



अखिल भारतीय आयुर्विज्ञान संस्थान
All India Institute of Medical Sciences
मंगलगिरि, आंध्र प्रदेश
Mangalagiri, Andhra Pradesh
www.aiismangalagiri.edu.in

AIIMS/MG/Admin/Recruit Matt/03/Non Faculty/2023/01

Date: .07.2023

ADVERTISEMENT FOR RECRUITMENT TO VARIOUS NON-FACULTY POSTS
(GROUP B & GROUP C) ON DIRECT RECRUITMENT 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.

In continuation to the advertisement of Non- faculty recruitment vide AIIMS/MG/Admin/Recruit Matt/03/Non Faculty/2022/01dtd. 28/11/2022 and corrigendum & Addendum published for change in qualification details for the post of Store Keeper (Level-6) and Cashier post (Level-04) – 01 No. vide AIIMS/MG/Admin/Recruit Matt/03/Non Faculty/2022/01Adtd. 24/12/2022, the notification is hereby re-advertised for the recruitment of 12 posts on Direct recruitment for AIIMS, Mangalagiri.

Online applications are invited from eligible Indian citizens for the posts of various non faculty Group-B and Group-C posts on DIRECT RECRUITMENT BASIS in All India Institute of Medical Sciences, Mangalagiri, AP.

Advt. No.	Name of the Post	Group	Pay Level (7 th CPC)	No. of Vacancies					TOTAL
				UR	OBC	SC	ST	EWS	
NF/23/01/1	Senior Nursing Officer (Gr I) [@]	B	Level-8	26	15	8	4	5	58
NF/23/01/2	PA to Principal	B	Level-7	1	0	0	0	0	1
NF/23/01/3	Assistant Administrative Officer	B	Level-7	1	0	0	0	0	1
NF/23/01/4	Medical Social Service Officer Grade - I	B	Level-7	1	0	0	0	0	1
NF/23/01/5	Assistant (NS)	B	Level-6	1	0	0	0	0	1
NF/23/01/6	Personal Assistant	B	Level-6	1	0	0	0	0	1
NF/23/01/7	Librarian Grade-III	B	Level-6	1	0	0	0	0	1
NF/23/01/8	Lab Technician	C	Level-5	2	0	0	0	0	2
NF/23/01/9	Upper Divisional Clerk	C	Level-4	2	0	0	0	0	2
NF/23/01/10	Lab Attendant Grade-II	C	Level-2	1	1	0	0	0	2
Total				37	16	8	4	5	70

UR: Unreserved; OBC: Other Backward Classes

Senior Nursing Officer (Gr I) [@]						
Details	UR	OBC	SC	ST	EWS	Total
Female (80%)	21	12	6	3	4	46
Male (20%)	5.2=5	3	1.6=2	0.8=1	1	12

I. IMPORTANT INSTRUCTIONS TO CANDIDATES:

1. **The portal for online application for these posts will be available on the website of AIIMS Mangalagiri (www.aiimsmangalagiri.edu.in) as per the following schedule:**

Opening Date of Online Applications	Closing Date of Online Application	Last date of receiving hard copy of Application
xx.07.2023	xx.08.2023	xx.08.2023

2. The above vacancies are provisional and subject to variation. The Director, AIIMS, Mangalagiri reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India Rules/Circulars and requirements. The Institute may cancel the advertisement or cancel selection of any of the post(s), as felt necessary.
3. Reservation will be as per Government of India Policy.
4. 4% of the total vacancies are horizontally reserved for PwD candidates with bench mark disability as per the rules. The RPWD Act, 2016/DoPT instructions as applicable in this regard will be strictly followed.
5. The cut-off date to determine the maximum age limit, essential qualification & experiences **will be counted as on the last date of submission of 'On-line application', i.e., **XX.XX.2023**.**
6. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.

II. Eligibility Criteria:

Sl. No.	Name of Post	No. of Posts	Age Limit	Pay Scale as per 7 th CPC	Qualifications
GROUP – "B" POSTS					
1.	Senior Nursing Officer* (Staff Nurse Grade –I)	58	21-35 years	Level -8	Essential: i. B.Sc. Nursing (4 year course) from an Indian Nursing Council recognized Institute/University. OR B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) from an Indian Nursing Council recognized Institute/University. ii. Registered as Nurses & Midwife in State/Indian Nursing Council. Experience: Three years experience as Staff Nurse Grade II after B.Sc. Nursing/ B.Sc. (Post Certificate)/B.Sc. Nursing (Post Basic) in a minimum 200 bedded Hospital/ Healthcare Institute.

