

GOVERNMENT INSTITUTE OF MEDICAL SCIENCE'S

KASANA, GREATER NOIDAI GAUTAM BUDDH NAGAR

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Advertisement No.- 02/2016

Dated-16/11/2016

NON-TEACHING APPOINTMENTS

Last Date for Receipt of Online Applications: 16/12/2016

The Government Institute of Medical Sciences Kasana ,Greater Noida, Gautam Buddh Nagar, invites Online applications on prescribed format for the posts mentioned as below.

Sl No.	Name of post	Pay scales	Total No. Of posts	Categories			
				GEN	OBC	SC	ST
1	2	3	4	5	6	7	8
01.	Accountant	9300-34800 (GP - 4200)	01	01	--	--	--
02.	Personal Assistant	9300-34800 (GP - 4200)	08	06	01	01	--
03.	Assistant Nursing Superintendent	9300-34800 (GP - 4200)	07	05	01	01	--
04.	Sister	9300-34800 (GP - 4200)	33	19	08	06	--
05.	Staff Nurses	9300-34800 (GP - 4200)	207	105	55	43	04
06.	Medical Social Worker	9300-34800 (GP - 4200)	12	07	03	02	--
07.	Physiotherapist	9300-34800 (GP - 4200)	04	03	01	--	--
08.	Assistant Public Relation Officer	5200-20200 (GP - 2800)	06	04	01	01	--
09.	Librarian	5200-20200 (GP - 2800)	01	01	--	--	--
10.	Junior Medical Record Officer	5200-20200 (GP - 2800)	01	01	--	--	--
11.	Dietitian	5200-20200 (GP - 2800)	06	04	01	01	--
12.	Pharmacist	5200-20200 (GP - 2800)	09	06	02	01	--
13.	Junior Engineer (Civil/mechanical/ Electrical)	5200-20200 (GP - 2800)	01	01	--	--	--
14.	Assistant Accountant	5200-20200 (GP - 2400)	30	16	08	06	--
15.	Document list	5200-20200 (GP - 2400)	01	01	--	--	--
16.	Lab Technician	5200-20200 (GP - 2400)	08	05	02	01	--

17.	Stenographer	5200-20200 (GP - 2400)	01	01	--	--	--
18.	Statistician cum Record keeper	5200-20200 (GP - 2000)	01	01	--	--	--
19.	Junior Assistant	5200-20200 (GP - 1900)	50	26	13	10	01
20.	Store keeper	5200-20200 (GP - 1900)	30	16	08	06	--
21.	Cataloger	5200-20200 (GP - 1900)	01	01	--	--	--
22.	Library Assistant	5200-20200 (GP - 1900)	02	02	--	--	--
23.	Medical Record Clerk	5200-20200 (GP - 1900)	05	03	01	01	--
24.	Coding Clerk	5200-20200 (GP - 1900)	04	03	01	--	--
25.	Technician	5200-20200 (GP - 1900)	50	26	13	10	01
26.	Driver	5200-20200 (GP - 1900)	20	11	05	04	--
		Total Posts	499	275	124	94	06

1. Please visit website **www.ssphgtnoida.com** for detailed advertisement, Qualifications, age and Experience etc. Online Application form can be filled up on our website www.ssphgtnoida.com from 18/11/2016 and the last date for receipt of online applications is **16/12/2016**. **Printout of online filled applications along with self-attested photocopies of all documents should be sent by Registered or Speed Post or Courier only. Hard copy of applications by hand will not be accepted. Hard copy of applications must reach on or before 20 December, 2016, 17:00Hrs.** Institute shall not be responsible for any postal delay what so ever
2. Project Director, Government Institute of Medical Sciences, Kasana, Greater Noida, reserves the right to reject any or all applications without assigning any reason thereof. No of post may be increased or decreased.
3. **Processing fee of Rs. 2000/- for UR 1300/- for OBC/SC/ST (non-refundable)** for candidates applying for posts advertised under 'General Recruitment' and should be deposited online at the time of submission of application form.
4. Reservations as per U.P. Govt. rules.

