



अखिल भारतीय आयुर्विज्ञान संस्थान
All India Institute of Medical Sciences
मंगलगिरि, आंध्र प्रदेश
Mangalagiri, Andhra Pradesh

www.aiimsmangalagiri.edu.in

F.No./AIIMS/MG/Admin/Recruitment/03/2024-25/NonFaculty/Deputation/03

Date: 08/10/2024

**Recruitment of Various Non-Faculty Group "A, B & C" Posts
on Deputation Basis at AIIMS Mangalagiri**

| | |
|------------------------------------|--|
| Opening Date of Application | 08.10.2024 |
| Closing Date of Application | XX.XX.2024 (OR 30 days from the date of publication of the advertisement in the Employment News, whichever is later) |
| Receiving Hard copy of Application | 10 days from closing date of application |

All India Institute of Medical Sciences, Mangalagiri is an Institute of National Importance established by the Ministry of Health & Family Welfare, Government of India, under Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) with the aim of correcting regional imbalances in quality tertiary level health care in the country and attaining self-sufficiency in graduate and post graduate medical education and training.

The Director, AIIMS Mangalagiri invites applications in the prescribed pro-forma from suitable/eligible Officers of Central/ State Government/ U.T/ Autonomous Bodies/ Universities/ Public Sector Undertakings/ R&D Organizations/ Police Departments of Central/ State/ U.T, as applicable (mentioned below) for filling up of the following non-faculty Group "A& B" Posts on Deputation basis in AIIMS Mangalagiri.

This being a **Rolling Advertisement**, further vacancies along with the Eligibility Criteria, Selection Procedure, Application Procedure, Terms & Conditions etc., as amended from time to time will be uploaded on our institute website only and shall not be published in either Employment News or any News Papers, except for the first cut-off. The essential qualification, experience and other eligibility conditions etc., for applying for the posts are as under:

| SI No | CATEGORY | POSTS | Remarks |
|-------|---------------------------|---|---|
| 1. | Recruitment by Deputation | 1) Medical Superintendent 2) Nursing Superintendent 3) Executive Engineer (Civil) 4) Executive Engineer (Electrical) 5) Senior Accounts Officer 6) Accounts Officer 7) Assistant Administrative Officer 8) Assistant (NS) 9) Cashier 10) Librarian Grade - I | Applications are to be duly forwarded by the Cadre Controlling Authority with NOC Vigilance clearance and enclosing minimum 5 years latest APARs. Candidates are advised to send an advance copy of the application <i>at the below mentioned Google Form Link with relevant enclosures</i> , for intimation purposes only, on or before the closing date of receipt of applications. ❖ Google Form: https://forms.gle/Ja7N9oEYxXfBcWa7 |

Summary Chart

| Recruitment by Deputation | | | | | |
|---------------------------|----------------------------------|-------|----------------------------------|-----------|--------------------------------|
| Sl. No | Post | Group | Level as per 7 th CPC | Post | Mode |
| 1. | Medical Superintendent | A | Level-14 | 1 | Deputation for 3 years |
| 2. | Nursing Superintendent | A | Level-11 | 2 | Deputation for 3 years |
| 3. | Executive Engineer (Civil) | A | Level-11 | 1 | Deputation for 3 years |
| 4. | Executive Engineer (Electrical) | A | Level-11 | 1 | Deputation for 3 years |
| 5. | Senior Accounts Officer | A | Level-11 | 1 | Deputation for 3 years |
| 6. | Accounts Officer | A | Level-10 | 1 | Deputation for 3 years |
| 7. | Assistant Administrative Officer | B | Level-07 | 1 | Deputation for 3 years |
| 8. | Librarian Grade-I | B | Level-07 | 1 | Deputation for 3 years |
| 9. | Assistant (NS) | B | Level-06 | 1 | Deputation for 3 years |
| 10. | Cashier | C | Level-04 | 1 | *Deputation for 2 years |
| TOTAL | | | | 11 | |

B. Eligibility and other Criteria:

| Sl No | Post | Group | Pay scale as per 7 th CPC | Post | Upper Age Limit | Essential Eligibility Criteria for deputation |
|-------|------------------------|-------|--------------------------------------|------|-----------------|--|
| 1. | Medical Superintendent | A | Level 14 | 01 | 56 years | <p>Essential: Officers holding analogous posts in Central Government / State government with the following educational qualifications may apply for the post:</p> <ol style="list-style-type: none"> 1. A Medical Qualification included in the I or II schedule or Part-II of the third schedule to the Indian Medical Council Act of 1956 (persons possessing qualification included in Part-II or third schedule should also fulfill the conditions specified in Section 13 (3) of the Act. 2. A post-graduate qualification, eg: MD or MS or a recognized qualification equivalent thereto OR MHA (Masters in Hospital Administration) or a post graduate degree recognized as equivalent to MHA by the Medical Council of India. <p>Experience: Ten (10) Years experience in Hospital Administration in Hospitals after obtaining the PG Degree in a senior position, preferably in Hospitals with 300 beds or more. (Period of deputation shall not ordinarily exceed 3 years)</p> |

