



**అఖిల భారత వైద్య విజ్ఞాన సంస్థ, మంగళగిరి, ఆంధ్రప్రదేశ్**  
**अखिल भारतीय आयुर्विज्ञान संस्थान, मंगलगिरि, आंध्रप्रदेश**  
**All India Institute of Medical Sciences, Mangalagiri, Andhra Pradesh**  
**(An Autonomous Institute under MoHFW, Govt. of India)**  
**www.aiimsmangalagiri.edu.in**

F.No./AIIMS/MG/Admin/Recruitment/03/2025/NonFaculty/Deputation/01

Date: 04/09/2025

**RECRUITMENT OF VARIOUS NON-FACULTY GROUP “A & B” POSTS**  
**ON DEPUTATION BASIS AT AIIMS MANGALAGIRI**

<b>Opening Date of Application</b>	<b>04.09.2025</b>
<b>Closing Date of Application</b>	<b>XX.XX.2025 (OR 30 days from the date of publication of the advertisement in the Employment News, whichever is later)</b>
<b>Receiving Hard copy of Application</b>	<b>10 days from closing date of application</b>

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 Executive 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.

Any further updates will be uploaded on the institute website only and shall not be published in either Employment News or any News Papers. The essential qualification, experience and other eligibility conditions etc., for applying for the posts are as under:

Sl No	CATEGORY	POSTS	Remarks
1.	Recruitment by Deputation	1) Medical Superintendent 2) Superintendent Engineer 3) Executive Engineer (Civil) 4) Administrative Officer 5) Assistant Administrative Officer 6) Assistant Accounts Officer	Applications are to be duly forwarded by the Cadre Controlling Authority with NOC Vigilance clearance and enclosing minimum last 5 years APARs. Candidates are advised to send an advance copy of the application <u>at the below mentioned Google Form Link with relevant enclosures</u> , for intimation purposes only, on or before the closing date of receipt of applications. ❖ <b>Google Form:</b> <a href="https://forms.gle/zyT8SY9BjdjxZDtG8">https://forms.gle/zyT8SY9BjdjxZDtG8</a>

## Summary Chart

Recruitment by Deputation					
Sl. No	Post	Group	Level as per 7 <sup>th</sup> CPC	Post	Mode
1.	Medical Superintendent	A	Level-14	1	Deputation for 3 years
2.	Superintendent Engineer*	A	Level-13	1	Deputation for 3 years
3.	Executive Engineer (Civil)	A	Level-11	1	Deputation for 3 years
4.	Administrative Officer	A	Level-10	1	Deputation for 3 years
5.	Assistant Administrative Officer	B	Level-07	2	Deputation for 3 years
6.	Assistant Accounts Officer	B	Level-07	2	Deputation for 3 years
	<b>TOTAL</b>			<b>8</b>	

### \* Anticipated Vacancy

### B. Eligibility and other Criteria:

Sl No	Post	Group	Pay scale as per 7 <sup>th</sup> CPC	Post	Upper Age Limit	Essential Eligibility Criteria for deputation
1.	Medical Superintendent	A	Level 14	01	58 years	<p><b>Essential:</b></p> <p>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 fulfil the conditions specified in Section 13 (3) of the Act.</p> <p>2. A post-graduate qualification, e.g: MD or MS or a recognized qualification equivalent thereto OR M.H.A (Masters in Hospital Administration) or a post graduate degree recognized as equivalent to M.H.A by the Medical Council of India.</p> <p><b>Experience:</b> 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>
2.	Superintendent Engineer	A	Level 13	01	56 years	<p>Employees of the Central/State/Union Territory Governments/Universities/Central Statutory/Autonomous Bodies/Public Sector Undertakings/ Research &amp; Development organizations holding analogous post.</p> <p>OR</p> <p>Executive Engineers with 5 years of regular service in the grade pay of Rs. 7600.</p> <p>OR</p> <p>Executive Engineer with 10 years of regular service in the grade pay of Rs. 6600.</p>

Sl No	Post	Group	Pay scale as per 7 <sup>th</sup> CPC	Post	Upper Age Limit	Essential Eligibility Criteria for deputation
3.	Executive Engineer (Civil)	A	Level-11	01	56 years	<p><b>Essential:</b> 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. Assistant Engineer (Civil) with 5 years regular service in the grade pay of Rs. 5400/- OR</p> <p>iii. Junior Engineer (Civil) with 7 years of regular service in the grade pay of Rs. 4600/-</p>
4.	Administrative Officer	A	Level 10	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</p> <p>ii. with 2/3 years regular service in the grade pay of Rs. 4800/- or 4600/ respectively in the relevant field.</p>
5.	Assistant Administrative Officer	B	Level 07	02	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</p> <p>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><b>Essential:</b> Degree from recognized university or its equivalent Proficiency in Computers</p>
6.	Assistant Accounts Officer	B	Level 07	02	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.</p> <p>ii. Junior Accounts Officer with five year of regular service in the grade pay of Rs. 4200/-.</p>

### Note for Deputation Posts:

1. The number of posts is tentative and is liable to change based on the Institute's requirement.
2. The period of deputation shall not ordinarily exceed 3 years.
3. **Incomplete applications received without the relevant documents and applications received after the due date will be summarily rejected.**
4. 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.
5. 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.
6. The Institute will not be responsible for any postal delay.
7. The Institute will not be responsible for collection of any of the relevant documents.
8. 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.
9. 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 **“Room No. 205, 2<sup>nd</sup> Floor, Recruitment Cell, Admin & Library Building, All India Institute of Medical Sciences, Mangalagiri, Guntur District, Andhra Pradesh. 522503”, by Speed Post/ Registered Post only.**
10. Late/ Incomplete applications will not be entertained.
11. The envelope containing the application(s) should be super-scribed **“Application for the Post of ..... on deputation basis”**.
12. 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/APARs (at least for the last 05 years) may also be enclosed with the applications. It may also be clearly stated that no vigilance/disciplinary proceedings are pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers/APARs will not be considered.
13. **The mentioned cut-off dates for the advertisement may change, as per the institute needs.**
14. 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 Dossier/APARs 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.*
15. 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.
16. The decision of the Competent Authority regarding selection of candidates will be final and no representation will be entertained in this regard.
17. In case of need of any assistance or clarifications please contact [deputation@aiismangalagiri.edu.in](mailto:deputation@aiismangalagiri.edu.in) - please mention the post applied in the Subject line of your e-mail.
18. For any updated please visit the Institute website i.e., [www.aiismangalagiri.edu.in](http://www.aiismangalagiri.edu.in) regularly.
19. All disputes will be subject to jurisdictions of Court of Law of Mangalagiri/Vijayawada.

**Sd/-**  
**Executive Director**  
**AIIMS Mangalagiri**

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**All India Institute of Medical Sciences, Mangalagiri, Guntur Dist, Andhra Pradesh, 522503**

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

1	Name and Present Address in Block Letters	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>	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  <b>Note:</b> 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				.....Years .....Months ..... 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><b>NOTE:</b> 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>		
	<b>Basic Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>
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>		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other allowances etc. (with break-up details)	Total Emoluments
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	<b>Contact Numbers &amp; Email id:</b>	
	<b>i. Office</b>	<b>ii. Residence</b>
	<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>-----</p> <p>[Employer/ Authorized Officer]</p>		<u>Office Address:</u>  <u>Email:</u>

### Check List

Sl. No	Particular	Yes/ No
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 as .....in 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 :