



अखिल भारतीय आयुर्विज्ञान संस्थान पटना

ALL INDIA INSTITUTE OF MEDICAL SCIENCES PATNA

(An Institution of National Importance under Ministry of Health & Family Welfare
भारत सरकार/ Government of India
(परीक्षा अनुभाग/ Examination Section)

No. DE-REC/1/2023-AIIMS Patna/131

Date-17.04.2023

ROLLING ADVERTISEMENT NO. 01/TUTOR/2023 (PHASE-I)

RECRUITMENT TO THE POST OF TUTOR/ DEMONSTRATOR (MEDICAL COLLEGE) ON A TEMPORARY BASIS FOR A PERIOD NOT EXCEEDING ONE (01) YEAR AT AIIMS PATNA

The All-India Institute of Medical Sciences, Patna is an Institute of National Importance catering healthcare needs, established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY).

All India Institute of Medical Sciences, Patna invites on-line applications for the post of Tutor/ Demonstrator from Indian Citizens for a period not exceeding one (01) year at AIIMS Patna as per details given hereunder.

The aspiring applicants satisfying the eligibility criteria in all respects **have to submit their application through ON-LINE mode followed by HARD COPY in prescribed format by Speed Post to the Office of Dean Examination.** The On-line registration of application will be made available on the AIIMS Patna official websites www.aiimspatna.edu.in from 17th April, 2023.

Subject (Vacant Posts)	UR	EW	OBC (NCL)	SC	ST	Total
Anatomy (6)	3		2	1		6
Biochemistry (2)	1		1			2
FMT (5)	2	1	1	1		5
Pharmacology (3)	1		1		1	3
Physiology (9)	3	1	2	2	1	9
Total	10	2	7	4	2	25

(UR – Unreserved, EWS- Economically Weaker section, OBC(NCL) - Other Backward Classes (Non Creamy Layer), SC – Scheduled Caste, ST – Scheduled Tribes)

* Reservation of 4% to PwBD candidates on horizontal basis as per Government Rules.

Note:- Vacancies may increase or decrease at the time of selection. The numbers of vacancies indicated are provisional and are subject to change without any notice.

1. QUALIFICATION (As on the Closing Date i.e 06.05.2023 of Online Application)

a) For Medical Candidates:

A medical qualification(MBBS) included in the I or II schedule or Part II of the third schedule to the Indian Medical Council Act of 1956 (Persons possessing qualifications included in Part II or third schedule should also fulfill the conditions specified in section 13 (3) of the Act. **Individual must have completed 1 year of compulsory internship from MCI/NMC recognized institute on or before the closing date of application.**



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b) For Non-Medical Candidates:

Postgraduate qualification e.g. Master's degree in the **respective Medical Specialty**. The degree must have been obtained on or before the closing date of application.

2. AGE LIMIT (As on the Closing Date i.e 06.05.2023 of Online Application):

- For eligibility to apply for Tutor/ Demonstrator, the upper age limit as on the closing date of online application i.e. **06.05.2023**, will be **30 years for unreserved candidates**.
- The age relaxation for OBC (NCL) candidates is up to a maximum period of 3 (Three) years for the respective posts.
- The age relaxation for SC/ST candidates is up to a maximum period of 5 (Five) years for the respective posts
- In case of candidates with Bench mark Disability (PwBD) - age relaxation is provided upto a maximum period of 5 years for Unreserved Category, 8 years for OBC category and 10s years for SC/ST category.

3. APPLICATION FEES & MODE OF PAYMENT:

UR, EWS & OBC (NCL) Candidate(s)	Rs. 1200/- + transaction charges as applicable
Women Candidate(s)	Rs. 500/- + transaction charges as applicable
SC & ST Candidate(s)	
PwBD Candidate(s)	Exempted for payment of application fee

Application fee is required to be remitted online only. Any other instrument of payment is not acceptable. Also make sure to get the confirmation of the successful remittance by your bank and retain the proof of the same which may be required at the time of document verification. The application fee is non-refundable.