| Sl No | Post | Group | Pay scale as per 7 th CPC | Post | Upper Age Limit | Essential Eligibility Criteria for deputation |
|-------|---------------------------------|-------|--------------------------------------|------|-----------------|---|
| 2. | Nursing Superintendent | A | Level-11 | 02 | 56 years | <p>Essential: Officers of the State/ Central Government or Statutory/ Autonomous Bodies holding analogous posts OR Deputy/ Assistant Nursing Superintendent with 5 years regular service in the Grade Pay of Rs. 5400/-.</p> |
| 3. | Executive Engineer (Civil) | A | Level-11 | 01 | 56 years | <p>Essential: Officers under the Central/ State/ UT Governments/ Universities/ Statutory, Autonomous Bodies or Research and Development Organizations i. Holding analogous posts on regular basis OR ii. Assistant Engineer (Civil) with 5 years regular service in the grade pay of Rs. 5400/- OR iii. Junior Engineer (Civil) with 7 years of regular service in the grade pay of Rs. 4600/-</p> |
| 4. | Executive Engineer (Electrical) | A | Level-11 | 01 | 56 years | <p>Essential: Officers under the Central/ State/ UT Governments/ Universities/ Statutory, Autonomous Bodies or Research and Development Organizations i. Holding analogous posts on regular basis OR ii. Assistant Engineer (Electrical) with 5 years regular service in the grade pay of Rs. 5400/- OR iii. Junior Engineer (Electrical) with 7 years of regular service in the grade pay of Rs. 4600/-</p> |
| 5. | Senior Accounts Officer | A | Level 11 | 01 | 56 years | <p>Essential: Officers under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research and Development Organizations i. Holding analogous posts on regular basis OR ii. With 5 years' regular service in the relevant field in the Grade Pay of ₹5400/-</p> |

| Sl No | Post | Group | Pay scale as per 7 th CPC | Post | Upper Age Limit | Essential Eligibility Criteria for deputation |
|-------|----------------------------------|-------|--------------------------------------|------|-----------------|--|
| 6. | Accounts Officer | A | Level 10 | 01 | 56 years | <p>Essential: Officers under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis OR ii. With 2/3 years regular service in the relevant field in the grade pay of Rs. 4800/4600 respectively</p> |
| 7. | Assistant Administrative Officer | B | Level 07 | 01 | 56 years | <p>Officers under the Central/ State/ UT Governments/ Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis or ii. with 5 years regular service in the grade pay of Rs. 4200/- in the relevant filed and possessing education qualification as follows:</p> <p>Essential: Degree from recognized university or its equivalent Proficiency in Computers</p> |
| 8. | Librarian Grade-I | B | Level 07 | 01 | 56 years | <p>Essential: Officers under the Central/ State/ UT Governments/ Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis OR ii. With 3 years regular service in the grade pay of Rs. 4200/- in the relevant field and possessing educational qualifications as follows:</p> <p>a) Bachelor Degree in Library Science and Information from recognized university/Institute Or B.sc. Degree or equivalent from a recognized University and Bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognized University or Institute.</p> |

| Sl No | Post | Group | Pay scale as per 7 th CPC | Post | Upper Age Limit | Essential Eligibility Criteria for deputation |
|-------|----------------|-------|--------------------------------------|------|-----------------|--|
| | | | | | | <p>With</p> <p>b) 2 year's Professional experience in a library of under Central/State/ Autonomous/ Statutory organization /PSU /Universities or recognized research and educational institute.</p> <p>c) Ability to use computer- Hands on experience in office applications, spreadsheets and presentation.</p> <p>Desirable: Diploma in Computer Application from a recognized University or Institute.</p> |
| 9. | Assistant (NS) | B | Level 06 | 01 | 56 years | <p>Essential: Officers under the Central/ State/ UT Governments/ Universities/ Statutory, Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis OR</p> <p>ii. With 10 years regular service in the grade pay of Rs. 2400/- in the relevant field and possessing educational qualifications as follows:</p> <p>a) Degree from a recognised university or equivalent</p> <p>b) Proficiency in computers</p> |
| 10. | Cashier | C | Level 04 | 01 | 56 years | <p>Essential: Officers under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis and possessing the education qualification and experience as:</p> <p>i. Degree in Commerce of recognized University or equivalent and</p> <p>ii. At least 2 years' experience of handling accounts work of a Government Organization and</p> <p>iii. Having proficiency in Computer application.</p> |