Sl. No.	Name of Post	No. of Posts	Age Limit	Pay Scale as per 7 th CPC	Qualifications
2.	PA to Principal	1 (UR-1)	Between 18-30 years	Level-7	<p>Essential:</p> <ol style="list-style-type: none"> Degree from a recognized University. Skill Test Norms: Dictation-7 Minutes @ 120WPM Transcription-45 Minutes English or 60 Minutes Hindi on a Computer <p>Desirable: Diploma/ Certificate in Secretarial Practice from a recognized Institute.</p> <p>Excellent command over Hindi and English (written and spoken)</p> <p>Ability to use computers</p> <p>Desirable: Diploma in Secretarial Practice or equivalent.</p>
3.	Assistant Administrative Officer	1 (UR-1)	Between 21-30 years	Level-7	<p>Essential: Degree from recognized University or its equivalent.</p> <p>Desirable:</p> <ol style="list-style-type: none"> MBA/ PG Diploma in management from recognized institutes Knowledge of Government Rules and Regulations Proficiency in computers
4.	Medical Social worker	1 (UR-1)	Between 21-35 years	Level-7	<p>Essential:</p> <ol style="list-style-type: none"> MA (Social Work) / MSW, with specialization in Medical Social Work, from a recognized University / Institution <p>And</p> <ol style="list-style-type: none"> 5 Years' Experience in a government or private sector hospital of minimum 200 beds. <p>Desirable: Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>
5.	Assistant (NS)	1 (UR-1)	Between 21-30 years	Level-6	<p>Essential:</p> <ol style="list-style-type: none"> Degree of recognized University or equivalent Proficiency in computers

Sl. No.	Name of Post	No. of Posts	Age Limit	Pay Scale as per 7 th CPC	Qualifications
6.	Personal Assistant	1 (UR-1)	Between 18-30 years	Level-6	<p>Essentials</p> <ol style="list-style-type: none"> Degree from a recognized University. Skill Test Norms: Dictation-10 Minutes @ 100WPM Transcription- 40 Minutes English or 55 Minutes Hindi on a Computer <p>Desirable: Diploma/Certificate in Secretarial Practice from a recognized Institute.</p> <p>Excellent command over Hindi and English (written and spoken)</p>
7.	Librarian Grade-III	1 (UR-1)	Between 21-30 years	Level-6	<p>Essential:</p> <ol style="list-style-type: none"> Bachelor Degree in Library Science or Library and Information Service from a recognized University/ Institute. <p>OR</p> <p>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> <p>With</p> <ol style="list-style-type: none"> 2 years' Professional experience in a library of under Central/ State/ Autonomous/ Statutory organization/ PSU/ University or recognized research and educational institution. Ability to use computers- Hands on experience in office applications, spread sheets and presentations. <p>Desirable: Diploma in Computer Application from a recognized University or Institute.</p>

GROUP – “C” POSTS

Sl. No.	Name of Post	No. of Posts	Age Limit	Pay Scale as per 7 th CPC	Qualifications
8.	Lab Technician	2 (UR-2)	Between 21-30 years	Level-5	<p>Essential:</p> <p>a) 10+2 with Science b) Diploma in Medical Lab Technology</p> <p>Desirable: B.Sc in Medical Lab Technology.</p>
9.	Upper Divisional Clerk	2 (UR-2)	Between 21-30 years	Level-4	<p>Essential:</p> <p>1. Degree from recognized university or equivalent 2. Proficiency in computers 3. Skill Test norm: same as that of Lower Division Clerk – i.e., computer Typing speed @35wpm in English or 30wpm in Hindi (Time allowed 10 minutes) (35 wpm or 30 wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 key depressions for each word)</p>
10.	Lab Attendant Grade-II	2 (UR-1, OBC-1)	18-27 years	Level-2	<p>Essential:</p> <p>i. 10+2 with Science ii. Diploma in Medical Lab Technology</p> <p>Desirable: Experience: 2 year in relevant filed.</p>

