

ALL INDIA INSTITUTE OF MEDICAL SCIENCES Virbhadra Marg, Rishikesh-249203, Uttarakhand.

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

BASIC DETIALS

- (I) Date of opening on-line registration for Applications Form is **<u>10:00AM on</u> <u>29-04-2017.</u>**
- (II) Last date of submission of Application Form till **<u>5:00PM on 28-06-2017.</u>**
- (III) Examination related information will be uploaded on AIIMS, Rishikesh website i.e. <u>www.aiimsrishikesh.edu.in</u>.
- (IV) Date of Downloading of Admit Card etc. will be uploaded on website in due course.
- (V) Helpline Desks: **7289060457** from 10:00 AM to 05:00 PM on all working days.

GENERAL CONDITIONS

- The aspiring applicants satisfying the eligibility criteria in all respect can submit their ONLINE application. The On-line application(s) will be available on AIIMS, RISHIKESH web site <u>www.aiimsrishikesh.edu.in</u> w.e.f 29.04.2017 10.00 A.M. to 28.06.2017 5:00 P.M.
- 2. The amount of non-refundable fee to be paid in respect of one post is as under:-

| Category | Total Amount Payable |
|-----------------------|-------------------------|
| For all others | Rs.2000/- |
| SC / ST / PWD / WOMEN | NIL |

- The On-line Registration and Submission process will be terminated by 05:00 PM on 28.06.2017. The candidature of such applicants who fail to complete the online submission of application form by the stipulated date and time will not be considered and no correspondence in this regard will be entertained.
- 4. Upper age limit is relaxable by 5 years for SC/ST candidates, 3 years for OBC and 10 years for the Physically Handicapped Persons. The upper age limit shall be determined **as on the last date of submission of application** as specified above.
- 5. Those who are in regular employment must submit a "NO OBJECTION CERTIFICATE" from the employers at the time of Interview.
- 6. Candidates with valid application shall be issued <u>call letter & admit card</u>. These can be downloaded by the candidates directly from the AIIMS, Rishikesh website <u>www.aiimsrishikesh.edu.in</u> by entering their Registration Number/application
 [Assistant Administrative Officer General Conditions]

Number, Date of Birth. **Call letters will not be sent by post**. This facility would be available on **website 15 days before the actual date of examination**.

- 7. No TA/DA shall be admissible for appearing in the Written Test or Interview.
- 8. The period of Probation shall be of 2 years.
- 9. Director AIIMS, Risihkesh reserves the rights to fill any or all of the advertised posts or not to fill the same without assigning any reason.
- 10.In case of any assistance or clarifications please contact: **7289060457**.

Director AIIMS Rishkesh

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

The applicant must have the following before attempting to fill the Online Application Form:

- A valid email account which has not been used for filling Online Application Form by any other applicant applying for the jobs listed under the same Company. Two or more applicants cannot share the same email ID. All future correspondence will be made through the registered email ID.
- 2) A mobile phone number, which may not be used to contact the applicant. It is not necessary that the applicant must have mobile connection in his/her name. The applicant may register any mobile number for communication. However, all information given on that mobile number shall be deemed to have been delivered to all such applicants.
- 3) Scanned copy of a recent passport size photograph in JPG format. Photograph must be a recent passport size colour photograph with light background and the size of file (jpg format) should not be more than 50 kb passport size photograph.



- 4) Scanned copy of signature of the applicant (jpg format) as per specification given below:
 - a. The applicant has to sign on white paper with Blue/Black Ink pen. Please crop the portion of signature from the scanned document and upload it in the application form.
 - b. The applicant must sign clearly so that the scanned image is clear and may be used for verification at the time of examination and interview.
 - c. Size of file (jpg format) should not be more than 30 KB.

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5) For any "QUERY REGARDING THE ONLINE APPLICATION FORM", the applicant may please contact at Help Line Number **7289060457**-:

COURSE OF ACTION FOR APPLICANTS

STEP 1

Register on the website by signing up using your valid email id and password. Login in to the website with your username and password.

STEP 2

Read the Advertisement carefully and apply for the job you are eligible for. Fill up the Application form with your Personal, Educational and Experience Details.

STEP 3

Make Payment through Bank Challan and enter the Payment Details on the website. Complete the Application process by downloading your Registration Slip . Keep it with yourself for all future correspondence as well as the Bank Challan copy.