4. APPLICATION PROCESS:

Candidates, who are fulfilling the eligibility criteria are required to fill the online application form which will be available at www.aiimspatna.edu.in.

After final submission of form on-line, candidates have to take **5 printouts of the submitted online application form** along with **5 sets of self-attested copies** of the relevant certificates/documents. Kindly mention on top of the envelope:

"Application for the post of Tutor / Demonstrator Adv.No. ROLLING ADVERTISEMENT NO. 01/TUTOR/2023 (PHASE-I) 2023" and Speed Post to:



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Dean Examination,
All India Institute of Medical Sciences,
Examination Section, Administrative Building
Phulwarisharif, Patna (Bihar) 801507

The check-list of documents to be submitted:

(Original to be produced at the time of interview)

- Identity Proof (Aadhar Card/PAN Card/Passport/Driving License/Voters Card, etc) ☐
- Date of Birth/SSC/HSSC pass certificate (mentioning Date of Birth) ☐
- MBBS Provisional/Degree Certificate ☐
- FMGE Certificate conducted by NBE (for Foreign Medical Graduate) ☐
in case MBBS Graduated outside India
- Internship Completion Certificate ☐
- NMC/State Registration Certificate ☐
- **For Non-medical candidate:**
Master's degree in **respective Medical Specialty** ☐
- Category/PwBD Certificate (If seat is claimed in reserved category) ☐
- Any other relevant certificate of experience / higher degree ☐

5. RESERVATION:

Reservation for SC/ST/OBC/EWS/PwBD shall be applicable as per Govt. of India rules.

- OBC(NCL) Candidate's eligibility will be based on the caste(s) borne in the Central list of Government of India. OBC Certificate should **not be older than one year as on the closing date of application**. OBC candidate(s) should not belong to Creamy Layer and their sub-caste should be matched with the entries in Central List of OBC, failing which their candidature will not be considered under OBC reserved category post(s). Certificate should be issued by rank of Tehsildar or above to be considered valid.
- For SC/ST Candidates - Certificate should be issued by rank of Tehsildar or above in standard format of Central Government.
- PwBD Candidates – The disability certificate should be signed by duly constituted and authorized Medical Board of the State or Central Govt. Hospitals/Institutions & countersigned by Medical Superintendent or equivalent. The constitution of the Medical Board will be of one consultant each from disciplines of Orthopedics, Physical Medicine & Rehabilitation and Surgery.



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- **RESERVATION FOR ECONOMICALLY WEAKER SECTION (EWS):** The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the date of interview, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on the date of interview. **The EWS certificate must be valid for financial year 2022-2023 and issued on or after 01.04.2023 & on or before the last date of submission of application based on income of year 2022-2023.**

Note: As per EWS guidelines, if vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog and these vacancies may be filled up as unreserved vacancies at the discretion of the selection committee.

6. PAY SCALE: Rs. 56,100/- as per 7th CPC, Level – 10 of the Matrix + NPA for medical graduates only plus usual allowances as admissible.

*(Initial remuneration at the start of the job will be approximately Rs. 87,000/- and Rs. 75,000/ for Medical and Non - Medical candidates respectively.)

7. ONLINE REGISTRATION OF APPLICATION & DATE OF EXAMINATION:

Publication of Advertisement on AIIMS Patna website (www.aiimspatna.edu.in)	17.04.2023
Online filling of application form on AIIMS Patna website	Start Date - 18.04.2023
	Closing Date - 06.05.2023
Last date of receipt of hard copy(5) of Application by speed post	10.05.2023
Publication of Provisional List of Eligible / Not-eligible Candidates on AIIMS Patna website seeking objection, if any, from not eligible candidates	13.05.2023



