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अखिल भारतीय वाक् श्रवण संस्थान :मैसूरु - 570006

ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE - 570006
(An Autonomous body under the Ministry of Health and Family Welfare,
Govt. of India), Manasagangothri, Mysore - 570 006

ಫೋನ್ /Phone: 0821-2502000/ 2502100, www.aiishmysore.in

विज्ञापनसंख्या / ADVERTISEMENT No. 09/2023

दिनांक/Dated: October 03, 2023

AIISH, Mysore invites applications for the following posts to be filled on **Direct Recruitment** basis at the Institute as detailed below:

Post code.	Name of the Post	No of Post	Age (Upper Age Limit)	Salary
1.	Assistant Audit Officer (IAC) (Group B)	01 (UR)	Below 30 years	Level 07 of VII CPC
2.	Junior Translation Officer (Group B)	01 (UR)	Up to 30 years	Level 06 of VII CPC
3.	Audiologist / Speech Language Pathologist Gr. II (Group B)	10 (UR - 5, EWS - 1, OBC - 2, SC - 1, ST - 1)	Up to 30 years	Level 06 of VII CPC
4.	Assistant Grade II (Stores) (Group C)	01 (OBC)	Up to 27 years	Level 04 of VII CPC
5.	Multi Rehabilitation Worker (Group C)	01 (UR)	Up to 25 years	Level 04 of VII CPC
6.	Medical Records Technician (Group C)	01 (UR)	Up to 27 years	Level 04 of VII CPC

For Post code 1: Assistant Audit Officer (IAC) (Group B)

Method of Recruitment: Direct Recruitment	
Number of post	01 post
Upper age limit	Below 30 years.
Category	UR
Scale of pay	Level 07 of pay matrix under VII CPC
Essential Qualification	a) Graduate from a recognized University (preferably in commerce) with SAS or 3 months training in cash and accountancy conducted by ISTM. b) 3 years experience in accounts and audit c) Knowledge of work experience of government rules and regulations.
Desirable Qualification	Knowledge of Computers

For Post code 2: Junior Translation Officer (Group B)

Method of Recruitment: Direct Recruitment	
Number of post	01 post
Upper age limit	Up to 30 years.
Category	UR
Scale of pay	Level 06 of pay matrix under VII CPC
Essential Qualification	a) Post Graduate degree in Hindi from a recognized University or equivalent b) English as a major subject at graduate level c) Certificate/Diploma in Hindi translation
Desirable Qualification	a) Knowledge of Computers b) Two years experience in translation from English to Hindi and Vice-Versa

For Post code 3: Audiologist / Speech Language Pathologist Grade II (Group B)

Method of Recruitment: Direct Recruitment	
Number of post	10 posts
Category	(UR - 5, EWS - 1, OBC - 2, SC - 1, ST - 1)
Upper age limit	Up to 30 years.
Scale of pay	Level 06 of pay matrix under VII CPC
Essential Qualification	B.Sc. degree in Speech and Hearing or equivalent.

Rehabilitation / Allied health care professionals shall hold a valid registration of RCI Certificate.

For Post code 4: Assistant Grade II (Stores) (Group C)

Method of Recruitment: Direct Recruitment	
Number of post	01 post
Category	OBC
Upper age limit	Up to 27 years
Scale of pay	Level 04 of pay matrix under VII CPC
Essential Qualification	Degree of a recognized university with two years experience in handling stores of Government / Semi-Government / Autonomous Body / Educational Institution. Must be conversant with procedure and accounting of stores.
Desirable Qualification	Knowledge of Computers, MS. Office / Inventory Package.

For Post code 5: Multi Rehabilitation Worker (Group C)

Method of Recruitment: Direct Recruitment	
Number of post	01 post
Category	UR
Upper age limit	Up to 25 years
Scale of pay	Level 04 of pay matrix under VII CPC
Essential Qualification	10+2 or equivalent qualification from a recognized Board or University and a) Diploma in Community Based Rehabilitation or Diploma in Rehabilitation Therapy from a recognized institution with valid RCI affiliation. b) Registered as Rehabilitation Personnel under Rehabilitation Council of India Act 1992.
Desirable Qualification	One year experience in the related field.

For Post code 6: Medical Records Technician (Group C)

Method of Recruitment: Direct Recruitment	
Number of post	01 post
Category	UR
Upper age limit	Up to 27 years
Scale of pay	Level 04 of pay matrix under VII CPC
Essential Qualification	Graduate with Diploma in Medical Records Technology / Sciences / Technician / Management.

