



## अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी

All India Institute of Medical Sciences (AIIMS) Kalyani

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)

(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)

राष्ट्रीय राजमार्ग - 34, बसन्तपुर, सागूना, कल्याणी, ज़िला - नदिया, पश्चिम बंगाल - 741245

NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal 741245

No: 519/E-12015/ 18 /25-(SR/T/JR)

Date: 10 / 03 / 2025

### Walk-in Interview

**For engagement of Tutors (Non-Academic) on tenure basis in various department of AIIMS, Kalyani, West Bengal**

All India Institute of Medical Sciences (AIIMS), Kalyani (WB) has been established as an Institute of National Importance is one of the new upcoming AIIMS and apex healthcare Institute being established by the Ministry of Health & Family Welfare, Government of India under the **Pradhan Mantri Swasthya Suraksha Yojana (PMSSY)** with the aim of correcting regional imbalance in quality tertiary level healthcare in the country, and attaining self-sufficiency in graduate, postgraduate and higher medical education and training.

AIIMS, Kalyani will conduct **Walk-In-Interview** for the post of **Tutor (Non-academic)** on a tenure basis in **various department of AIIMS, Kalyani, West Bengal** on **18.03.2025** in the **Academic Block -1, Ground Floor, Academic Section of AIIMS, Kalyani, Pin - 741245**.

Sl. No.	Department	Name of the Posts & Numbers of Vacancy		Date of Interview
		Tutor		
		Category	Total	
1	Anatomy	UR	1	18.03.2025

\*Tenure post on contract for a maximum period of 1 year.

For more details of the advertisement including the schedule of the interview, educational qualifications, age and eligibility criteria, etc., kindly visit the AIIMS, Kalyani website, i.e., <http://www.aiimskalyani.edu.in>. Candidates are advised to visit the AIIMS Kalyani website for any updates.

*By order of Executive Director*

*Sd/-*  
Dean (Academics)  
AIIMS, Kalyani

**Note:-**

1. The Competent Authority of AIIMS, Kalyani reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India Rules/Circulars and requirements or otherwise.
2. 4% of the total vacancies are horizontally reserved for Persons with Disabilities (PwD)-OPH (OL) category candidates as permissible under the Rules. The Physical requirement required to fill up the posts on a horizontal basis is S (Sitting), ST (Standing), W (Walking), MF (Manipulation by Fingers) & RW (Reading & Writing). All the instructions of Govt. of India as applicable in this regard will be followed.
3. Reservation will be as per Government of India Policy.
4. The maximum age limit, essential qualifications & experiences are to be taken up to the date of publishing this notification in the Institute website.
5. The period of experience wherever prescribed shall be counted after obtaining the prescribed qualification.

**Essential Qualifications & Experiences for the Posts are as under -**

Sl. No.	Name of the Post	Qualification/Experience
01	Tutor	MBBS or M.Sc. from a recognized University/Institute.

**\* - Educational Qualifications for Non-Medical Candidates (as applicable) for Tutor:**

Master's degree in the concerned specialty as under: -

Anatomy: - M. Sc. (Human Anatomy)

**The Schedule for the Tutor is as under -**

Venue	Administrative Building, 1st, Floor, Committee Room of AIIMS, Kalyani, Pin - 741245			
Sl. No	Reporting at AIIMS, Kalyani	Date & Time of Document Verification	Date & Time of Interview	Name of the Department
1	18.03.2025 09.00 Hrs onward	18.03.2025 09.30 Hrs onward	18.03.2025 10.00 Hrs onward	Anatomy
<b>CANDIDATES REPORTING AFTER 10:00 AM WILL NOT BE ALLOWED</b>				

## GENERAL CONDITIONS

1. All the posts carry usual allowances as admissible to Central Government Employees of similar status at Kalyani (West Bengal).
2. The aspiring applicants satisfying the eligibility criteria in all respects can bring their application on the day of the interview in the prescribed format attached herewith along with self-attested copies of certificates/documents in support of fulfilling the essential criteria of age, educational qualification, teaching/research experiences, etc.
3. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria up to the date of publishing this notification on the Institute website failing which their application will be rejected.
4. In case a candidate wishes to apply for more than one post, he/she is required to fill in the attached form separately and separate application fees as applicable are to be paid.

