



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.aiismangalagiri.edu.in

F. No./AIIMS/MG/Admin/Recruitment/03/2025/Non-faculty/Consultant

Date: 16.10.2025

**ENGAGEMENT OF CONSULTANS FOR PROCUREMENT CUM STORES AND
ADMINISTRATION ON CONTRACTUAL BASIS AT AIIMS, MANGALAGIRI**

All India Institute of Medical Sciences, Mangalagiri is a healthcare Institute of National Importance, established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY), with the aim of correcting regional imbalances in the availability/reliable tertiary healthcare services and also to augment facilities for quality medical education in the country.

Applications are invited from eligible Indian citizens for various Non-Faculty CONSULTANTS POSTS ON CONTRACTUAL Basis in All India Institute of Medical Sciences, Mangalagiri, AP.

Opening Date of Application	16-10-2025
Closing Date of Application	30 days from the date of publication of the advertisement in the Employment News.
Closing date for receiving hard copies of the application	10 days from closing date of Online application

Detailed Eligibility Criteria:

I.	Name & No. of the Post	Consultant (Procurement cum Stores)-01
	Particulars	<u>Essential:</u> Retired Officials from Central Government/ State Govt./ U.T. Administrations or of Central Statutory/ Government Autonomous Body/ PSU/ ex-servicemen with: 1. Degree from a recognized University/institution. 2. Post-graduate degree/Diploma in Material Management from a recognized University/institution. 3. 08 years of experience in handling procurement, tendering & inventory management in Procurement/stores department in Government Organizations on regular basis with at least 5 years of regular service in the post with Grade Pay of Rs. 4600/- (level – 7) or above <u>Desirable:</u> Candidates having experience of Central/State Government Hospital or Medical College related Procurement & Inventory Management will be preferred.
	Remuneration	Rs. 1,04,935/- (All inclusive) or Last Basic Pay minus Pension (without DA) whichever is lower.

	Upper age limit	Not exceeding 63 years
	Period of Contract	Initially for 11 (eleven) months and may be extended to another 11 months.
	Nature of Duties	1. To deal the matters related to procurement & inventory management as per Government of India rules like preparation of draft tender document and publication, stock verification, replies to audit queries, GEM procurement, various other procurement portals & condemnation etc. 2. To assist various departments in finalization of list of equipment's & specifications. 3. Undertaking any other tasks or responsibilities assigned by the Competent Authority.
II.	Name & No. of the Post	Consultant (Administration)-01
	Particulars	<u>Essential:</u> Retired Officials from Central Government/ State Govt./ U.T. Administrations or of Central Statutory/ Government Autonomous Body/ PSU/ Ex-Servicemen having with: 1. Degree from a recognized University/institution. 2. 08 years of experience in dealing Establishment, General Administration, Recruitment rules and regulations viz. Implementation of Pay commissions, fixation of Pay, upgradation under MACP, disciplinary matters, medical claims, recruitment, retirement benefits, LTC, Service Matters, Reservation Roasters and other related matters of establishment / administration/Recruitment with at least 5 years of regular service in the post with Grade Pay of Rs. 4600/- or above. 3. Ability to use Internet/ Computer System is mandatory. <u>Desirable:</u> Candidates having experience of Central/State Government Hospital or Medical College will be preferred.
	Remuneration	Rs. 86, 955/- (All inclusive) or Last Basic Pay minus Pension (without DA) whichever is lower.
	Upper age limit	Not exceeding 63 years
	Period of Contract	Initially for 11 (eleven) months
	Nature of Duties	1. Assisting the Institute in conducting recruitment (Faculty & Non-Faculty) as per the guidelines of Government of India. 2. Assisting the Institute in joining and post-joining formalities of the faculty members being recruited for AIIMS, Mangalagiri and assisting them in settling down in designated academic offices. 3. Assisting the Institute in joining and post joining formalities of the non-faculty members being recruited for AIIMS, Mangalagiri and assisting in transfer-posting of such staff member. 4. Assisting the Institute in preparation of roster registers for various faculty and non-faculty posts.

		5. Assisting the Institute in processing of service-related matters like pay fixation, retirement benefits, disciplinary matters, medical claims, Leave records etc. 6. Hospital Administration. 7. Undertaking any other tasks or responsibilities assigned by the Competent Authority.
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1. Age and all other qualifications will be counted as on closing date of online application
2. The above vacancies are provisional and subject to variation. The Executive Director, AIIMS, Mangalagiri reserves the right to increase/vary the vacancies.
3. The essential experience qualifications are relaxable at the discretion of the competent authority for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Such relaxation shall be considered only if suitable candidates with the prescribed essential qualifications are not available.

A.	Period of Consultancy	Initially for 11 months and further extendable upto another 11 months, as per requirement of the Institute.
B.	Termination of contract	The engagement can be terminated at any time without assigning any reason. However, Consultants will have to give 30 day's advance notice before resigning from the engagement.
C.	Time & Date of interview	<i>Shall be notified on the website shortly.</i>
D.	Venue	Ground Floor, Admin and Library Building, AIIMS Mangalagiri, Guntur (Dist), Andhra Pradesh – 522503.