III. IMPORTANT NOTE TO THE CANDIDATES:

- All the posts carry usual allowances as admissible to Central Government Employees of similar status as stationed at AIIMS, Mangalagiri.
- Application Process:-** The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ONLINE** mode. The On-line registration of application is made available on AIIMS, Mangalagiri official website i.e., www.aiimsmangalagiri.edu.in.
- Candidates must fill all the fields of online application form **correctly**. There is no provision for correcting the details after submission of online application form. Request for change in any information at later stage will not be considered.
- Candidates who wish to apply for more than one post should apply separately for each post and pay the applicable fee for each post in the online/digital mode only.*
- For filling up of Online application, candidates must have the following pre-requisites ready :
 - Valid e-mail-id.
 - Scanned Passport size photograph of candidate (in JPG format).
 - Scanned Signature of the candidate (in JPG format).
 - Date of birth Certificate/10th /Matriculation Certificate.
 - All necessary Educational Certificates as per qualification criterion
 - Caste Certificate (if any).
 - PWBD Certificate (if any)

(viii) Any other details as per the advertisement.

6. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all eligibility criteria as on the closing date of applications failing which their application will be rejected. In case it is found that they are not fulfilling any of the criteria at any stage, their candidature will summarily be rejected at any stage.
7. The candidate must ensure that their photo and signature should be clearly visible in preview at the time of filling of application in online mode.
8. **Cities/ Test Centres for Computer Based Test (CBT):**

Test Centres for CBT			
i. Vijayawada	ii. Chennai	iii. Mumbai	iv. New Delhi
v. Kolkata	vi. Jaipur	vii. Lucknow	viii. Patna
ix. Bhopal	x. Thiruvananthapuram	xi. Bengaluru	xii. Guwahati
xiii. Hyderabad	xiv. Ahmedabad	xv. Raipur	

9. Candidates may carefully note that the 'Centre' for Computer Based Test once opted in the online application, shall be final and request for change of City/ Centre will not be entertained further.
10. AIIMS, Mangalagiri reserves the right to cancel any centre and ask candidates of that centre to appear from another centre.
11. AIIMS, Mangalagiri also reserves the right to divert candidates of any centre to some other centre to take the test.
12. Candidates cannot claim to be allotted a centre of their choice, as a matter of rights. The AIIMS Mangalagiri having discretion to allot a Centre for the Screening Test.
13. The On-line application will be closed on the last date of the receipt of application.
14. The candidature of such applicants who fails to complete the online application submission by the stipulated date and time will be treated as incomplete and no correspondence in this regard will be entertained.

IV. **SCHEME AND SYLLABUS OF EXAMINATION:**

- A. **For the posts of PA to Principal, Assistant Administrative Officer, Medical Social Worker, Assistant (NS) and Librarian Grade-III:**

Computer Based Test (CBT)				
Part	Particular	No. of Questions	Marks	Duration
Part - I	Subject knowledge of concerned post	60	60	90 Minutes
Part - II	General Aptitude	10	10	
	General Awareness & English	10	10	
	Basic Computer Knowledge	10	10	
Part- III	Skill Test as per the RR of each post			

- B. **Personal Assistant and Upper Division Clerk:**

Part	Particular	No. of Questions	Marks	Duration
Part - I	General Aptitude	30	30	90 Minutes
	General Awareness	30	30	
	Basic Computer Knowledge	10	10	
	English Comprehension	20	20	
Part - II	Skill Test as per the RR of each post			

C. For the posts of Lab Technician & Lab Attendant Grade-II:

Particulars	No. of Questions	Marks	Duration
A. Subject knowledge of concerned post	70	70	90 Minutes
B. Basic Computer Knowledge	15	15	
C. English Comprehension	15	15	

V. **SELECTION PROCEDURE:**

1. Selection will be done on the basis of performance of candidate in CBT in the order of merit subject to qualifying the 'Skill Test' (if applicable) and fulfilling the eligibility criteria by candidates during document verification.
2. Candidates will have to score a minimum category-wise **prescribed marks** (qualifying standard) in **Part-I of CBT** for empanelment in the order of merit. However, merit will be prepared on the basis of marks scored in CBT.
3. Skill test, if applicable, will be conducted only for shortlisted candidates (in the order of merit to a certain extent with reference to the number of vacancies). It will be qualifying in nature. The date and details of skill test will be notified on the institute website in due course.
4. Final result will be prepared on the basis of marks scored by candidates in CBT in the order of merit provided that such candidates are also declared eligible during document verification and qualified in Skill Test (if applicable).