Note for Deputation Posts:

1. The number of posts is tentative and is liable to change based on the Institute's requirement.
2. Maximum age limit for applying for the aforesaid posts on Deputation is 56 years as on last date of receipt of application
3. The period of deputation shall not ordinarily exceed 3 years.
4. **Applications from Non-Government employees will not be entertained.**
5. **Incomplete applications received without the above mentioned documents and applications received after the due date will be summarily rejected.**
6. One set of self attested supporting documents related to qualification, experiences etc. to fulfill the essential eligibility criteria to be submitted along with the application.
7. AIIMS Mangalagiri strictly adheres to the Recruitment Rules as notified in this Notification. So, this notification shall not apply to the candidates belongs to Organizations other than the specified ones, for submission of applications with reference to the posts notified.
8. The Institute will not be responsible for any postal delay.
9. The Institute will not be responsible for collection of any of the above mentioned documents.
10. In case, the application along with the requisite documents is not received within the stipulated time, it would be presumed that the parent organization is not in favour of appointment of the applicant on deputation.
11. The Officers who fulfill the above qualifications/eligibility may submit their application along with **one set** of self attested supporting documents related to qualification, experiences etc. in the attached proforma through proper channel to the **“Recruitment Cell, Admin & Library Building, All India Institute of Medical Sciences, Mangalagiri, Guntur District, Andhra Pradesh. 522503”**, **by Speed Post/ Registered Post only.**
12. Late/ Incomplete applications will not be entertained.
13. The envelope containing the application(s) should be super-scribed **“Application for the Post of on deputation basis”**.
14. While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Duly attested photocopies of their up-to-date Confidential Reports (at least for the latest 05 years) may also be enclosed with the applications. It may also be clearly stated that no

vigilance/disciplinary proceedings is pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers will not be considered.

- 15. The mentioned cut-off dates for the rolling advertisement may change, as per the institute needs.**
- 16. Closing Date of applications will be xx.xx.2024 (OR 30 days from the date of publication of the advertisement in the Employment News, whichever is later)**
- 17. Candidates are required to send the copy in Speed Post/Registered Post within 10 days from the last date of application.**
18. List of documents required to submit at the time of documents verification for **attending Interviews-**
Originals with One set of Xerox copies (self attested)
- i. ID Proof - Candidates can submit their voter ID-Card/ passport/ Adhaar card etc. All these are accepted against ID proof.*
 - ii. Official Identity – Official Identity proof*
 - iii. Educational qualification certificates*
 - iv. No Objection certificate and Vigilance Clearance*
 - v. Copies of CR Dossiers to the extent of requirement published in notification*
 - vi. For Provisionally Eligible candidates- Balance Documents to fulfill the eligibility criteria*
 - vii. Any other document candidate might like to provide in support of eligibility & to the recruitment.*
19. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training's O.M.No.6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.
20. The decision of the Competent Authority regarding selection of candidates will be final and no representation will be entertained in this regard.
21. In case of need of any assistance or clarifications please contact deputation@aiimsmangalagiri.edu.in
- please mention the post applied in the Subject line of your e-mail.
22. For any updated please visit the Institute website i.e., www.aiimsmangalagiri.edu.in, regularly.
23. All disputes will be subject to jurisdictions of Court of Law of Mangalagiri/Vijayawada.

Sd/-
Director
AIIMS Mangalagiri

Application for the post of _____ on deputation basis
at AIIMS, MANGALAGIRI

| | | | |
|----|--|---|--|
| 1 | Name and Present Address in Block Letters | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | Affix here recent passport size photograph |
| 2 | Father's Name | | |
| 3 | Date of Birth (DD/MM/YYYY) | | |
| 4 | AADHAR Number | | |
| 5 | Date of Retirement under Central/ State Government Rules | | |
| 6 | Designation (Name of the post-held currently) | | |
| 7 | Name of the Office/ Institution/ Organization, where-in working presently | | |
| 8 | Date of Entry into Service | | |
| 9 | Date of retirement under Central/ State Government Rules | | |
| 10 | Educational Qualification | i) | |
| | | ii) | |
| | | iii) | |
| | | iv) | |
| 11 | Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). | | |