### 5. Pay Scale: -

01	Tutor	<b>Rs.15,600-39,100+GP 5,400 (6<sup>th</sup> CPC)</b> <b>Level 10</b> of the Pay Matrix of the Seventh Pay Commission + NPA for Medical Graduates.
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**Allowance and perks will be admissible as per the rules besides Pays & NPA (for medical candidates only).**

### 6. Maximum Age-limit: -

**Tutor: -** Not exceeding 30 (Thirty) years as of the date of publishing this notification on the Institute website.

- (i) Upper age limit shall be determined as of the date of publishing this notification on the Institute website.
- (ii) No age relaxation would be available to SC/ST/OBC Candidates applying for unreserved vacancies.
- (iii) Age relaxation permissible to various categories is as under -

Sl. No.	Category	Age relaxation permissible beyond the upper age limited
01	PwD (OPH)	10 years

Age relaxation to other categories of the candidates will also be applicable as per the DoPT instructions. However, age relaxation will be regulated as per the DoPT instructions.

7. Candidates applying under any of the reserved category posts, viz. OH will be considered subject to OH Certificate issued by the appropriate/ Competent Authority on the prescribed format. The community should be clearly and legibly mentioned in the Certificate.

8. Only such persons would be eligible for reservation under OH quota in service/posts who suffer from not less than 40% of physical disability. A person who wants to avail the benefit of reservation would have to submit a Disability Certificate as issued by a Competent Authority in the prescribed format.

9. The candidates are to satisfy all eligibility criteria. They must possess the educational qualification and experiences as recognized by the Govt. of India. Their candidature will be canceled at any stage if it is found that their educational qualification or experience is not recognized by the Govt. of India.

10. The post of Tutor will be governed by CCS (Temporary Service) Rules.

11. **Qualifications and Experiences:** Qualifications and experiences as prescribed may be relaxed in exceptional cases at the discretion of the Selection Committee with prior approval of the Competent Authority. **The experience will be counted up to the date of publishing this notification on the Institute website.**

**12. Mode of Selection:** - Based on the reporting, the Interview will be conducted after verifying the application and requisite documents of the candidates. The selection of the candidates will be based on their performance in the walk-in interview only.

**13. Selection Procedure:** - i) The candidate can apply for more than one post out of the enlisted Departments.

ii) The merit list (selected and waiting list) for all categories i.e., UR/OBC/SC/ST shall be prepared on the basis of personal interview.

iii) Any vacancy arises because of non-joining by selected candidates in this selection or by the resignation of candidates; the post will be offered to the candidates from the waiting list according to their merit. All applicants must provide phone numbers and e-mail for faster communication.

iv) Qualification/Experience/Age/etc. will be counted up to the date of publishing this notification on the Institute website

v) The final result will be displayed on the website i.e., **www.aiimskalyani.edu.in**.

**14. Site of Interview:** Interviews will be held at the **Administrative Building, 1st Floor, Committee Room of AIIMS, Kalyani, Pin - 741245**. No TA/DA/Accommodation will be paid for appearing in the interview.

**15. APPLICATION FEES:** Rs. 1,000/- (Rupees One Thousand Only).

1) For Unreserved/OBC /EWS candidates is Rs.1000/-. The candidates have to pay the prescribed application fee through Demand Draft in favor of "**AIIMS KALYANI INTERNAL RESOURCES ACCOUNT**" payable at **Kalyani**.

2) Application fee once remitted shall not be refunded under any circumstances.

3) No fee for SC/ST Candidates of any community.

4) Applications without the prescribed fee will not be considered and summarily rejected.

**16.** The applicants already in service shall have to produce a No Objection Certificate from their present employer at the time of the Interview. However, they have to take prior permission from their employer while applying for the post.

**17. AIIMS, Kalyani decision is final:**

The decision of the Competent Authority of AIIMS, Kalyani in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, selection and allotment of posts to selected candidates will be final and binding on the candidates and no inquiry/correspondence will be entertained in this regard.

**18.** Any corrigendum or revision of the advertisement or any other information regarding this recruitment will be posted on the official website of AIIMS, Kalyani only in due course. Candidates are advised to visit the website regularly for updated information in this regard.

**OTHER INFORMATION FOR THE CANDIDATES:** -

(i) All India Institute of Medical Sciences is an autonomous body established under the Act of Parliament.

