

**GOVERNMENT INSTITUTE OF MEDICAL SCIENCES**

KASANA, GREATER NOIDA GAUTAM BUDDH NAGAR

Website-[www.gims.ac.in](http://www.gims.ac.in)

Email [ID-medicaluniversitygnoida@gmail.com](mailto:ID-medicaluniversitygnoida@gmail.com)

Tele No. 0120-2341738

Dated- 26/08/2019

**NON-TEACHING STAFF APPOINTMENTS ON DEPUTATION**

**1. Application are invited for the posts of Non teaching staff (Engineers / Nurses / Technicians / Store Keeper / Junior Clerk / Pharmacist) on deputation from persons working under UP State Govt holding analogous posts on regular basis.**

**2. The details regarding application format, vacancies, qualification and experience required are available on our web site [www.gims.ac.in](http://www.gims.ac.in) .**

**3. Applicant with his / her Applications duly filled to contact this Institute**

**Director**

**GOVERNMENT INSTITUTE OF MEDICAL SCIENCES****KASANA, GREATER NOIDA GAUTAM BUDDH NAGAR**Website-[www.gims.ac.in](http://www.gims.ac.in)Email [ID-gimsrecruitment16@gmail.com](mailto:ID-gimsrecruitment16@gmail.com)

Advertisement No.-

Dated- **23/07/2019****NON-TEACHING STAFF APPOINTMENTS ON DEPUTATION**Last Date for Receipt of Application: **30/08/2019**

The Government Institute of Medical Sciences Kasana, Greater Noida, Gautam Buddha Nagar, invites application on prescribed format ON DEPUTATION for the posts mentioned as below.

Serial No.	पद नाम Post Name	Basic Salary (Rs)	पदों की संख्या Total No. of Posts Sanctioned by Govt/ Invited For Deputation
1.	कनिष्ठ लिपिक Junior Clerk	19900	50
2.	लेखाकार Accountant	35400	01
3.	सहायक लेखाकार Assistant Accountant	25500	30
4.	स्टोर कीपर Store Keeper	19900	30
5.	वैयक्तिक सहायक Personal Assistant(PA)	35400	08
6.	स्टैटिस्टिशियन कम रिकार्ड कीपर Statistician cum Record Keeper	21700	01
7.	डाक्यूमेंटलिस्ट Documentist	25500	01
8.	कैटलॉगर Cataloguer	19900	01
9.	सहायक नर्सिंग अधीक्षक Assistant Nursing Superintendent	35400	07
10.	सिस्टर Sister	35400	33
11.	स्टाफ नर्स Staff-Nurses	35400	203
12.	मेडिकल सोशल वर्कर Medical Social Worker	35400	12
13.	मैट्रन Matron (CSSD)	44900	01
14.	स्टाफ नर्स Staff Nurse (CSSD)	35400	04
15.	लैब टेक्निशियन Lab Technician(CSSD)	25500	08
16.	मेडिकल रिकार्ड क्लर्क Medical Record Clerk	19900	05
17.	कोडिंग क्लर्क Coding Clerk	19900	04
18.	फार्मासिस्ट Pharmacist	29200	09
19.	टेक्निशियन Technician	19900	50

20	सहायक अभियन्ता टेलीकम्यूनिकेशन Assistant Engineer Telecommunication	56100	01
21	अवर अभियन्ता (सिविल) Junior Engineer (Civil)	29200	01

## **ESSENTIAL QUALIFICATION & EXPERIENCE**

### **Office Superintendent (Grade II)**

1. Graduation/Post Graduation in any discipline with minimum 55% pass percentage.
2. Minimum 5 years experience working in a Govt. Medical Institute/Hospital/College or any Govt. office in state of Uttar Pradesh.
3. Candidate with a degree/Diploma in Computer Application will be preferred

### **Assistant Engineer (Telecommunication)**

1. Graduate/Post Graduate in Telecommunication
2. Minimum 5 years experience working in a recognized Hospital/Institute

### **Junior Engineer (Civil)**

1. Diploma in Civil Engineering from recognized University/Institution
2. 3 years experience working in a large Teaching Government Hospital/Institute

### **Matron (CSSD)**

1. B.Sc. Degree in Nursing and registered with the U.P. Nurses and Midwives Council
2. Minimum 10 Years experience working in a Govt. Teaching Hospital/Institute
3. Candidate with experience in handling Central Sterilization Supply Department in a Hospital will be Preferred

### **Accountant:**

1. 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.
2. "O" Level Diploma in computer operation from an Institute recognized by the Government.
3. Five Years experience in related field from government or semi government or Government undertaking organization

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

### **Personal Assistant**

1. 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.
2. Must possess a minimum speed '80wpm' and '25wpm' in Hindi shorthand and Hindi typewriting respectively.
3. 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.

4. Eight years service experience as stenographer in government or semi government or Government undertaking organization as on the first day of the years or recruitment/  
Preferential Qualification

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

### **Assistant Nursing Superintendents**

1. A candidate for direct recruitment to the post of Assistant Nursing Superintendent (Female/Male) must-
  - (i) B.Sc Degree in Nursing and registrable with the U.P. Nurses Council
  - (ii) Possess registration certificate as Nurse from the Uttar Pradesh Nurses Council at the time of joining.
2. Candidate should have minimum '08years' experience.