VI. **AGE RELAXATION: -**

- (i) Age relaxation and reservation shall be permissible to SC/ST/OBC candidates only against the vacancies reserved for them on submission of valid caste/category certificate. The particular caste to which the candidate belongs should be included in the list of reserved communities issued by the Central Government.
- (ii) Age relaxation permissible to candidates of various categories beyond the prescribed upper age limit of the advertised posts is as under:-

Sl.	Category	Age Relaxation	Remarks
a)	OBC- Non Creamy Layer (NCL)	3years	Only for posts reserved for OBC- NCL
b)	SC/ST	5years	Only for posts reserved for SC/ST
c)	PwBD	10years	With not less than 40% of specified disability and provided that the age of applicant shall not exceed 56 years
d)	Central Government/ State Government and autonomous institutions of Central and State Governments	5years	With 3 years of continuous service and working in the post which is in the same line or allied cadres:
e)	Ex-servicemen/ Commissioned Officers	Length of military service increased by three years	
f)	Age relaxation to any other category will be as per the Government of India rules.		
g)	Candidates belonging to SC/ST/OBC category who are also coming under the category of Ex-servicemen or PwBD or Central Govt. employees will be eligible for grant of cumulative age-relaxation under both categories, if they apply for the posts reserved for their category.		
h)	All the above-mentioned relaxations in upper age limit shall be permissible only on fulfillment of terms and conditions mentioned in the relevant rules.		

VII. **GENERAL INSTRUCTIONS:**

1. Candidates applying under any of the reserved category posts, viz. SC/ST/OBC/PwD will be considered subject of Caste / PwD Certificate issued by the Appropriate/ Competent Authority on the prescribed format. Community should be clearly and legibly mentioned in the certificate. OBC

candidate's eligibility will be based on the Caste(s) borne in the Central List of Government of India. OBC candidate(s) should not belong to Creamy Layer and their sub-caste should match with the entries in Central List of OBC, failing which their candidatures will not be considered under any of the applied reserved category post(s).

2. Only such persons would be eligible for reservation under PwD-BL quota in service/posts who suffer from not less than 40% of physical disability as identified for that post as per Govt. of India instructions. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority in prescribed format.
3. Ex-servicemen (Ex-SM) who have already secured employment in civil side under Government in Group 'C' or 'D' posts on regular basis after availing the benefit of reservation giving to ex-servicemen for their reemployment are not eligible for reservation in Ex-SM category. However, such candidate can avail of the benefit of reservation Ex-SM for subsequent employment, if he/she immediately after joining civil employment, gives self-declaration cum under taking to the concerned employer about the various vacancies for which he had applied for before joining the initial civil employment as mentioned in the DOPT OM dated 14/08/2014.
4. A Matriculate Ex-Servicemen (non-graduate Ex-Serviceman, who has obtained the Indian Army Special Certificate of Education or corresponding certificate in the Navy or the Air Force) who has put not less than 15 years of service with the Armed Forces of the Union shall be considered eligible for appointment to the reserved vacancies for Ex-SM in Group 'C' posts.
5. **Qualification and Experience:** Qualification and experience as prescribed may be relaxed in exceptional cases at the discretion of the Competent Authority. The experiences will be counted as on the last date of submission of 'On-line application'.
6. **Mode of Selection:** The mode of selection will be based on the performance of Computer Based Test (CBT), in the order of merit subject to fulfilling the eligibility criteria by such candidates in the document verification and skill test wherever required. The decision of the Institute in this regard will be final.
7. Candidates applying for the above-mentioned posts are required to **mandatorily send** a duly signed print-out of their online application form along with self-attested copy of documents in support of their eligibility i.e. qualification, experience, age/date of birth, category etc. to the given address through **Speed Post/Registered Post** so as to reach **within 10 days** from the last date of online application failing which candidature of the applicant may not be considered. The Institute shall not be responsible for any postal delay.
8. The envelope containing the print out of application form and self-attested copies of documents should be super-scribed "**Application for the Post of**" and be sent to the following address:

**Recruitment Cell,
Room No: 216, 2nd Floor,
Library & Admin Building,
AIIMS, Mangalagiri, Guntur,
Andhra Pradesh, Pin – 522 503**

9. APPLICATION FEES:

S.No	Category of the Candidate	Application Fee	Processing Fee	Total Fee Payable
(a)	(b)	(c)	(d)	(e)=(c+d)
1.	UR, OBC, EWS	Rs.900	Rs. 100	Rs. 1000
2.	SC, ST, PwBD, Female, Ex-SM	Nil	Rs. 100	Rs. 100

- The candidates can pay the prescribed application fee online through Internet Banking/ Debit/Credit Cards. The information pertaining to this and copy of the receipt in support of depositing the application fees are to be entered/uploaded in the on-line application, wherever required.
- Application fee once remitted shall not be refunded under any circumstances.