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Not-eligible candidates to raise objection/grievances latest by	18.05.2023
Publication of Final List of Eligible/ Not-eligible candidates and Intimation for Interview	20.05.2023
Date of interview	30.05.2023
Reporting time & Venue	8:00 AM in E-classroom, Admin.Building, AIIMS Patna
Time & Venue for Interview	09:00 AM onwards at Committee Hall, Admin. Building, AIIMS Patna

8. HOW TO APPLY:

(a) For filling up of online application, candidates must have the following pre-requisites ready:

- Valid E-mail ID and Mobile Number.
- Scanned recent Passport size photograph of candidate (in JPG format).
- Scanned signature of the candidate (in JPG format).
- Online payment detail of the required application fee.
- Aadhar Card.

(b) Guidelines for scanning/uploading the Photograph, Signature, Date of Birth/SSC/HSSC Pass certificate (mentioning Date of Birth), MBBS Provisional Degree/ Degree Certificate, Internship Completion Certificate, Caste Certificate/PwBD Certificate, (If seat is claimed in reserved category), Any other relevant Certificate of Experience: Before applying online application form, a candidate will be required to have a scanned (digital) image of the above mentioned certificates/documents as per the specifications given below:

i. Photograph (in JPG format):

- Photograph must be recent and of passport size.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)



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- Size of file should be between 80 kb–100 kb
- Ensure that the size of the scanned image is not more than 100 KB

ii. Signature (in JPG format):

- The applicant has to sign on white paper with Black ink pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 50 kb – 80 kb
- Ensure that the size of the scanned image is not more than 80 KB.

iii. Date of Birth/SSC/HSSC Pass certificate (mentioning Date of Birth) (in PDF format):

- Ensure that the size of the scanned image is not more than 1 MB.

iv. MBBS Provisional/M.Sc. Degree Certificate (in PDF format):

- Ensure that the size of the scanned image is not more than 1 MB.

v. MBBS Internship Completion Certificate (in PDF format):

- Ensure that the size of the scanned image is not more than 1 MB.

vi. State or NMC/DCI Registration Certificate (in PDF format):

- Ensure that the size of the scanned image is not more than 1 MB.

vii. Caste/EWS/PwBD Certificate, if applicable (in PDF format):

- Ensure that the size of the scanned image is not more than 1 MB.

viii. Experience Certificate, if any (in PDF format):

- Ensure that the size of the scanned image is not more than 1 MB.

ix. NOC, if applicable (in PDF format):

- Ensure that the size of the scanned image is not more than 1 MB.

(c) While applying online, in the preview of the form, the candidate's Photo and Signature must be clearly visible to candidate, if photo/signature image is small in size or not visible in preview on website, then it means that the photo/signature is not as per the prescribed format and your application will be rejected. Hence, the applicants are required to be careful while uploading their photo and signature.

(d) Applicants must fill all the fields carefully since after submission of online application, request for change in any information at any later stage will not be considered.

(e) Candidate may access the online application portal by clicking on the link mentioned in the website (i.e., www.aiimspatna.edu.in).



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(f) After completing the registration part candidate will receive the user ID and password through E-mail on the registered email address. The same ID and Password shall be displayed on the logged screen. Candidates are requested to note down the User ID and password. Candidates are also advised to take a print of the Registered Application Form for their records and future reference.

(g) The candidates already registered shall click on existing user link and fill the correct user ID and Password for continuing the form filling process. In case of incorrect User ID/Password click on the 'forgot password' link.

(h) The candidates are requested to fill the correct details regarding name/age/gender/caste/address/educational qualification and other relevant fields mentioned in the application portal. Candidates are advised to upload the relevant documents/photographs in the desired format only.

(i) Once the details are correctly filled the candidate may proceed for the fee payment.

(j) Once a candidate clicks on SUBMIT button, a page containing some important instructions for payment, a Payment Reference Number and a Link to make payment of Application Fee will open. Candidates may please note that unless they make the payment of Application Fee, their application will be treated as INCOMPLETE. Candidates who want to pay at later stage can use this Payment Reference Number for re-login and making the payment in order to complete his/her Registration.