ESSENTIAL QUALIFICATION & EXPERIENCE

1. Accountant:

- (i). Bachelor's degree in commerce from a University established by law in India or a post graduate diploma in accountancy from a University or Institute recognized by the government.
- (ii). "O" Level Diploma in computer operation from an Institute recognized by the Government.
- (iii). 'Five years' experience in related field from government or semi-government or Government undertaking organization

Preferential Qualification: A candidate who has served in the Territorial Army for a minimum period of two years, or obtained a 'B' certificate of National Cadet Corps.

2. Personal Assistant:

- (i). A candidate must have passed the Intermediate examination of Board of High school and intermediate Education, Uttar Pradesh or an Examination recognized by the Government as equivalent thereto.
- (ii). Must possess a minimum speed '80 wpm' and '25 wpm' in Hindi shorthand and Hindi typewriting respectively.
- (iii) Must have passed the 'CCC' course conducted by the DOEACC Society.

Or

Must have passed the Computer Course conducted by the Board of High School and Intermediate Education, Uttar Pradesh or a Computer Course recognized by the Government as equivalent thereto.

- (iv) eight years service experience as stenographer in government or semi-government or Government undertaking organization as on the first day of the year of recruitment.

Preferential Qualification:

A candidate who has served in the Territorial Army for a minimum period of two years, or obtained a 'B' certificate of National Cadet Corps.

3. Assistant Nursing Superintendent:

1. A candidate for direct recruitment to the post of Assistant Nursing Superintendent (female) must-

- (i) have passed High School Examination with science and passed Intermediate Examination of the Board of High School and

Intermediate Education, Uttar Pradesh or an Examination recognized by the Government as equivalent thereto;

- (ii) possess diploma in General Nursing and Midwifery or B.sc. Degree in Nursing and registrable with the U.P. Nurses and Midwives Council;
- (iii) possess registration certificate as Nurse and Midwife from the Uttar Pradesh Nurses and Midwives Council at the time of joining.

2. A candidate for direct recruitment to the post of Assistant Nursing Superintendent (male) must-

- (i) have passed High School Examination with science and passed Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an Examination recognized by the Government as equivalent thereto;
- (ii) possess diploma in General Nursing and Midwifery or B.sc. Degree in Nursing and registrable with the U.P. Nurses and Midwives Council;
- (iii) possess registration certificate as Nurse and Midwife from the Uttar Pradesh Nurses and Midwives Council at the time of joining.
- (iv)-possess registration certificate from U.P. Nurses and Midwives Council as Nurse and Psychiatry.

3. Candidate should have minimum '08 years' experience. Preference shall be given to the Candidate having B.Sc. Nursing & registered "A" grade Nurse & Midwife in State Nursing Council.

4. Sister:

1. A candidate for direct recruitment to the post of sister (female) must-

- (i) have passed High School Examination with science and passed Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an Examination recognized by the Government as equivalent thereto;
- (ii) possess diploma in General Nursing and Midwifery or B.sc. Degree in Nursing and registrable with the U.P. Nurses and Midwives Council;
- (iii) possess registration certificate as Nurse and Midwife from the Uttar Pradesh Nurses and Midwives Council at the time of joining.

2. A candidate for direct recruitment to the post of sister (male) must-

- (i) have passed High School Examination with science and passed Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an Examination recognized by the Government as equivalent thereto;

- (ii) possess diploma in General Nursing and Midwifery or B.sc. Degree in Nursing and registrable with the U.P. Nurses and Midwives Council;
 - (iii) possess registration certificate as Nurse and Midwife from the Uttar Pradesh Nurses and Midwives Council at the time of joining.
 - (iv)-possess registration certificate from U.P. Nurses and Midwives Council as Nurse and Psychiatry.
3. Candidate should have minimum '05 years' experience. Preference shall be given to the Candidate having B.Sc. Nursing & registered "A" grade Nurse & Midwife in State Nursing Council.