DETAILS

- **Application process:** Annexure form is hosted at the website of AIIMS, Mangalagiri i.e., **www.aiimsmangalagiri.edu.in**.
- The aspiring applicants satisfying the eligibility criteria in all respects can apply for the post by clicking the link: **<https://forms.gle/nsFsSa5CkzS97UVY9>**
- The essential experience qualifications are relaxable at the discretion of the competent authority for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Such relaxation shall be considered only if suitable candidates with the prescribed essential qualifications are not available.
- Candidates must ensure that their hard copy of application & other relevant documents as mentioned must reach the Institute within 10 days from the closing date of online application. The Experience Certificate should clearly show the duration of experience (“from” to “to”).
- The signed hard copies of application form along with all above-mentioned certificates / documents should be sent through Speed Post / Courier etc. within stipulated period, failing which candidature of the applicant will not be considered for the applied post.
- Address for sending the hard copy of the application and relevant documents is as under:

The Recruitment Cell,
Room No. 205, 2nd Floor, Library & Admin Building,
AIIMS, Mangalagiri, Guntur District,
Andhra Pradesh – 522503.

- The envelope containing the application should be super-scribed with “Application for the post of _____ at AIIMS, Mangalagiri”.
- All aspiring candidates meeting the essential eligibility criteria should bring the duly filled application form along with the originals and two self-attested photocopies of all relevant certificates relating to age, qualifications and experience (s) with two colour passport size photographs should be brought at the time of Interview.
- The cut-off date to determine the maximum age limit, essential qualifications & experience will be the closing the date application.
- The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
- No TA/DA will be paid for appearing in the interview.

OTHER TERMS & CONDITIONS

- a. The prescribed qualification is minimum and mere possessing the same, does not entitle any candidate for the selection.
- b. The appointment is purely on contract basis for a period of 11 months with effect from the date of joining. 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. The appointee shall be on the whole-time appointment of the AIIMS, Mangalagiri 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. He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees. 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. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the Institute or for continued contractual appointment.
- c. 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 (NOC) nor he / she will receive any Relieving Letter or Experience Certificate.
- d. Leave: the appointee will be entitled for 1.5 days of leave for each completed calendar month in a year, excluding Sunday and Gazetted holidays. The said leaves will be non – encashable and non-accruable.
- e. No hostel or any other accommodation will be provided by the Institute.
- f. The candidate should bring along original certificates in support of his / her age, educational / professional qualification, experience etc., two recent passport size colour photographs and two sets of self-attested photocopies of the relevant documents failing which he / she will not be allowed to participate in the Interview.
- g. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
- h. No travelling or other allowances will be paid to the candidate for appearing in written examination / interview or for joining the post.
- i. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion, leave encashment etc. or any other benefits available to the Government Servants, appointed on regular basis.

- j. The candidate should not have been convicted by any Court of Law.
- k. In case of any information given or declaration by the candidate is found to be false or if the candidate has will-fully 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.
- l. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- m. Incomplete and unsigned applications in any aspect will be summarily rejected.
- n. If a candidate wants to apply for more than one post, as per his / her eligibility, then he / she needs to apply in separate application form for each post.
- o. 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.
- p. The appointee shall not be entitled to avail any allowances / facilities being extended to the regular / permanent members of the AIIMS, Mangalagiri.
- q. The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.
- r. Ordinarily, office will be open on all days except Sundays and government holidays. However, the Consultant shall be willing to devote additional hours to assist the Institute in urgent assignments.
- s. The Institute works from Monday to Saturday between 09:30 A.M. to 05:30 P.M. with half an-hour lunch break from 01:30 P.M. However, the timing on Saturdays will be from 09:30 A.M. to 01:30 P.M.
- t. The consultant shall not be entitled to any kind of allowances such as DA, HRA, Transport Allowance, LTC, Medical reimbursement and residential accommodation. They will not be entitled to telephone facilities from the institute etc. However, TA may be allowed, as per institute rules, for travel inside the country in connection with the official work.
- u. During the course of contractual employment candidate shall be maintain strict discipline, punctuality at work place and not indulge in any activities detrimental to the interest of the institution. The employment may be terminated by the competent authority at any time if the candidate is found indulging in unprofessional/illegal activities like strike, protest, Dharna Pradarshan etc.
- v. The candidate is required to produce physical fitness certificate of his/her at the time of Interview.
- w. All disputes will be subject to jurisdictions of Court of Law at Andhra Pradesh.
- x. Canvassing of any kind will lead to disqualification.

Enclosure: As above.

Sd/-
Administrative Officer
AIIMS, Mangalagiri



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Annexure - I

Application form for recruitment of consultants on contractual basis
at AIIMS, Mangalagiri.

1. Name : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Male/Female : _____
5. Marital Status : _____
6. Nationality : _____
7. Educational Qualifications : _____

Affix Passport Size
self-attested colour
photograph here.

(Secondary/Matriculation onwards. Self-attested copies of certificates and mark sheets should be attached).

Degree/Exam.	Board/ University	Date of Commencemen	Date of Passing	% Marks	Course Duration (years)

8. Work Experience (Post-qualification): (Starting from the most recent)

(Attach self-attested copies of certificates)

Organization	Name of the Post held	Date of Joining	Date of Leaving	Pay Scale	Reasons for Leaving

9. Last Pay drawn :

10.Reference:

Details	Reference-1 (Present Employer)	Reference-2 (Previous Employer)
Name		
Designation		
Organization		
Contact Landline		
Mobile No.		
E-mail ID		

*In case not employed, then furnish the names of two referees who are well acquainted with his work.

11.Address:

Details	Permanent	Communication
House Name/No.		
Street/Locality		
Town/City		
District & State		
Residence Phone		
Mobile No.		
E-mail ID		

12. Details of enclosures attached with the application:

- | | |
|---------|---------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

13. Declaration:

I do hereby declare that the information furnished above is true to the best of my knowledge and belief and in case the same is found to be incorrect at any stage of the selection, my candidature will be treated as cancelled.

Place:
Date

(Signature of the Candidate)

Name :