(k) Online payment of fee: Once a candidate clicks on button for making the payment, they will be redirected to the Payment gateway site. There are various options available for payment viz. Internet Banking (major banks) & Debit/Credit Cards. Additional charges viz. bank charges, service tax etc. incurred while making online payment of application fees will be borne by the candidate. After making the successful Payment they will immediately be redirected to (www.aiimspatna.edu.in) for generation of Registered Application Form. Candidates are advised to take a print of the Registered Application Form for their records and future reference. Thus, the process for Registration of candidates who have to pay Application Fee gets completed. The Registration number along with Date of Birth can also be used for downloading the Admit Card prior to the date of examination which shall also be notified in the designated website i.e. www.aiimspatna.edu.in

(l) Once form is submitted, there shall be no provision for making changes in the application form.

Payment of application fees by any other mode viz. Cash, Cheque, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., will not be accepted. Such applications will be summarily rejected. The decision of Executive Director, AIIMS Patna in this regard shall be final and binding.



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(m) **Hard Copy of application without online application will not be accepted.**

9. SELECTION PROCESS:

- Selection to the post of Tutor/ Demonstrator will be done through **Interview Only**. However, the Institute reserves the right to conduct Exam in case of receipt of large number of applications.
- Final Selection list will be declared on the basis of marks obtained in Interview.
- While every effort will be made to intimate the candidates regarding Eligibility List/ Interview schedule etc. at the earliest, the responsibility lies with the **candidate to check for the same on the institute website**. All Candidates must provide phone numbers and E-mail for faster communication.
- Qualification/Experience will be counted as on the closing date of application.
- The final result will be displayed on the website i.e. (www.aiimspatna.edu.in).

10. METHOD OF RESOLVING TIES:

All Tie cases (more than one candidate having same marks) will be resolved by age of the candidate. Older candidate (earlier date of birth) will be ranked above the younger candidate.

11. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:

Application/candidature of applicants is liable to be cancelled/ rejected summarily or at any stage of the recruitment process in the event of all or any of the following:

- Applications being incomplete.
- Any variation in the Signatures. All the SIGNATUREs in FULL (NOT IN SHORT) done on the Print out of the Application Form and also on other Documents must be the same.
- Scanned copy of photograph and signature uploaded are not as per specification given and/or blur or distorted or not clear.
- Non-payment of Examination Fees or non-receipt of fee through online mode, if not otherwise exempted.
- Fee not paid as per instructions.
- Over aged candidates.
- Failure to bring (in original) all relevant Certificates/Documents issued by the competent authority, along with self-attested legible copies in support of the



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information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/EWS/PwBD] and the print out of Application Form at the time of verification of document.

viii. Not having the requisite Educational Qualification/ Category Status as on the closing/cut-off date.

ix. Incorrect information or misrepresentation or suppression of material facts.

x. For carrying mobile phones / accessories / banned items in the Examination premises/Hall.

xi. Any other irregularity.

12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

(A) 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, an explanation regarding this discrepancy should be submitted.

(B) Without prejudice to criminal action/debarment up to 3 years from examinations conducted by AIIMS, Patna wherever necessary, candidature will be summarily cancelled at any stage of the admission in respect of candidates found to have indulged in any of the following activities: -

i. In possession of mobile phone and/or accessories and other electronic gadgets within the premises of the examination centers, whether in use or in switched off mode.

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 other manner in the examination hall with the Supervisor, Invigilator or representative of AIIMS, Patna.



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x. Intimidating or causing bodily harm to the staff employed by AIIMS, Patna for the conduct of examination.