5. Staff Nurse:

1. A candidate for direct recruitment to the post of Staff Nurse (female) must-

- (i) have passed High School Examination with science and passed Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an Examination recognized by the Government as equivalent thereto;
- (ii) possess diploma in General Nursing and Midwifery or B.sc. Degree in Nursing and registrable with the U.P. Nurses and Midwives Council;
- (iii) possess registration certificate as Nurse and Midwife from the Uttar Pradesh Nurses and Midwives Council at the time of joining.

2. A candidate for direct recruitment to the post of Staff Nurse (male) must-

- (i) have passed High School Examination with science and passed Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an Examination recognized by the Government as equivalent thereto;
- (ii) possess diploma in General Nursing and Midwifery or B.sc. Degree in Nursing and registrable with the U.P. Nurses and Midwives Council;
- (iii) possess registration certificate as Nurse and Midwife from the Uttar Pradesh Nurses and Midwives Council at the time of joining.
- (iv)-possess registration certificate from U.P. Nurses and Midwives Council as Nurse and Psychiatry.

6. Medical Social Worker: Post graduate degree in M.S.W. or Sociology or Post graduate with diploma/degree in Journalism/Public Relation. Preference will be given those candidates who have an experience of similar work in teaching hospital.

7. **Physiotherapist:** Intermediate with science with 2 years Diploma in Physiotherapy. The Candidate should have registered in U.P. State medical council.
8. **Assistant Public Relation Officer:** Graduate with high second class (marks above 55%) and degree/diploma in journalism/mass communication/public relation. Preference will be given those candidates who have experience of similar work in reputed hospital.
9. **Librarian:-** MSc. Preferably with biological subjects with degree in Library Science with 04 years experience in the profession and knowledge of computer. Typing speed of 30 & 25 w.p.m. in English/Hindi.
10. **Junior Medical Record Officer:** Graduate with degree in Medical Record and '01 year' experience or Diploma in Medical Record with 03 years experience in a large teaching/research Institution.
11. **Dietician:** M.Sc. (Food & Nutrition) from a recognized University/institution and 05 years experience in a large teaching hospital.
12. **Pharmacist:**
 - (i) Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an Examination recognized by the Government as equivalent thereto;
 - (ii) Diploma in Pharmacy from a recognized Institute. The Candidate should have registered in U.P. State medical council.
13. **Junior Engineer (Civil/Mechanical/Electrical):** Diploma in Related field with 03 years experience in a large teaching Govt. hospital.
14. **Assistant Accountant**
 - (i). Bachelor's degree in commerce from a University established by law in India or a post graduate diploma in accountancy from a University or Institute recognized by the government.
 - (ii). "O" Level Diploma in computer operation from an Institute recognized by the Government.

Preferential Qualification: A candidate who has:

- (i) served in the Territorial Army for a minimum period of two years, or
 - (ii) obtained a 'B' certificate of National Cadet Corps.
15. **Documentalist:**
- (i) Intermediate with certificate in Library science
 - (ii) Must have passed the 'CCC' course conducted by the DOEACC Society.

Or

Computer Course recognized by the Government as equivalent thereto.

16. Lab Technician: Intermediate with science (10+2) or equivalent from a recognized. Institute/University. Diploma in Medical laboratory Techniques from a recognized Institute registrable with the State Medical faculty of U.P.

OR

B.Sc. Degree from recognized University/institution.

17. Stenographer:

- (i) Candidate Must have passed the Intermediate Examination of U.P Board or equivalent examination recognized by the government.
- (ii) Must possess a minimum speed of eighty words per minute and twenty five words per minute in Hindi Shorthand and Hindi Typewriting respectively.
- (iii) Must have passed the 'CCC' course conducted by the DOEACC Society.