10. Applications without the prescribed fee (unless remission of fee is claimed) shall be summarily be rejected.
11. The applicants already in Government service shall have to produce **No Objection Certificate (NOC)** from their present employer at the time of Document verification. Therefore, while applying for the post, candidates have to take prior permission from their employer in case of Government service.
- 12. AIIMS, Mangalagiri decision pertaining to any matters of this recruitment will be final.**
13. The decision of the AIIMS Mangalagiri in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of Screening Test, examination centers etc. will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
14. *No TA/DA will be paid for appearing Computer based test/ Skill test/at any stage of selection process.*
15. *In the event of tie in scores of candidates in CBT/ examinations, merit will be decided by applying following criteria, one after another in the order given below, till the tie is resolved:-*
- First by using number of wrong answers: candidate with less wrong answers (negative marks) in CBT will be placed higher in the order of merit.*
 - By date of birth: older candidate will be placed higher in the order of merit.*
 - By alphabetical order in which the names of the candidates appear.*

VIII. OTHER CONDITIONS

- The All India Institute of Medical Sciences Mangalagiri is an autonomous body established by an Act of the Parliament.
- Service under the Institute is governed by Act and the Rules & Regulations framed thereunder.
- Probation period:** The period of probation is two years.
- Medical Fitness:** Appointment of selected candidates is subject to his/her being declared medically fit by the competent Medical Board.
- The applicants, who do not have requisite qualifications / experiences as advertised as on the last date for submission of applications, will not be considered. However, in case they are called for Screening Test (Computer Based Test) and appeared for the test does not confer any rights for selection in case they are found not meeting eligibility criteria later on.
- Incomplete application(s) will be summarily rejected. Applications received after the last date of submission of application will not be considered.
- The period of experience wherever prescribed shall be counted after obtaining the prescribed essential educational qualification.
- The employees of the Institute will be governed by the New Pension Scheme as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division). Notification No. 5/7/2003- ECB&PR dated 22.12.2003. However, pay protection and continuation of past services of the existing Govt. employees selected to the post will be considered strictly as per the Rules.
- The post(s) is/are whole time and will not engage in any trade or business or undertake any employment full-time or part-time while in the service of the Institute without the explicit permission of the Director or the Officer authorized by him/her in this behalf.
- AIIMS Mangalagiri reserves the rights to increase or decrease the number of vacancies.

- (xi) Candidates should note that their candidature will remain provisional till the veracity of the document submitted by them is verified by AIIMS, Mangalagiri.
- (xii) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment letter, the institute reserves the right to modify/withdraw any communication made to the candidate.
- (xiii) While every effort will be made to provide residential accommodation to the staff appointed at the Institute subject to availability but in view of the paucity of the residential accommodation in the campus it may not be possible to provide accommodation in every case. In the event that no accommodation is provided, necessary H.R.A. as admissible to Central Government Servants of similar status stationed at Mangalagiri, Guntur (Dist), Andhra Pradesh will be provided.
- (xiv) Canvassing of any kind will be a disqualification.
- (xv) The candidate should not have been convicted by any Court of Law.
- (xvi) In case any information given or declaration 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 action taken as deemed fit by the Appointing Authority.
- (xvii) 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. Any corrigendum / addendum/ amendment to this advertisement and further details about Screening Test (Computer Based Test)/ Skill test will only be posted in our website. Therefore, candidates are advised to regularly visit our website for any updates about this advertisement & selection process.
- (xviii) The decision of the Competent Authority regarding CBT, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
- (xix) In case of any assistance or clarifications regarding the recruitment please contact: recruitment.nonfaculty@aiismangalagiri.edu.in. Subject line of e-mail should consist of Post applied along with Application ID.
- (xx) All disputes will be subject to jurisdiction of Court of Law at Mangalagiri (Andhra Pradesh).

**Director & CEO
AIIMS, Mangalagiri**