### **Sister**

A candidate for direct recruitment to the post of sister female/ male must –

- (i) B.Sc Degree in Nursing and registrable with the U.P. Nurses Council
  - (ii) Possess registration certificate as Nurse from the Uttar Pradesh Nurses Council at the time of joining.
1. Candidate should have minimum '5years' experience.

### **Staff Nurse**

1. A candidate for direct recruitment to the post of sister female/ male must –
  - (i) B.Sc Degree in Nursing and registrable with the U.P. Nurses Council
  - (ii) Possess registration certificate as Nurse from Uttar Pradesh Nurses Council at the time of joining.
2. Candidate should have minimum '3years' experience.

**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 a teaching hospital.

**Physiotherapist:** Intermediate with science with Degree in Physiotherapist. The Candidate should have registered in U.P. State Medical Council.

**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.

**Librarian:-** M.sc. 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;

**Junior Medical Record Officer:** Graduate with degree in Medical Record and 01 years experience or diploma in medical record with 03 years experience in a large teaching/research Institution.

**Pharmacist:**

1. Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an Examination recognized by the Government as equivalent thereto.
2. Diploma in Pharmacy from a recognized Institute. The Candidate should have registered in U.P. State Medical Council.

**Junior Engineer** (Civil/Mechanical/Electrical) Diploma in Related field with 03 years experience in a large teaching Govt. hospital/

**Assistant Accountant**

1. 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.
2. "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.

**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.

### **Stenographer**

1. Candidate Must have passed the Intermediate Examination of U.P. Board or equivalent examination recognized by the government.
2. Must possess a minimum speed of eighty words per minute and twenty five words per minutes in Hindi Shorthand and Hindi Typewriting respectively.
3. 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.

**Statistician cum record keeper** M.Sc. with mathematics static or statistician math.

### **Junior Clerk**

1. 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.
2. Must possess a minimum speed of twenty five words per minute and thirty words per minute in Hindi typewriting and English typewriting respectively.
3. '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 certificate of National Cadet Corps shall other things being equal be given preference?

### **Store Keeper:**

- (i) Candidate must have passed Intermediate with sciences Accountancy
  1. Must possess a minimum speed of twenty five words per minute and thirty words per minute in Hindi typewriting and English typewriting respectively.
  2. 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 equal be given preference.

**Cataloguer:-**

1. Candidate must have passed the Intermediate with two years diploma in Library science
2. Passed CCC course conducted by the DOEACC society or equivalent typing speed of 30 and 25 w.p.m. in English/Hindi respectively.  
**Desirable a** cataloguing and classification work in essential.

**Library Assistant** Intermediate with 2 years diploma in library science. Typing speed of 30 and 25 w.p.m. in English/Hindi. Knowledge of Computer in necessary.

**Medical Record clerk Graduate** degree diploma in medical record and knowledge of computer. In case candidates with degree diploma are not available, persons with two years experience of working in medical records department in a large hospital.

**Coding clerk:** Intermediate two years diploma in library science. Typing speed of 30 and 25 w.p.m. in English/Hindi. Knowledge of computer is necessary.

**Technician**

**(a)For Lab Technician (12)**

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

**(b) For Radiodignosis(08)**

- (i) Intermediate with Science (10+2) or equivalent form a recognized Board University
- (ii) Degree/Diploma in Radiography Techniques from a recognized Institution
- (iii) Two year experience as a Radiographer

**(c) For Operation Theatre Technician (24)**

- (i) Intermediate with Science (10+2) or equivalent form a recognized Board University
- (ii) Degree/Diploma in Operation Theatre technology from a recognized Institution
- (iii) Two year experience as Operation Room Technician

**(d) EEG/Dialysis/Cardiac Lab Technician/PFT Technician (One Each)(04)**

- (i) Intermediate with Science (10+2) or equivalent form a recognized Board University

- (ii) Degree/Diploma in Respective field from a recognized Institution
- (iii) Two year experience in Respective field

**Dental Technician (02)**

- (i) Intermediate with Science (10+2) or equivalent form a recognized Board University
- (ii) Degree/Diploma in Respective field from a recognized Institution
- (iii) Two year experience in Respective field

**Director**



**Application Format for the post of \_\_\_\_\_ on deputation basis,  
GIMS, Greater Noida.**

1.	Name (in capital letters)	
2.	Address with Telephone number & e-mail address (mandatory)	
3.	Date of Birth	
4.	Education Qualification	
5.	Name and Address of the present employer	
6.	Permanent Address	
7.	Date of appointment on regular basis	
8.	Experience in Establishment, Administration and Accounts work.	
9.	Nature of present employment	
10.	Total emoluments drawn per month	
11.	Whether belongs to reserved category	
12.	ACR grading for the last five years	
13.	Additional information, if any, which you would like to mention in support of your ability for the post	

दिनांक:  
Date:

आवेदक के हस्ताक्षर  
Signature of the Applicant