



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

प्लॉट नंबर - 2, सेक्टर - 20, मिहान, नागपुर - 441108

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Plot No – 2, Sector – 20, MIHAN, Nagpur– 441108

Website: <https://aiimsnagpur.edu.in>

No. Admin/AIIMS/NGP/RECT/CONT/PC/2025/05/2110

Date: 10/09/2025

RECRUITMENT FOR THE POST OF PATIENT CARE CO-ORDINATORS ON CONTRACTUAL BASIS AT AIIMS NAGPUR

Last date of submission of application
25.09.2025

AIIMS Nagpur is an apex healthcare Institute, established by the ministry of Health and Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY) with the aim of correcting regional imbalances in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate and post graduate medical education and training.

The Executive Director, AIIMS Nagpur invites application from the Indian Nationals in the prescribed format available on the website of AIIMS Nagpur (<https://aiimsnagpur.edu.in>) for the following position on contractual basis for a period of 11 months or till such time that an alternate arrangement is made, whichever is earlier.

Detailed Eligibility Criteria:

1. Name of the post	PATIENT CARE CO-ORDINATORS
Number of vacancies	UR-04
Qualification:	Essential: 1. B.Sc. in Computer Science/B.Com Computer Science/BCA/B.E. in Information Technology/ B. tech in Information Technology from a recognized/university/Institution Experience: 02 Years Concerned field
Remuneration (Rs.)	Rs. 26,910/- per month fixed and no enhancement during the contract period.
Age Limit:	Between 21-35 Years
Contract period:	11 Month

1. Important Notes:

- The above vacancy is provisional and subject to variation. The Executive Director, AIIMS Nagpur reserves the right to vary the vacancy as per the Govt. of India rules/circulars and requirements. The reservation is as per the roster provided by the Ministry of Health & Family Welfare, Government of India.
- All prescribed qualifications will be counted as on last date of submission of application.
- The candidates who wish to apply for the post may please make payment online as furnished above and send copy of the payment receipt along with application and all relevant copies of certificates, by Google form

<https://forms.gle/ZcRgnkCJPGnqDy6q9> to reach by 25.09.2025

- d) The employment will be purely on contractual basis and under no circumstances are linked to regular appointments and cannot be regularized at any stage. If the contract is not extended further, the same will lapse automatically.
- e) The emoluments will be consolidated in nature as determined by the competent authority.
- f) The appointment can be terminated by the competent authority any time before 11 month also, without assigning any reason thereof.
- g) Executive Director, AIIMS Nagpur reserve the rights to cancel the advertisement at any point of time without prior notice or fill up less number of posts as advertised depending upon the institutional requirements.

2. Application Fees:

(a) For General/OBC/EWS category Rs. 1,000/-. The application fee is non-refundable. Application fee for PwD/ SC/ST Category are exempted. Candidates can pay the fee through NEFT in the **Account** given below. The copy of payment receipt shall be enclosed to the application and may bring at the time of attending the interview.

Name of the Bank	BANK OF BARODA
Branch	AIIMS NAGPUR, CAMPUS
Name of Account Holder	AIIMS EXAM FEE
Account No	40680200000276
IFSC	BARBOVJNAAP (5th character is zero)
MICR code	440012015

3. From other Institute: Those who are working in Central/State Government/Semi Government/Autonomous body have to submit “No Objection Certificate” from their respective organization at the time of interview, failing which the candidature may be rejected.

4. Age Limit: Age limit refers to completed age in years as on last date of submission of application.

5. Reservation: As per Government of India rules.

6. Place of Interview: The interview will be held at venue of AIIMS, Nagpur No TA/DA will be paid for appearing in the interview.