OR

Must have passed the Computer Course conducted by the Board of High School and Intermediate Education, Uttar Pradesh or a Computer Course recognized by the Government as equivalent thereto.

18. Statistician cum Record keeper: M.Sc. with mathematics, static or statistical Math.

19. Junior Assistant:

- (i) must have passed the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an Examination recognized by the Government as equivalent thereto.
- (ii) Must possess a minimum speed of twenty five words per minute and thirty words per minute in Hindi Typewriting and English Typewriting respectively.
- (iii) 'CCC' certificate in Computer Operation awarded by the DOEACC Society or a certificate equivalent thereto awarded by an Institution recognized by the Government.

Preferential: A candidate who has

- (i) Served in the Territorial Army for a minimum period of two years, or
- (ii) Obtained a 'B' certified of National Cadet Corps, shall other things being equal, be given preference.

20. Store keeper: -

- (i) Candidate must have passed Intermediate with Science/Accountancy
- (ii) Must possess a minimum speed of twenty five words per minute and thirty words per minute in Hindi Typewriting and English Typewriting respectively.
- (iii) 'CCC' certificate in Computer Operation awarded by the DOEACC Society or a certificate equivalent thereto awarded by an Institution recognized by the Government with '02 years' experience in the large Institute.

Preferential: A candidate who has

- (i) Served in the Territorial Army for a minimum period of two years, or
- (ii) Obtained a 'B' certified of National Cadet Corps, shall other things being equal, be given preference.

21. Cataloguer:

- (i) Candidate must have passed the Intermediate with 02 years Diploma in Library science
- (ii) Passed CCC course conducted by the DOEACC society or equivalent. Typing speed of 30 & 25 w.p.m. in English/ Hindi respectively.

Desirable: A cataloguing and classification work is essential.

22. Library Assistant: Intermediate with 02 years diploma in library science. Typing speed of 30 & 25 w.p.m. in English/ Hindi. Knowledge of computer is necessary.

23. Medical Record Clerk: Graduate degree diploma in medical record & Knowledge of Computer. In case Candidates with Degree/ Diploma are not available, persons with 2 years experience of working in medical records department in a large hospital.

24. Coding Clerk: Intermediate 02 years diploma in library science. Typing speed of 30 & 25 w.p.m. in English/ Hindi. Knowledge of computer is necessary.

25. Technician:

- (i) Intermediate with science (10+2) or equivalent from a recognized Institute/University.
- (ii) Diploma in Medical laboratory Techniques from a recognized Institute.
- (iii) One year experience in a Medical Laboratory.

OR

Degree in Science from recognize University.

For Radiodiagnosis:

(i) Intermediate with Science (10+2) or equivalent from a recognized Board/University.

(ii) Diploma in Radiography Techniques from a recognized Institution.

(iii) One year experience as a Radiographer.

OR

B.Sc. in Radiography from a recognized University/institution.

OR

10+2 with Science subject from a recognized Board/Institution plus Diploma in related field from recognized University/Institute, and one year experience in related field.

OR

B.Sc. Degree from recognized University/institution.

26.Driver: Candidates must have passed class VIII examination from a recognized Institution. Candidates have a valid driving license for light & heavy vehicle with three years experience of driving. High school pass & experience in Motor workshop in repair & maintenance will be preferred.

Maximum Age Limit : 40 years as on 01/07/2016. Relaxation For Government Servants, Schedule caste/Schedule tribes/ Other Backward class as per UP Government rule and for exceptionally qualified candidates.

