



अखिल भारतीय आयुर्विज्ञान संस्थान रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences Raipur (Chhattisgarh)
G. E. Road, Tatibandh,
Raipur-492 099 (CG)
www.aiimsraipur.edu.in

Admin/Rec./Regular/Group 'B' & 'C'/2018/AIIMS-RPR/285

Dated 29.08.2018

Important Notice

This is in reference to advertisement No. Admin/Rec./Regular/Group 'B'/12/2017/AIIMS.RPR/2155, Dated 06.12.2017 for recruitment of Bio Medical Engineer, Medical Record Officer, Personal Assistant, Multi Rehabilitation Worker (Physiotherapist), Office Assistant (NS), advertisement No Admin/Rec./Regular/Group 'C'/10/2017/AIIMS.RPR/ 2156, Dated 06.12.2017 for recruitment of Assistant Laundry Supervisor, Tailor Grade III, Sanitary Inspector Grade II, Library Attendant Grade II, Medical Record Technician, Coding Clerk, Driver (Ordinary Grade), Lab Attendant Gr. II, Junior Warden (House Keepers), Hospital Attendant Grade III (Nursing Orderly) on direct recruitment basis in AIIMS, Raipur.

Computer Based Test (CBT) for recruitment of above mentioned posts for AIIMS Raipur was held on 27th & 28th February 2018.

Provisional result of CBT was issued on 08.08.2018, 10.08.2018 vide Notice No. 5/3/2018-Rectt.AIIMS.Rpr, Dated 08.08.2018 and vide Notice No. 5/4/2018-Rectt.AIIMS.Rpr, Dated 10.08.2018.

The Document Verification and Skill Test of the shortlisted candidates as given in Annexure-I is scheduled to be held on **08.09.2018** and **09.09.2018** in the premises of Govt. Women's Polytechnic College, Byron Bazar, Raipur, Chhattisgarh as detailed follows:

S. No.	Name of Posts	Date of Document Verification	Reporting Time for candidates	Venue
1.	Personal Assistant	08.09.2018	07:00 AM	Govt. Women's Polytechnic College, Byron Bazar, Raipur, Chhattisgarh, Pincode - 492007
2.	Coding Clerk	09.09.2018	07:00 AM	
3.	Medical Record Technician			
4.	Office Assistant (NS)			

Schedule of Document Verification and Skill Test for the post of **Driver** will be published shortly in the website of AIIMS, Raipur.

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Sr. No.	Name of the post	Skill Test Norms (As per advertisement)
1	Office Assistant (NS)	Proficiency in computers.
2	Personal Assistant	Dictation : 10 Minutes @ 100 WPM Transcription – 40 Minutes English or 55 Minutes Hindi on a Computer
3	Coding Clerk	Ability to use computers – Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi
4	Medical Record Technician	Ability to use computers – Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi

IMPORTANT NOTE

Candidate will have to appear in person at Govt. Women's Polytechnic College, Byron Bazar, Raipur, Chhattisgarh for document verification/Skill Test at above mentioned address **along with all following documents in Original as well as one photocopy (self attested)**:

List of Documents (Original as well as one photocopy (self attested)):

1. Admit Card (which issued for Skill Test)
2. Government ID Proof **in original** (Aadhar Card/Pan Card/Driving licence/Pass port etc.)
3. Printout of application form.
4. Certificate for Date of Birth (Class X).
5. Marksheet and Certificate of Class XII.
6. Marksheets of all years/semesters of Degree/Diploma.
7. Degree Certificate
8. Disability certificate for PwD candidate in prescribed format.
9. Caste Certificate in prescribed format OBC/ST/SC (if applicable).
10. Experience Certificate (if any).
11. No Objection Certificate (if any).
12. Any other relevant documents.

Candidate may note that failure to attend the document verification or failure to bring all the above mentioned documents in original **will lead to cancellation of their candidature** from the concerned post. No representation in this regard will be entertained.

- i. You have been called for Document Verification provisionally subject to fulfilment of all the aforesaid requirements as asked for, failing which you will not be allowed to appear for Skill Test under any circumstances.
- ii. Your Document Verification/Skill Test may be spilled over to the next day depending upon the number of candidates to be present on the scheduled day of Document Verification/Skill Test. Therefore, you should be prepared to be available for Document Verification/Skill Test for next day also, if necessary.
- iii. Skill Test will be qualifying in nature, qualifying marks will be decided by the competent authority.

No TA/DA will be paid for appearing in the Document Verification/Skill Test.

Candidates are advised to visit website of AIIMS Raipur regularly for any updates.

**Deputy Director (Admin)
AIIMS, Raipur (C.G.)**