13. OTHER IMPORTANT POINTS:

i. Please fill the Online Application carefully. It may not be possible to make changes after payment of online fee. Applicants may note that further correspondence will NOT be entertained in this regard.

ii. Any Amendment/Rectification/Change/Editing is NOT allowed in Name, Category and PWBD status after submitting the application fee through Debit/Credit Card/Net Banking and images once uploaded cannot be changed later. Any change in address, mobile no. and email ID should be intimated to this office immediately.

iii. **Tenure:** The tenure for the posts of Tutor/ Demonstrator shall not be exceeding 01 year. However, request for extension beyond 01 year may be considered by the Competent Authority based on performance during the tenure and as per rules.

iv. **Expiry of Appointment:** The appointment is for a period not exceeding 01 year, and can be terminated at any time by the Institute by giving fifteen day's notice or salary in lieu thereof. The employee can also leave the institute by giving fifteen day's notice or salary in lieu thereof. The appointment shall be terminated immediately on the basis of unsatisfactory work or continued absence or on disciplinary grounds. If termination of service is made on the basis of unsatisfactory work or due to continued absence of the appointee or on the disciplinary grounds, then he/she will not be entitled for any salary in lieu of notice period.

v. **Leave:** 2.5 days per month.

vi. 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.

vii. The prescribed qualification is a minimum requirement and mere possessing the same does not entitle any candidate for selection.

viii. The appointment is whole time and private practice of any kind is prohibited. He/She will have to work in shifts and can be posted at any place in the Institute.

ix. He/ She should also note that he/she will have to conform to the rules of discipline and conduct as applicable to the Institute employees.

x. No travelling or other allowances will be paid to the candidate for interview/ joining the post.



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- xi.** The candidate should not have been convicted by any Court of Law.
- xii.** Canvassing in any form will render the candidate disqualified for the post.
- xiii.** 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 his/her candidature & he/she will be liable to be removed from the institute and any action taken as deemed fit by the competent authority.
- xiv.** The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- xv.** Name of the selected candidates will be displayed in the institute website. No separate individual intimation will be sent. Besides, all information regarding examination will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website for updated information regarding the recruitment process.
- xvi.** The applicant will be responsible for the authenticity of submitted information, their documents and photograph. Submission of any false, fake and/or suppression /concealment of facts shall lead to rejection/ cancellation of candidature.
- xvii.** There is no provision for re-checking/re-evaluation of the answer sheets and no query in this regard will be entertained. (if applicable)
- xviii.** The decision of the Executive Director of the Institute shall be final in the matter of selection of candidates applying for Tutor/ Demonstrator and no appeal will be entertained in this regard.
- xix.** The selection of candidates for the post of Tutor/ Demonstrator will be subject to medical fitness. No selected candidate will be permitted to join the institute unless declared medically fit by the Medical Board appointed by the Institute. The decision of the Medical Board shall be final.
- xx.** Candidates have to join within 15 days from the date of declaration of result. No extension will be allowed under any circumstances.
- xxi.** The rules are subject to change in accordance with the decision of the Institute to be taken from time to time.
- xxii.** The Competent Authority reserves the right to change the number of vacancies, withdraw the process in full or part and also the right to reject any or all applications received without assigning any reasons or giving notice, etc.
- xxiii.** In case of need of **any assistance or clarifications** regarding filling the application form, please send email to acoe@aiimspatna.org
- xxiv.** For any updates, please visit the Institute website i.e. www.aiimspatna.edu.in regularly.



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xxv. After final submission of form on-line, candidates have to take **5 prints of the online application form** along with **5 sets of self-attested copies** of the relevant certificates/documents.

On top of the envelope mention: **“Application for the post of Tutor / Demonstrator Adv.No. ROLLING ADVERTISEMENT NO. 01/TUTOR/2023 (PHASE-I) 2023”**

xxvi. The hard copy is to be sent by Speed Post to:

**Dean Examination,
All India Institute of Medical Sciences,
Examination Section, Administrative Building
Phulwarisharif, Patna (Bihar) 801507**

xxvii. All disputes will be subject to jurisdictions of Court of Law at Patna.

Sd/-

Dean (Examination)

AIIMS, Patna