GENERAL CONDITIONS / INFORMATION FOR DIRECT RECRUITMENT (Post Code 1 to 6):

- 1 From the post code 1 to 6, all the posts are intended to be filled on regular basis at this Institute.
- 2 All the details furnished in the offline application will be treated as final and no changes shall be entertained after due date for submission of applications. All applicants must possess the essential qualification prescribed for the post applied for and fulfill other conditions stipulated in the advertisement.

Candidates are **advised to satisfy themselves before applying** that they possess at least minimum essential qualification even if the candidate has some other higher qualifications.
- 3 The prescribed Essential Qualifications/Educational qualifications are a bare minimum and mere possession of it, will not entitle the candidates to be considered for the post. **Rehabilitation / allied health care professionals shall hold a valid registration with RCI, failing which their application shall not be considered.**
- 4 The qualifications prescribed should have been obtained through recognized Universities/ Institutions.
- 5 If a candidate is claiming a particular qualification as equivalent qualification as per the advertisement, then the candidate is required to produce order / letter / equivalency certificate in this regard issued under signature of the competent authority / University / Institutions etc. The decision of the Director, AIISH in this regard shall be final.
- 6 In case of Boards/ Universities / Institutes awarding CGPA / SGPA / Overall Grade Point Average (OGPA) / Diploma / Degree Grade Point Average (DGPA) / Cumulative Performance Index (CPI) etc., candidates are required to convert the same into percentage based on the formula as per their Boards/ Universities / Institutes and enclose a **copy of conversion formula issued by respective Boards/ Universities / Institutes.**

- 7 The application has to be invariably accompanied with a 'No Objection Certificate' from the employer concerned, by those who are already in employment in regular posts under **Central / State Government, Public Sector Undertakings or Autonomous Bodies, Banks etc.**, duly indicating the name and post applied for. *This shall also be applicable to the candidates working in All India Institute of Speech and Hearing, Mysore.*
- 8 Employees Under Disciplinary Proceedings:
Employees against whom disciplinary Proceedings are pending or contemplated shall not be considered for appointment on Direct recruitment.
- 9 The scale of pay notified is as per the VII CPC recommendations.
- 10 The posts carry usual allowances i.e., DA, HRA, and TA etc., as admissible to employees of AIISH, Mysuru.
- 11 Candidates are encouraged to apply for posts reserved for the respective category by enclosing appropriate certificates issued by competent authorities.
Age Relaxation: The upper age limit will be reckoned as on the last date prescribed for receipt of applications.
Age should not exceed the limit prescribed for each category of post **as on the closing date for receipt of filled-in applications.**
The Upper age limit mentioned against each post is for general category posts. Wherever posts are reserved for SC/ST/OBC which are indicated against the posts and PwBD candidates, **relaxation in age shall be provided as per Government of India orders** on the subject. SC/ST/OBC candidates who apply against the Un reserved posts are not eligible for age relaxation in respect of such posts and they shall be treated on par with general candidates in the selection process. Concession in the application fee, if any, is however, applicable for those candidates.
This relaxation and concession is subject to production of certificates issued by competent authority as per the Govt. of India Rules.
The OBC Certificate in the Central Govt. format (For appointment to posts under the Government of India) only is acceptable and it should have been issued on or after 01.04.2023 with clear mention on Non-creamy layer status. No further correspondences will be entertained in this regard. Request for age relaxation in such cases shall be summarily rejected.
- Candidates claiming reservation under **OBC category** are required to produce the certificate to that effect **issued on or after 01.04.2023** and **OBC candidates who belong to "Creamy Layer" are not entitled** to concession admissible to OBC category.
- Candidates claiming reservation under **Economically Weaker Sections (EWS)** are required to produce the certificate to that effect **issued on or after 01.04.2023.**
- 12 The applications received in response to the advertisement will be scrutinized and only shortlisted candidates will be called for the written/skill test. Mere fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for written / skill test.
- 13 The schedule regarding the written / skill test and subsequent results will be published in the AIISH website www.aiishmysore.in. The applicants are advised to

check the website of AIISH, Mysore regularly for further updates.