| | | | | | | | | | | |
|----|--|---|---|-----------------|-----------------------------------|----|---|--|------------------|--|
| 12 | Qualifications/ Experience | | | | | | | | | |
| | Essential | | | Required | | | Possessed | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 13 | Please state clearly whether in the light of entries made by you above, you meet the requirements of the post Note: Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/ Work Experience possessed by the Candidate (as mentioned in the Bio-data) with reference to the post applied. | | | | | | | | | |
| 14 | Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient. | | | | | | | | | |
| | Sl. No | Name of the Office/ Institution/ Organization | Organization Type (Central Government/ State Government/ UT/ PSU etc..) | Post held | Duration of the Post held | | Total Duration of Experience Years/ Months/ Days | Pay-band and Grade pay (Scale of Pay if in pre-revised scale of pay) | Nature of Duties | |
| | | | | | From | To | | | | |
| | 1 | | | | | | | | | |
| | 2 | | | | | | | | | |
| | 3 | | | | | | | | | |
| | 4 | | | | | | | | | |
| | 5 | | | | | | | | | |
| | Total Work experience in required Grade Pay | | | |YearsMonths Days | | | | | |
| 15 | Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent) | | | | | | | | | |

| | | | | |
|----|--|--|-------------------------|--|
| 16 | <p>In case the present employment is held on deputation/contract basis, Please state :</p> <p>a) the date of initial appointment</p> <p>b) period of appointment on deputation/contract</p> <p>c) name of the parent office/organization to which you belong</p> <p>NOTE: In case of Officers already on deputation, the applicants of such officers should be forwarded by the parent cadre/ department along with Cadre Clearance, Vigilance Clearance and Integrity.</p> | | | |
| 17 | <p>Additional details about present employment please state whether working under (Indicate the name of your Employer against the relevant column):</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government undertaking</p> <p>e) University</p> | | | |
| 18 | <p>Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p> | | | |
| 19 | <p>Total emoluments per month now drawn.</p> | | | |
| | Basic Pay in the PB | Grade Pay | Total Emoluments | |
| | | | | |
| 20 | <p>Present Pay and date from which the Present pay is drawn</p> | | | |
| 21 | <p>In case the applicant belongs to an Organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed</p> | | | |
| | <p>Basic Pay with Scale of Pay and rate of increment</p> | <p>Dearness Pay/ Interim relief/ other allowances etc. (with break-up details)</p> | <p>Total Emoluments</p> | |
| | | | | |
| 22 | <p>Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.</p> | | | |
| 23 | <p>Whether belongs to SC/ST/OBC (if yes, please specify)</p> | | | |

| | | |
|--|--|---|
| 24 | Contact Numbers & Email id: | |
| | i. Office | ii. Residence |
| | <u>Mobile:</u> | <u>Mobile:</u> |
| | <u>E-mail address:</u> | <u>E-mail address:</u> |
| 25 | If selected, specify the minimum required joining time | |
| Signature of the Candidate: | | <u>Candidate's Address:</u> |
| Date: | | |
| <u>Countersigned:</u> | | |
| <p style="text-align: center;">-----</p> <p style="text-align: center;">[Employer/ Authorized Officer]</p> | | <u>Office Address:</u> <u>Email:</u> |

Check List

| Sl. No | <u>Particular</u> | <u>Yes/ No</u> |
|--------|--|----------------|
| 1 | Whether application forwarded through proper channel | |
| 2 | Whether No Objection Certificate attached | |
| 3 | Whether attested copies of the up-to-date APARs for last 05 (Five) years attached? | |
| 4 | Whether Vigilance Clearance Certificate attached? | |
| 5 | Statement of Minor & Major penalties imposed (If any) attached? | |

Name of the Applicant:

(Signature of the Applicant)

NOTE: Applications without forwarding through proper channel, vigilance clearance and complete CR Dossiers will not be considered.

DECLARATION

I solemnly declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incomplete/ incorrect OR ineligible being detected at any time before OR after selection / interview, my candidature is liable to be rejected and I shall be bound by the decision of the Director, AIIMS Mangalagiri.

Place

Date

(Signature of the Applicant)

CERTIFICATE BY THE EMPLOYER / CADRE CONTROLLING AUTHORITY

The information/details provided in the above application are true and correct as per the facts available on records. This Institute/Department/Organization has **No Objection** to his/her application being considered for the post of _____ on deputation basis for AIIMS, Mangalagiri He/she possesses educational qualification and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....working asin this Organization.
- ii) His/ Her integrity is beyond doubt.
- iii) His/ Her ACR Dossier in original is enclosed and photocopies of the ACRs for the last 5 years duly attested are enclosed
- iv) No disciplinary case is either pending and contemplated against the officer and no penalty, major or minor, was imposed on him/her during the last 10 years.

SIGNATURE (with seal) : (Employer/Cadre Controlling Authority)

Name :

Designation :

Email :

Telephone No. :

Official Seal :

PLACE :

DATE :