STEP 1: REGISTRATION

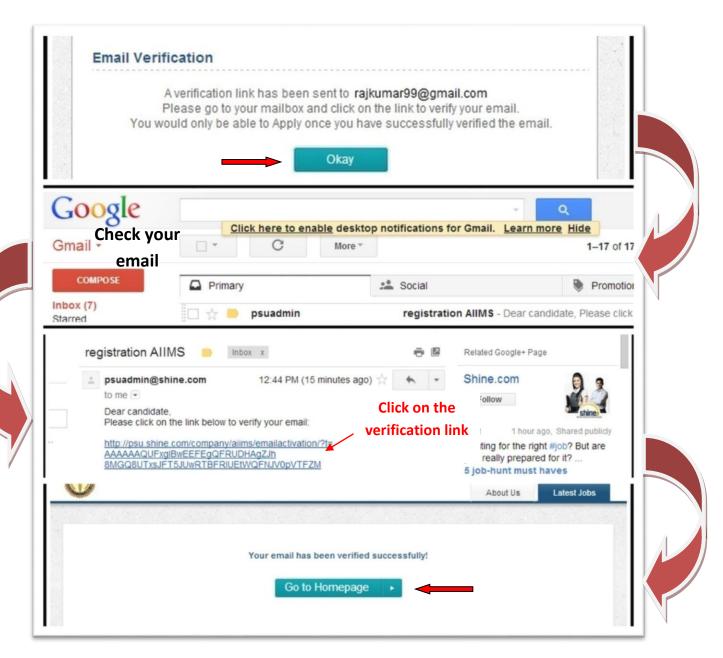


Register on the website by signing up with your valid email id and password.

| | om/company/aiims/signup | | | | Q C |
|---------------|--|--------------------|----------|--|-----|
| B | AIIMS | | About Us | Latest Jobs | |
| Plea You v | se provide the following details. ill need this to Login to the portal. | | | | |
| | Email ID* | | | | |
| | Name* | | | | |
| | Password* | | | | |
| | Confirm Password* | | | | |
| | Please enter | eycepti s | ociety | Contraction of the second seco | |
| | | Type the two words | | Privacy & Terms | |
| | | Sign Up 🔸 | | | |

Verify your Email

| $\leftarrow \ \Rightarrow$ | C 🗋 psu | .shine.com/com | npany/aiims/signup | | | | | Q | II |
|----------------------------|---------|--------------------------------------|---|----------|-----------------|----------|-----------------|---|----|
| | | | | | | About Us | Latest Jobs | | ^ |
| | | Please provide You will need this | e the following details. to Login to the portal. | | | | | | |
| | | | Email ID* rajkumar99@gmail.com | 1 | | | | | |
| | | | Name* Raj Kumar | A | | | | | |
| | | | Password* | | | | | | E |
| | | | Confirm Password* | A | | | | | |
| | | | Please enter | 3 | eycepti | society | C C C APTCHA** | | |
| | | | | | eycepti society | | Privacy & Terms | | |
| | | | | | Sign Up 🔸 | | | | |



After verifying your email id, you will be directed back to the main website from where you can view the Latest Jobs.