- 14 In case of submission of multiple applications for the same post, the last application submitted before the last date shall alone be considered for further processing. All other applications shall be treated as cancelled / rejected.
- 15 Mode of selection: For Group B & C posts written test / practical skill test will be conducted and the shortlisted candidates will be informed of it in due course.
- 16 As per Government of India orders, interviews for posts in Group B & C are dispensed with. The results of the skill test / written test when conducted, will only be qualifying in nature. **The final selection for these posts will be based on merit/percentage obtained in the essential educational qualification as mentioned under each post.**
- 17 The Institute will shortlist the candidates based on fulfilling of the eligibility criteria as per the Recruitment Rules for the respective post. The Institute reserves the right to restrict the number of candidates for written test / skill test to a reasonable limit.
- 18 A candidate can apply for multiple posts subject to fulfilling of the eligibility criteria applicable to individual post.
Candidates applying for more than one post **should submit separate application with fees payment for each post indicating the name of the post and postcode in each application applied for.**
- 19 The period of experience in a discipline/area of work, wherever prescribed, shall be reckoned from the date of acquiring the minimum prescribed educational qualification prescribed for the post and will be reckoned as on the last date prescribed for receipt of Applications. *This shall also be applicable to the candidates working on regular basis at All India Institute of Speech and Hearing, Mysore.*
The period of experience will be considered only to the extent of documents attached in support of claim. Pay slip, offer letters, joining report, relieving letter alone would not be considered as proof of experience.
- 20 The competent authority has the right to accept or reject any application without assigning any reasons.
- 21 The competent authority reserves the right not to fill all or any of the posts mentioned in the advertisement. The number of posts to be filled may also vary as per the decision of the Competent Authority.
- 22 **Canvassing in any form and/or bringing influence of any kind will be treated as a disqualification for the post.**
- 23 The last date of receipt of online application is at 5.30 PM for all the post code. 01.11.2023
- 24 The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
- 25 **Interim email / letter enquiries and other enquiries will not be attended to.**

26 Application in the following occasions shall be summarily rejected:

- Applications without photograph, signature, payment of application fees.
- Applications without mentioning postcode, name of the post and multiple applications in single envelope.
- Applications without necessary marks cards (marks sheets for all years/ semester should be enclosed), as otherwise it would cause difficulty in calculating accurate percentage.
- Applications without copy of Degree certificates (Provisional / Convocation).
- Inappropriate proof of date of birth (Only Class X certificate or Birth certificate issued by the appropriate government authority will be accepted as proof of date of birth).
- Applications without **No Objection Certificate** (wherever applicable) in the case of in-service candidates. *This shall also applicable to the candidates working in All India Institute of Speech and Hearing, Mysore, on regular basis.*
- Applications without prescribed application fee (wherever applicable) and proof of payment.
- Those who apply for the post of Audiologist / SLP Gr. II and Multi Rehabilitation worker, candidates should submit valid RCI certificate. *Otherwise, applications will be summarily rejected.*
- Applications without documents in support of conversion criteria into marks in the case of grades awarded.

HOW TO APPLY:

- a) The application may be downloaded from our website www.aiishmysore.in.
- b) Interested candidates who meet the requirement, may **send their Applications** along with **Self-attested copies** of Matriculation, SSLC, Diploma certificate and all semester mark cards, Degree certificate and mark cards for all the semesters / years, SC/ST/OBC/EWS/PwBD certificate, RCI registration certificate and other testimonials in support of experience and other claims in the application.

Address for sending the applications:

**Office of the Chief Administrative Officer,
All India Institute of Speech and Hearing, Manasagangothri, Mysore – 570 006.**

Envelope should be super-scribed “**Application for the post of.....**”,
“**Post Code.....**”

- c) **The last date of receipt of application is ..01.11/23. at 5.30 PM.**



The applications received after the last date for any reason will not be entertained.

- d) **Application fee:**

For General Category, EWS Category and OBC candidates – ₹600/-

For candidates belonging to SC/ST categories - ₹250/-

Women and PwBD candidates are **exempted** from payment of application fee.

- e) Application forms without the prescribed Application fees, Transaction No. / Utr No. & date are liable to be rejected.
- f) Applications received after the last date or with insufficient information would not be considered.
- g)  Please mention in the Remarks / Purpose of the transaction as:
 Application fee for the post of
 (OR)
 Application fee for the post code.....
 Candidate has to provide the following details of the payment in the application form and **attach proof of payment in the application:**
 Transaction ID/ UTR reference no:
 Date of Payment:

Method of payment of application fee:

1. BHIM QR CODE



Merchant Name : AIISH



Payee VPA : aishmysore@barodampay



2. Payment thro' NEFT:

1.	BENEFICIARY NAME & POSTAL ADDRESS	DIRECTOR ALL INDIA INSTITUTE OF SPEECH & HEARING, MANASAGANGOTTHRI, MYSORE 570 006
2.	NAME OF THE BANK	BANK OF BARODA
	BRANCH NAME WITH COMPLETE ADDRESS	AIISH BRANCH, NAIMISHAM CAMPUS MANASAGANGOTTHRI, MYSORE KARNATAKA - 570 006
	BRANCH CODE No.	9832
3.	IFSC CODE OF THE BRANCH	BARB0EXTMYS [BARB(ZERO)EXTMYS]
4.	ACCOUNT NUMBER	98320100000664
5.	TYPE OF BANK ACCOUNT (SB/CURRENT)	SAVINGS BANK ACCOUNT

The candidates should mention the prescribed application fee details in the Application also (Transaction ID/ UTR reference no. and date of payment).