Selection Procedure:

1. The prescribed qualifications are minimum and mere possessing the same does not entitle any candidate to be called for interview or for selection. Short listing of candidates for interview will be done on the basis of educational qualification, relevant experience and/or as per the short listing criteria decided by the Executive Director, AIIMS Nagpur. **In case large number of applications received, there may be a screening test to shortlist candidates for interviews.**
2. Before interview, scrutiny of application and verification of documents of candidates in terms of eligibility criteria i.e., qualification, experience, category, age etc., (as per the advertisement) will be carried out by a duly constituted committee to determine the eligibility of candidates. Only those candidates who will be declared eligible after scrutiny of application and document verification will be allowed to appear for interview.
3. Interviews will be held at AIIMS Nagpur or at any other place and mode as may be decided by the Executive Director, AIIMS Nagpur. Candidates called for interview will have to produce all relevant original documents for verification before the interview. Candidates must note that mere appearing in interview does not confer them any right to selection. Candidates have to score minimum qualifying marks (suitability standard) in interview as may be fixed by the Selection Committee for empanelment in the order of merit for selection. Candidates not meeting the minimum qualifying/suitability standard will not be considered for selection irrespective of their merit position.

4. The above-mentioned selection procedure is indicative and subject to change as per the discretion of the Executive Director, AIIMS Nagpur.

TERMS & CONDITIONS

1. **The appointment is purely on CONTRACT BASIS for a period of 11 months.** As per the requirement of the Institute and subject to satisfactory performance of the incumbents the period of contract may be extended.
2. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month's salary without assigning any reason or failure to complete the period of three months to the satisfaction of competent authority.
3. The appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
4. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available/applicable to the Government Servants, appointed on regular basis.
5. If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a 'No Objection Certificate' nor he/she will receive any Relieving Letter or Experience Certificate.
6. In case of any information given or declaration made 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 other action taken as deemed fit by the Appointing authority.
7. The appointee shall not be granted any claim or right for regular appointment to any post of AIIMS Nagpur.
8. The appointee shall be on the whole-time appointment of the AIIMS Nagpur and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
9. The appointment to the said post will be subject to medical fitness from the competent medical board for which he/she will be sent to the designated Medical Authority.
10. Leave entitlement of the appointee shall be governed as per the existing rules of the Institute.
11. On appointment, the appointee will be required to take an oath of allegiance to the Constitution of India or make a solemn affirmation to that effect in the prescribed proforma.
12. The appointee is not entitled to any TA/DA for attending the interview/written test and joining the appointment.
13. The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent faculty members of the AIIMS Nagpur.
14. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel any communication made to the candidate.
15. Other conditions of service will be governed by relevant rules and orders issued from time to time.
16. Interested candidates may apply for the post under reference in the prescribed application form available in the Institute website appending therewith copies of self-attested Certificates/testimonials and other relevant documents etc.
17. In any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from service and also such other action as the Government may deem necessary.
18. If any candidate is found canvassing for his/her selection, he/she will be disqualified for being called for interview/being selected.
19. The AIIMS, Nagpur reserves the rights to increase or decrease the number of vacancies.

20. The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.
21. The candidate who is already in government service shall submit 'No Objection Certificate' from the present employer at the time of Interview.
22. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
23. Private practice of any type is prohibited.
24. He/She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
25. The candidate should not have been convicted by any Court of Law.
26. Applications incomplete in any aspect will be summarily rejected.
27. 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.
28. No representation/communication from candidates regarding eligibility, selection schedule/process, selection of candidates/result or any other matter pertaining to this recruitment will entertained.
29. All the records related to this recruitment will be preserved up to 6 months from the date of declaration of result and thereafter these shall stand destroyed except for the records of selected candidates and matters pending in the Hon'ble CAT/Court.
30. All disputes will be subject to jurisdictions of Court of Law at Nagpur.
31. For any updates, please visit the Institute website i.e. <https://aiimsnagpur.edu.in/recruitment>.
32. In case of need of any assistance or clarifications please contact by mail to nonfac.recruitment@aiimsnagpur.edu.in - please mention the post applied in the Subject line of your e-mail or contact at 07103-295590.

Sd/-
Deputy Director (Admin)
AIIMS Nagpur