General Conditions for filling up online application:

Vacancy –Nonteaching Posts

This application will not be considered unless the following document are Uploaded and Hard copy of applications with all educational and experience certificate must be send to Project Director, Government Institute of Medical Sciences, Kasana, Greater Noida, Gautam Budh Nagar, U.P. (India) by Registered or Speed Post or Courier only. Hard copy of applications by hand will not be accepted. Hard copy of applications must reach on or before 20 -12- 2016, 17:00 hrs

Envelope must be superscripted with

- 1. Application for NON FACULTY POST**
- 2. Name of applied post.**

1. A certificate of Date of Birth (Matriculation certificate).
2. If belonging to Scheduled cast/ Scheduled tribe/ other backward cast/ ex-servicemen category etc. a certificate from competent authority in support of the claim, issued not earlier than 6 months before the last date of receipt of application.
3. Copy of all academic records, Experiences etc., including official certification of each degree earned from each institution of higher learning attended and official transcripts of each examination passed (if the record are not in English/ Hindi, a certified English/ Hindi translation must be provided)
4. A declaration that the entries made by you in the application are correct to the best of your knowledge and that nothing has been left out by you in intentionally. **In case of false declaration form will be rejected.**
5. The essential qualifications and experience will be as detailed below/GIMS by-laws and GB Decisions. The Qualification should be recognized by relevant Board /University/councils.
6. Only Online forms are accepted. The online address of submission of application form is: **GIMS Nonteaching Post Online Recruitment Link.**
7. **After filling and submitting the online form, please print the form and must send it by speed post along with self attested copies of qualifications, experience, awards and cast certificates from UP Govt. (if applicable) and any other relevant documents, otherwise form will be rejected.**
8. The reservation norms for SC/ST and OBC category shall be determined as per U.P Govt. rules. Such applicants must have the reservation certificate from the authorities of U.P only not other states.
9. **Processing fee of Rs. 2000/- for UR 1300/- for SC/ST/OBC (non-refundable)** for candidates applying for posts advertised under 'General

Recruitment' and should be **deposited online** at the time of submission of application form.

10. Institute reserves right to fill or not to fill advertised post.

11. **Last date of online submission** of application form is **16 December, 2016**.

Scan copy of all essential qualification & experience certificates in PDF must be submitted through online. Otherwise form will be treated as cancelled.

12. Scrutiny and screening to assess the eligibility for the applied post will be done by Institute of all the applications received through online.

13. The Candidates may be short listed for the interview by the Institute subject to the number of application against the advertised posts whenever required.

14. If candidate/applicant is having any problem in filling up form online, he may contact e-mail: **gimsrecruitment16@gmail.com**

15. Incomplete applications will not be considered and treated as rejected. Person in employment should send their application through proper channel. Advance copy of the application will be accepted but copy through proper channel/NOC must be submitted before the date of interview. Exceptionally qualified candidates having meritorious records and specialized experience may be given advance of increments on the recommendation of the Selection Committee. In case of non-available of candidates of requisite qualification and experience, the Selection Committee may make such recommendations as it may deem fit subject to provisions of Medical Council of India. Candidates with higher qualification shall be preferred. The number of posts indicated above is provisional and subject to change without prior notice. Selections may not be held for all the advertised posts. Reservation and age relaxation for all the reserved category candidates including reservation to physically handicapped, dependent of freedom fighters and ex-servicemen will be applicable as per U.P. govt. Rules and for **domiciles of Uttar Pradesh Only** . Application form will be submitted online on Institute's website till 16.12.2016 and candidate must send hard copy before 20.12.2016 5:00 PM. Project Director, GIMS Reserves the right to reject any or all applications without assigning any reason. All disputes will be subject to the jurisdiction of Hon'ble High court of Allahabad, U.P. Hard copy of applications must be send to **Project Director, Government Institute of Medical Sciences, Kasana, Greater Noida, Gautam Budh Nagar, U.P.**

(India) by Registered or Speed Post or Courier only. Hard copy of applications by hand will not be accepted. Hard copy of applications must reach on or before 20 -12- 2016, 17:00 hrs for Acceptance of application. Advertisement no. and Name of the post should be mentioned on the top of the envelope.

Project Director