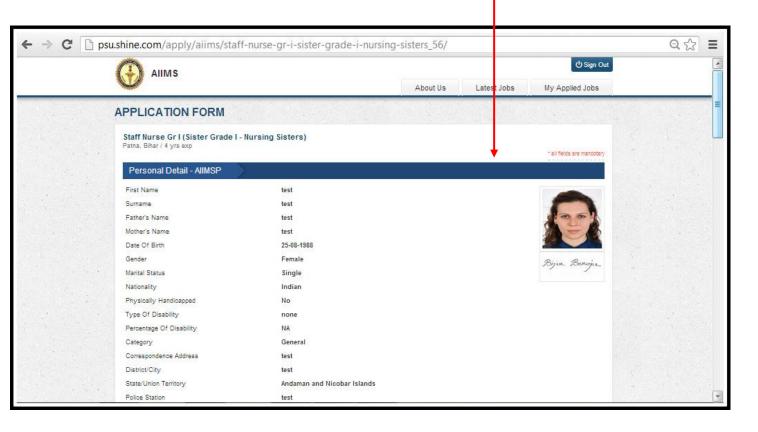
STEP 2: FILL UP THE APPLICATION FORM

| - | <i>M</i> | r readi | | | | | | | | | | | |
|------------|--|---|--------------------------------|-------------|-----------------|-----------|---------|-----|---------|--|---------------------------|---|---|
| | Adverti | semer | nt cli | ск о | n | | _ | A | bout Us | Latest Jobs | My Applied Jobs | | |
| Pat | AFF Nurse Gr I (Siste na, Bihar / 4 yrs exp al Vacancies - 231 | PPLY N er Grade I - Nu | | · · | | | | | | Upcoming | Deadlines | | |
| | Last Date to apply - 24t 3 DESCRIPTION | h Aug, 2013 | | | | | | Арр | ly Now | <u>Sisters)</u> Patna, Bihar | (Sister Grade I - Nursin) | 9 | |
| On at / | it No.AIIMS/Pat/1145/G ine-Applications are invi II India Institute of Med | ted for filling up th ical Sciences Patr | e following pr a on Deputat | ion or Tran | sfer / Dire | ect Recru | uitment | | 14 80 | Last Date - 24 <u>Staff Nurse Gr II</u> Patna, Bihar | 5. | | |
| SI | Name of the Post | Pay Scale | Grade Pay | Group | No. Of Posts | OBC | SC | ST | UR | No. | | | |
| 1 | Staff Nurse Gr I (Sister Grade I – Nursing Sisters) | Rs. 9300-34800 | Rs. 4,800 | В | 231 | 62 | 37 | 17 | 115 | Assistant Admini | | | |
| 2 | Staff Nurse Gr II | Rs. 9300-34800 | Rs. 4,600 | В | 600 | 162 | 90 | 45 | 303 | Patna, Bihar | | | |
| 3 | (Sister Grade II) Assistant Administrative Officer | Rs. 9300-34800 | Rs. 4,600 | В | 01 | | | - | 01 | Last Date - 24 | th Aug, 2013 | | |
| 4 | Librarian Grade I | Rs. 9300-34800 | Rs. 4,600 | В | 01 | | | | 01 | at the second | a statistics | | |
| 5 | Assistant (NS) | Rs. 9300-34800 | Rs. 4,200 | В | 01 | | | - | 01 | | S. C. S. S. S. | | 1 |
| | PA to Principal (S) | Rs. 9300-34800 | Rs. 4,200 | В | 01 | | | - | 01 | | | | |

Fill in the application form with your Personal, Educational and Experience Details. Also Upload the scanned copy of your Photograph and Signature.

| bsu.shine.com/apply/aiims/staff-nu | Ise-gr-i-sister | ng-sisters_56/ | | G |
|---|-----------------|----------------|--------------------|------------|
| | * | | U |) Sign Out |
| Y | | About Us Late: | st Jobs My Applied | Jobs |
| APPLICATION FORM | | | | |
| Staff Nurse Gr I (Sister Grade I - Nurs Patna, Bihar / 4 yrs exp | ing Sisters) | | | |
| Personal Detail - AlIMSP | | | | |
| First Name ਬੁਬਸ ਗਸ | | | | |
| Surname उप नाम | | | | |
| Father's Name पिता का नाम | | | | |
| Mother's Name माता का नाम | | | | |
| Date of Birth जन्म तिथि | | | | |
| Gender लिंग | C Male C Fe | emale | | |
| Marital Status वैवाहिक स्थिति | Single | | | |
| Nationality सम्द्रीयता | Indian | | | |
| Physically Handicapped विकलांग | 🔘 Yes 🔘 N | 0 | | |
| Category शेणी | General | | | |

| | स्वैन हस्ताक्षर अपलोड Declaration | |
|-----------|--|-----|
| a Sector | | |
| | Do you fulfill requisite eligibility criterias as per 💟 advertisement? | |
| | वर्णसार्वनापन के अनुसार अपेक्षित पात्रता मापदंड को पूरा करते हैं? | |
| | I do hereby declare that all the statements made in the application are true, complete and correct to the best of my | |
| | knowledge and belief. I also declare that I have submitted one application only. I am duly aware that in the event if any | |
| | particulars or information furnished by me is found to be false/incorrect/incomplete or I would found indulging in some | |
| | unlawful act at any time, my candidature for the post is liable to be summarily rejected/cancelled and in the event of any | |
| Sugar teg | statement/information submitted found false/incorrect even after my appointment, my services are liable to be terminated | |
| | without any notice. Click on Preview to cross | |
| | Preview check the details you | |
| | have filled in the | 111 |
| | Application form | |



