii) MW-Muscular weakness and limited physical endurance

B Blindness or Low Vision:

(i) B- Blind
(ii) PB- Partially Blind

C Hearing impairment:

(i) D- Deaf
(ii) PD- Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of __years__months.*

3. Percentage of disability in his/her case is.....percent.

4. Sh./Smt./Kum.....meets the following physical requirements for discharge of his/her duties:-

(i) F-can perform work by manipulating with fingers.	Yes /No
(ii) PP-can perform work by pulling and pushing	Yes /No
(iii) L-can perform work by lifting	Yes /No
(iv) KC-perform work by kneeling and crouching	Yes /No
(v) B-can perform work by bending	Yes /No
(vi) S-can perform work by sitting	Yes /No
(vii) ST-can perform work by standing	Yes /No
(viii) W-can perform work by walking	Yes /No
(ix) SE-can perform work by seeing.	Yes /No
(x) H-can perform work by hearing/speaking	Yes /No
(xi) RW-can perform work by reading and writing.	Yes /No

Signature and seal of the Medical Authority.

ANNEXURE – V

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVERNMENT SERVANTS

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

(Please see under **Definition of Categories**)

It is certified that *Shri/Smt./Km. _____ is holding the post of _____ in the pay scale of _____ with 3 years regular service in the grade.

(*Please delete the words which are not applicable.)

This organization has no objection to his/her application being considered for the post of _____ in AIIMS, Bibinagar. In the event of his / her selection to the post, he / she will be relieved from the duty to take up the post of _____ in AIIMS, Bibinagar, Telangana

No. _____

Signature _____

Dated _____

Designation _____

(Seal with Name & Designation)

Office Stamp

ANNEXURE – VI

Form of Certificate for serving Defence Personnel (Ex-serviceman)

(Please see para (vii) - under **Definition of Categories**)

I hereby certify that, according to the information available with me (No.) _____
_____(Rank)_____(Name)
is due to complete the specified term of his engagement with the Armed Forces on the (Date)
_____.

Place:-

Date

(Signature of Commanding Officer)

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER EX-SERVICEMAN QUOTA

I understand that, if selected on the basis of the recruitment/ examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/ retired/ discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re- employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to ex-servicemen, except as per Department of Personnel and Training OM No. 36034/1/2014-Estt(Res) dated 14.08.2014.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit / Corps _____

(Signature of the Candidate)

Place:

Date:

PAYMENT FAILURE CASES

The Reason(s) for Payment Failure:

1. Bad internet connection
2. Authorization failure
3. Authentication failure – Wrong details entered
4. Delayed notification
5. Payment gateway failure

When a payment fails while paying the application fees, there could be two cases

1. The amount is not debited –

In this case, you might receive a message from your bank that the payment was not be processed.

2. The amount is debited –

In this case, you might receive a message from your bank that the payment was processed and the amount will be debited (a transaction fails on the receiver's side, but the payment gets debited from the user's account). In such cases, the amount gets automatically refunded by the bank within 45 working days. Most banks don't notify users in case of refunds, so be sure to check your statement to ensure that the refund has come.

In the meantime, you can go ahead and make the fresh payment again

In case it's been long and the money still hasn't been refunded, do send us a message to the following email id and let us know. The status of the refund will be intimated.

Kindly mention the following details to inform the status of refund.

1. Application sequence No/User ID : _____

2. Name of the Candidate : _____

3. Transaction ID No : _____

Email Id:- **aiimsnfhr@gmail.com**

Representation to any other email.id will not be entertained under any circumstances.

ANNEXURE – VII

Step 1 : Registration

- Candidate must ensure that their mobile number is not registered with DND (Do Not Disturb) service.
- Login Credentials (User ID and Password) and Login Link will be sent to the registered Email and Mobile Number **after 5 minutes** post Registration. Please wait until you receive the SMS and Email.
- Candidate must check his/her Email Inbox, Junk mail and Spam after registration to get Login Credentials for complete Application process.
- Candidate are advised to keep the registered e-mail and mobile number active till the recruitment process is over as the updates will be given to registered e-mail and mobile number only.

Step 2 :Login

- Click on the login link received via Email.
- Enter the User ID and Password to login.

Step 3 : Click “Edit” to fill the Application Form

- Click on the “Edit” button which is available at the right top corner.
- Fill in all the details and click submit to proceed.
- Upload the Photograph and Signature
- Upload the Community Certificate (if applicable)
- Upload the PwD (Persons with Disability) Certificate (If applicable)
- Upload Ex-servicemen/Experience certificate (if applicable)

Step 4 :Payment

Candidate would be redirected to payment gateway after uploading the photograph/signature/community certificate successfully.

Step 5 :Final Application page

After successful payment, candidate can take a printout/save of his/her application and keep it safe for his/her future reference.