(ii) Service under the Institute is governed by that Act and the Rules & Regulations framed thereunder.

(iii) All the posts carry usual allowances as admissible to Central Government Employees of similar status at Kalyani, West Bengal.

(iv) **Period:** Tutor - Tenure post on contract for a maximum period of 1 year.

(v) The applicants who do not have requisite qualifications and experience up to the date of publishing this notification on the Institute website, will not be considered.

(vi) Incomplete application(s) will be summarily rejected.

(vii) The period of experience wherever prescribed shall be counted after obtaining the prescribed educational qualification.

(viii) The post(s) is/are the whole time and private practice of any kind is prohibited.

(xi) The candidates are likely to be posted at rural health and urban center attached to the Institute for the period to be decided by the Institute as applicable.

(x) AIIMS reserves the right to increase or decrease the number of vacancies.

(xi) While every effort will be made to provide residential accommodation to the appointee at the Institute subject to availability but in view of the paucity of residential accommodation on the campus it may not be

possible to provide accommodation in every case. In the event that no accommodation is provided, necessary H.R.A. as admissible to Central Government Servants of similar status stationed at Kalyani, West Bengal will be provided.

(xii) Canvassing of any kind will be a disqualification.

(xiii) The candidate should not have been convicted by any Court of Law.

(xiv) 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 this appointment, he/she will be liable to be removed from the service, and any action taken as deemed fit by the Appointing Authority.

(xv) 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.

(xvi) The decision of the Competent Authority regarding the interview, verification of documents, and selection would be final and binding on all candidates. No representation/ correspondence will be entertained in this regard.

(xvii) All disputes will be subject to the jurisdiction of the Court of Law at Kalyani.

**CANDIDATES ARE ADVISED TO VISIT OUR WEBSITE i.e., [WWW.AIIMSKALYANI.EDU.IN](http://WWW.AIIMSKALYANI.EDU.IN) REGULARLY TO GET VARIOUS UPDATES ABOUT THE SELECTION PROCESS FROM TIME TO TIME.**

**Clarification & Enquiries:**

**Mail to: [academics.recruitment@aiimskalyani.edu.in](mailto:academics.recruitment@aiimskalyani.edu.in)**

***By order of Executive Director***

***Sd/-***

**Dean (Academics)  
AIIMS, Kalyani**



अखिल भारतीय आर्यावेज्ञान संस्थान (एम्स) कल्याणी  
All India Institute of Medical Sciences (AIIMS) Kalyani  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)  
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NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal 741245

APPLICATION FORM FOR WALK IN INTEVIEW FOR THE POST TUTORS (NON-ACADEMIC) IN THE DEPT. OF

Advertisement No.		Please attach a recent passport-size photo.
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Personal Details (in Block Letters)

1. Full Name																				
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2. Father's /Husband's Name																				
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3. Address for Correspondence																				
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4. Permanent Address																				
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5. E-mail Id (In capital letters)																				
6. Phone/Cell No.1																				
Phone/Cell No.2																				
Land Line No.																				

7. Date of Birth (Please attach document for evidence)	D	D	M	M	Y	Y	Y	Y	8. Nationality	
									9. Name of the State to which you belong	
									10. Gender (Male / Female)	

11. Category	UR	OBC	SC	ST
12. If Physically Challenged (OPH Category) Percentage Disability				

13. Details of Educational Qualifications			
Examination Passed	University/Board/Institution/Council of examination	Month, Year of Passing	No. of Extra Attempts
Secondary (10 <sup>th</sup> )			
Senior Secondary (12 <sup>th</sup> )			
MBBS			
B. Sc.			
M. Sc.			

**Details of work experience:**

14. Name of the Organization	Period of Service												Designation	Nature of Duties performed	Total Monthly Emoluments	Reason for leaving Services
	FROM						TO									
	D	D	M	M	Y	Y	D	D	M	M	Y	Y				

15. Please bring the original and two sets of self-attested photocopies of related documents at the time walk-in interview.

15. Details of Application Fee: Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_ Amount Rs. \_\_\_\_\_.

16. I hereby declare that entries made in this form as above are true and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect, my candidature/ services are liable to be terminated without any notice. I \_\_\_\_\_ agree to abide by the terms and conditions of the contractual appointment.

Place:

Date:

**Signature of the Candidate**