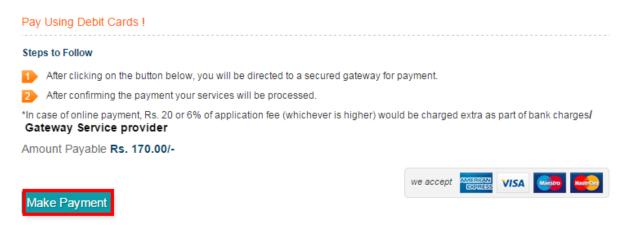
Click on Edit to edit/change any details you have filled incorrectly in the Application form. Click on Submit to apply for the form. Please note that you won't be able to Edit the form after Submission.

| | | | | ڻ Sign Out | |
|------------|---|---------------------------|--------------------------|-----------------|----------|
| | V | | About Us Latest Jobs | My Applied Jobs | |
| | Grade-II/ Staff Nurse Out of the Total, Years of Experience in Nursing/ Hospital Administrative | 3 | | | |
| | Work Experience - Non Mandatory | | | | |
| | Name of Organization | test | | | |
| | From Date | 01-08-2000 | | | |
| 1 - | To Date Total Years | 01-08-2013 | | | |
| | | | | | |
| | Declaration | | | | |
| | Do you fulfill requisite eligibility oriterias as per advertisement? | Yes | | | |
| | You will not be able to Edit the once you check all the data | application form once you | click on Submit. Proceed | | |
| | | Edit Sub | mit | | MIT Your |

STEP 3: MAKE PAYMENT after submission of Application Form

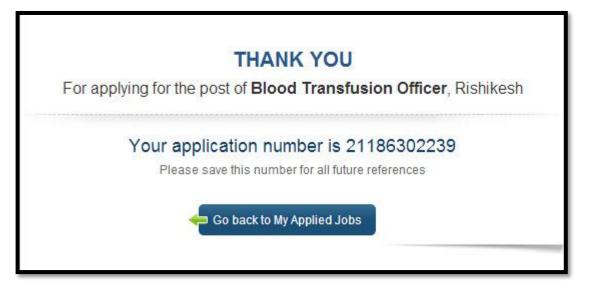
| ← → C 🗋 psu | .shine.com/myappliedjob/aiims/ | | | | ९☆ = |
|-------------|---|----------|-------------|------------------------------------|------|
| | | | | 也 Sign Out | |
| | V | About Us | Latest Jobs | My Applied Jobs | |
| | Welcome | | | | |
| | My Applied Job | | | | |
| | Staff Nurse Gr I (Sister Grade I - Nursing Sisters) Patna, Bihar | | | Application amount Rs. 500.00/- | |
| | Application Status: Application Submitted | | | | |
| | Payment Status: Pending | | | ····· | |
| | | | Ma | ike Payment 🕨 | |

STEP 3:MAKE PAYMENT after submission of Application Form



If you have made payment through Debit card/Credit Card /Internet Banking, and if it is showing pending ,applicant has to make the payment again in such cases & Applicant pervious payment will be refunded within 7 working days.

FINAL STEP: DOWNLOAD REGISTRATION SLIP



| My Applied Job | After entering the |
|---|------------------------|
| | Payment Details on the |
| <u>Speech Therapist</u> Patna, Bihar | website, Download |
| r aula, Ullal | your registration slip |
| Application Status: Application Submitted | |
| Payment Status: Confirmed | |

<u>Please Note that your Candidature is subject to Reconciliation of Payment with</u> <u>the Bank.</u>

<u>Therefore, please note down the Journal Number carefully at the time of making</u> <u>Payment and enter the Payment Details correctly on the website.</u>

If you do not enter the Payment Details accurately on the website after making Payment at the Bank, your Application Process IS NOT COMPLETE and your Candidature will be REJECTED even if you have made payment in the Bank. NOTE: For All those candidates who has earlier applied for the job need to go to application system and reapply again for the job and need to enter his/her registration no. which they have received last time after completion of registration for getting age relaxation and payment exemption.

If any candidate has entered wrong details or registration no. his/her candidature will be cancelled at any stage of recruitment process.