Note:

Applications received after the last date or with insufficient information, without self-attested of any semester mark cards, Master's degree certificate, Bachelor's degree certificate, Grade conversion certificate issued by the University./ college in to percentage in case of award of Grades, HSC, PUC, SSLC, DOB proof, Category certificate, Experience (**experience claimed without proof shall not be considered**), NOC, Valid RCI certificate, Disability certificate, SC/ST/OBC/EWS certificate (wherever applicable) with validity, SAS / Cash & Accounts course certificate issued by ISTM (wherever applicable), Certificate in Hindi Translation (wherever applicable), Signature and recent photograph etc., would not be considered. Those applications will be summarily rejected at the time of screening of the applications itself – No further correspondences will be entertained in this regard.

Advt. No. 09/2023

Date: 03.10.2023.

M. P. Paul

निदेशक/DIRECTOR

Advertisement No. 09/2023 dt.03.10.2023

Closing date: 01.11.2023



Application fee payment details:

Transaction ID/UTR
Date of payment
Amount Paid:

Photo

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE - 570 006

(An Autonomous Body under Ministry of Health & Family Welfare, Govt of India)

APPLICATION FOR THE POST OF Post Code.....

1. Name of the Candidate (BLOCK LETTERS)

Mr / Mrs / Ms / Dr.

2. Gender:

Male

Female

Transgender

3. (a) Address for Communication

.....
.....
.....

(b) Email ID

(c) Mobile Number

(d) Aadhar No.

(e) Permanent Address

.....
.....
.....

4. (a) Date of Birth

DD

MM

YYYY

(b) Age as on last date of Application

Years

Months

Days

(c) Place of Birth

5. Are you:

(a) a citizen of India by birth and / or by domicile?

(b) If not, indicate the Nationality

.....
.....

6. Name the state to which you belong

.....

7. (a) Father's Name

(b) Father's Occupation

Govt.

Private

others

(c) Mother's Name

(d) Mother's Occupation

Govt.

Private

others

8. State whether you are a member of Scheduled Caste / Scheduled Tribe / OBC / EWS / UR / PwBD (if so, please produce an attested copy in support)

SC

ST

OBC

UR

EWS

PwBD

9. (a) Academic Qualification:

[Note: Percentage should be calculated strictly in accordance with the Rules & Regulations of the respective university / board (as awarded in Degree Certificate & the copy of percentage conversion certificate received from university/college should be attached alongwith the application).]

Examination (Name of the Board/University)	Percentage of marks obtained	CGPA	Major Subjects	Year of passing	Class
SSLC / X					
HSC / XII					
Diploma / Certificate					
Bachelor Degree					
Master Degree					
Ph.D					

9. (b) Other Qualifications:

[Note: Sufficient information to be provided in respect of other qualifications, other than 9 (a) above, wherever applicable, as per the Recruitment rules for respective posts]

Course / Examination	Percentage of marks obtained	CGPA	Major Subjects	Year of passing	Class

9. (c) RCI Registration details:

RCI Registration CRR No: Date of Issue of Certificate: Validity till:

10. Are you Involved in any court cases

yes

NO

19. Are you willing to accept the minimum initial pay offered ? If not, state what is the lowest initial pay that you would accept in the prescribed scale of pay/level in pay matrix.

20. How early you can join this institute, if selected?

21. Reference:
Give names / address of three professionals in the field who are in a position to comment on your professional work (The institute may write to them for a confidential assessment of the candidate's capabilities)

Name / Address	Designation	Telephone / Mobile / & Email
1.		
2.		
3.		

22. Briefly explain (within 50 words) how you are suitable for this post.

23. List of enclosures

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)

DECLARATION

I, hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. If any information is found false, my candidature may be disqualified without prejudice to any action that may be taken under the rules.

Place:

Date:

.....
Candidate's Signature

ENDORSEMENT BY THE EMPLOYER (where the candidate is presently employed)

Note: Candidates, who are in regular service / permanent post at present, should obtain an endorsement given below from his / her employer.

Ref. No.

Date

Mr./ Mrs./ Ms./ Dr., joined at this Institute on..... as.....(Designation) and is at present employed as.....(Designation) a Permanent employee in this office. He / She will be relieved if selected, without delay. His / Her present salary structure is as below.

- Level in pay matrix:..... Cell:
- Basic Pay: as on
- DA:.....
- Others:.....

Signature of Issuing Authority:

Designation & Seal of Issuing Authority: