



## अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिक निकाय

(A Statutory Body under aegis of Ministry of H & F.W., Govt. of India)

सिजुआ, डाक: डुमुडुमा, भुवनेश्वर, ओडिशा - 751019

SIJUA, POST-DUMUDUMA, BHUBANESWAR, ODISHA-751019

Advt No. - DEPUTATION/01/2025

**Sub- Recruitment of various Group 'A', 'B' and 'C' posts on Deputation Basis.**

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- Applications are being invited in prescribed pro-forma (Hard Copy Only) from eligible Officers of Central / State / U.T. Governments / Statutory / Autonomous Bodies / Government Universities / Government Research and Development Organizations etc. as applicable to fill the below mentioned various Group 'A', 'B' and 'C' posts on Deputation Basis at All India Institute of Medical Sciences, Bhubaneswar, an autonomous body established under the aegis of MoH&FW by an act of Parliament.
- The details of posts are as follows-

Sl. No.	Name of the post	Group	Pay Scale as per 7 <sup>th</sup> CPC	Vacancy
1.	Medical Superintendent	A	Level 14 + NPA	1
2.	Chief Librarian	A	Level 13	1
3.	Librarian Selection Grade (Senior Librarian)	A	Level 11	1
4.	Senior Analyst (System Analyst)	A	Level 12	1
5.	Chief Nursing Officer	A	Level 12	1
6.	Executive Engineer (AC & R)	A	Level 11	1
7.	Nursing Superintendent	A	Level 11	3
8.	Senior Administrative Officer	A	Level 11	1
9.	Senior Procurement Cum Store Officer	A	Level 11	1
10.	Chief Dietician	A	Level 11	1
11.	Chief Medical Social Service Officer	A	Level 11	1
12.	CSSD Officer	A	Level 11	1
13.	Chief Medical Record Officer	A	Level 10	1
14.	Medical Record Officer	B	Level 6	4
15.	Chief Pharmacist	B	Level 7	11
16.	Sr. Pharmacist	B	Level 6	3
17.	Pharmacist Grade I	B	Level 6	11
18.	Manager/Supervisor/ Gas Officer	B	Level 7	1
19.	Private Secretary	B	Level 7	3
20.	Junior Administrative Officer	B	Level 6	9
21.	Senior Administrative Assistant (UDC)	C	Level 4	3
22.	Senior Sanitation Officer	B	Level 7	1
23.	Sanitation Officer	B	Level 6	3
<b>Total</b>				<b>64</b>

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**3. The details of the Eligibility Criteria are mentioned below-**

<b>1</b>	<b>Medical Superintendent</b> <b>Educational Qualification: -</b> i) A medical qualification included in the I or II Schedule or Part II of the 3 <sup>rd</sup> Schedule to the Indian Medical Council Act of 1956. (Person possessing the qualification included in part II of the 3 <sup>rd</sup> Schedule should also fulfil the conditions specified in section 13 (3) of the Act). ii) 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. <b>Experience:</b> 10 years' experience in Hospital Administration in Hospitals after obtaining the P.G. Degree in a senior position, preferably in hospitals with 300 beds.
<b>2</b>	<b>Chief Librarian</b> Officers Under the Central/State/U.T. Governments/ Universities/Statutory/Autonomous Bodies or Research and Development Organizations i. Holding analogous posts on regular basis Or With at least 05 years of regular service in the Grade Pay of Rs.7600/- Or With at least 05 years of regular service in the Grade Pay of Rs.6600/- and ii. Having educational qualifications <b>Essential: -</b> a) Master's Degree in Science (Preferably in Biological Science) of a recognized university or equivalent. b) Degree or equivalent Diploma in Library Science of a recognized Institution or University <b>Desirable:</b> a) Master's Degree in Library Science; b) Training in Medical Librarianship
<b>3</b>	<b>Librarian Selection Grade (Senior Librarian)</b> Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations: i. Holding analogous posts on regular basis, or ii. With at least 5 years regular service in the grade pay of Rs. 5400/- in the relevant field, or iii. With at least 6 years regular service in the grade pay of Rs. 4800/- in the relevant field, or iv. With at least 7 years regular service in the grade pay of Rs. 4600/- in the relevant field.
<b>4</b>	<b>Senior Analyst (System Analyst)</b> Officers from Ministries/ Departments of Government of India/State Government/Union Territories/ Statutory/ Autonomous Bodies, holding analogous posts on regular basis or posts with GP of 6600 and above with 5 years of regular service in this grade.
<b>5</b>	<b>Chief Nursing Officer</b>

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	<p>Officers of the State/ Central Government or Statutory/ Autonomous Bodies:</p> <p>i. holding analogous posts</p> <p>Or</p> <p>ii. With 5 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs. 6600/-</p> <p>or</p> <p>iii. With 10 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs. 5400/-</p>
<b>6</b>	<b>Executive Engineer (AC &amp; R)</b>
	<p>Officers from Ministries/Departments of the Government of India, CPWD, MES, BRO, DOT, State Government/ Union Territories Engineering Services, and other Engineering Departments of the Central/State/PSU/Statutory/Autonomous Bodies working holding analogous posts</p> <p>Or</p> <p>In PB-3 GP 5400/- with 5 years of regular service in the grade.</p> <p>Or</p> <p>In PB-2 GP 4600/- with 7 years of regular service in the grade.</p>
<b>7</b>	<b>Nursing Superintendent</b>
	<p>Officers of the State/Central Government or Statutory/Autonomous Bodies holding analogous posts</p> <p>Or</p> <p>Deputy/Assistant Nursing Superintendent with 5 years regular service in the Grade Pay of Rs.5400/-</p>
<b>8</b>	<b>Senior Administrative Officer</b>
	<p>Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies, or Research and Development Organizations</p> <p>(i) holding analogous posts on regular basis,</p> <p>Or</p> <p>(ii) with 5 years regular service in the grade pay of Rs.5400/- in the relevant field.</p> <p>Note:-</p> <p>The Departmental Administrative Officer with 5 years regular service in the grade pay of 5400/- will also be considered along with outsiders (deputationists). In case the Departmental Officer is selected for appointment to the post, it will be treated as having been filled by promotion.</p>
<b>9</b>	<b>Senior Procurement cum Store Officer</b>
	<p>Officers under the Central/State government/U.T. Administrations or of a Central Statutory/Autonomous Bodies holding analogous post</p> <p>Or</p> <p>with at least 5 years of regular service in the post with Grade Pay of Rs.5400/- and have 5 years' experience as Stores Officer on regular basis.</p>
<b>10</b>	<b>Chief Dietician</b>
	<p>Officers under the Central/State/UT Governments/Universities/Statutory; Autonomous Bodies or Health Care Organizations.</p> <p>holding analogous post on Regular Basis.</p> <p>Or</p> <p>With 5 years of regular service in the post of Senior Dietician (Assistant Food Manager) in Grade Pay of Rs.5400/-</p> <p>Or</p> <p>With 7 years of regular service in the post of Dietician in the Grade Pay of Rs. 4600/-</p>
<b>11</b>	<b>Chief Medical Social Service Officer</b>

  
 04/02/2024  
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	<p>Employees of the Central/State/Union Territory Governments/ Universities/ Statutory/ Autonomous Bodies/ Public Sector Undertakings/ Research &amp; Development Organizations.</p> <p>(A) (i) Holding analogous posts on regular basis</p> <p>Or</p> <p>(ii) With 5 years of regular service in the post in the Grade Pay of Rs.5400 and</p> <p>(B) Possessing the following qualifications and experience:</p> <p>(i) M.A. in Social Work / MSW from a recognized institute/university and not less than 5 years of experience in the field of Medical Social welfare with sound knowledge of medical and other government run financial aid schemes.</p>
12	<b>CSSD Officer</b>
	<p>Officers of Central/State Govt./Autonomous/Statutory Organization holding analogous post on regular basis</p> <p>Or</p> <p>CSSD Supervisor with five/seven years of regular service in the grade pay of Rs. 5400/- or 4600/- respectively.</p>
13	<b>Chief Medical Record Officer</b>
	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>(a) holding analogous posts on regular basis</p> <p>Or</p> <p>(b) With 2/3 years' regular service in the grade pay of Rs.4800/- or Rs.4600/- respectively in the relevant field.</p> <p>And</p> <p>Possessing the following qualifications and experience:</p> <p>(a) Degree in Medical Record keeping (duration 1 year) from a recognized Institute / University.</p> <p>And</p> <p>(b) Ability to use computers in office applications, spreadsheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi.</p>
14	<b>Medical Record Officer</b>
	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/Autonomous Bodies/Health Care Organizations holding analogous posts on regular basis,</p> <p>Or</p> <p>Junior Medical Record Officer with six years of regular service in the grade pay of Rs.2800/- in the relevant field.</p>
15	<b>Chief Pharmacist</b>
	<p>Officers under the Central/State/U.T. Governments/ Universities/ Statutory Bodies or Autonomous Bodies or Research and Development Organizations</p> <p>(i) holding analogous posts on regular basis,</p> <p>or</p> <p>(ii) With 5 years' regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs. 4200/-</p>
16	<b>Sr. Pharmacist</b>
	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory Bodies or Autonomous Bodies or Research and Development Organizations</p> <p>i. holding analogous posts on regular basis,</p> <p>or</p> <p>ii. with 6 years of regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs. 2800/-.</p>
17	<b>Pharmacist Grade I</b>


  
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	Officers under the Central/State/U.T. Governments/Universities/ Statutory Bodies or Central Autonomous/Statutory/ Local Self Government Bodies or Public Sector Undertaking/ R & D Organizations i. holding analogous posts on regular basis, or ii. with 6 years regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs.2800/-.
18	<b>Manager/Supervisor/ Gas Officer</b>
	Officials holding analogous posts in govt. organizations or holding posts with 11 years of relevant experience in GP of Rs.2800.
19	<b>Private Secretary</b>
	Officers of the State/ Central Government or Central Statutory/ Autonomous Bodies holding analogous posts or with at least 5 years of regular service in the post with Grade Pay of Rs. 4200 or higher.
20	<b>Junior Administrative Officer</b>
	Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Research and Development Organizations i. holding analogous posts on a regular basis, or ii. with 10 years regular service in the grade pay of Rs.2400/- in the relevant field and possessing educational qualification as under 1. Degree of recognized University or equivalent 2. Proficiency in computers.
21	<b>Senior Administrative Assistant (UDC)</b>
	Officers under the Central/State/UT Governments/Universities/ Statutory, Autonomous Bodies/ Research and. Development Organization i. Holding analogous posts on regular basis, or ii. With 8 years regular service in the grade pay of Rs. 1900/- and possessing educational qualification for as under: 1. Degree of a Recognized University of equivalent 2. Proficiency in computers.
22	<b>Senior Sanitation Officer</b>
	Officers of the 200 Bedded hospital of Central/State/U.T. Government or Central Autonomous/Statutory/ Local Self Government Bodies or Public Sector Undertakings (i) Holding analogous posts on regular basis. or (ii) Holding a post in the Grade Pay of Rs.4200/- with 5 years of regular service in the Grade.
23	<b>Sanitation Officer</b>
	Officers of the 200 bedded Hospital of the Central/ State/ U.T. Governments or Central Autonomous/ Statutory/ Local Self Government Bodies or Public Sector undertakings: (i) Holding analogous posts on regular basis; or (ii) Holding a post in the grade pay of Rs. 2800/- with 6 years of regular service in the grade.

#### 4. Information for the Candidates:

- 4.1. The number of posts is tentative and is liable to change based on the Institute's requirement.
- 4.2. The period of deputation will be for a period of 3 (three) years and extendable as per DoPT/MoH&FW, Govt of India guidelines.
- 4.3. The maximum age limit applicable for the posts will be regulated as per DoPT OM No. 14017/11/2017-Estt (RR) dated 5<sup>th</sup> February, 2018.

  
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- 4.4. The other eligibility criteria will be regulated as per the relevant Recruitment Rules/DoPT instructions as applicable.
- 4.5. The Cadre Controlling Authority shall forward the application complete in all respect with requisite documents namely Application Form (Annexure-I), APARs of preceding 05 years, Vigilance Clearance, Integrity Certificate, list of major/minor penalty imposed, if any, during the last ten years, within **45 days** from the date of publication of the notice of vacancy in Employment Newspaper.
- 4.6. The application through proper channel should reach the AIIMS Bhubaneswar within **45 days** from the date of publication of the advertisement in the Employment News. The duly forwarded application form may be sent to Shri Sudhir Kumar Pradhan, Assistant Administrative Officer, Recruitment Cell, Academic Block, AIIMS Bhubaneswar-751019. **The envelope containing the application should clearly super scribe "The Post Applied For \_\_\_\_\_ (On Deputation)."**
- 4.7. 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 Certificate.
- 4.8. Applications received other than through proper channel or received after the prescribed period will not be considered, even if they are forwarded through proper channel.
- 4.9. The Service under the Institute is governed by the Act and the Rules & Regulations framed thereunder.
- 4.10. Any **corrigendum/addendum or revision** of the advertisement or any other information regarding this recruitment will be posted on the Official website of AIIMS, Bhubaneswar. Candidates are advised to visit Institute's website <https://aiimsbhubaneswar.nic.in> regularly for any update.

## 5. Instructions to the Candidates

- 5.1 All the posts carry usual allowances as admissible to Central Government Employees of similar status at Bhubaneswar, Odisha.
- 5.2 The post(s) is/are whole time and private practice of any kind is prohibited.
- 5.3 The candidates are likely to be posted at rural health and urban health centers or other centers attached with the Institute for the period to be decided by the Institute, as applicable.
- 5.4 While every effort will be made to provide residential accommodation to the officers 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 Bhubaneswar, Odisha will be provided.
- 5.5 Canvassing of any kind will be a disqualification.
- 5.6 The candidate should not have been convicted by any Court of Law.
- 5.7 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.
- 5.8 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.
- 5.9 The decision of the Competent Authority regarding the interview, verification of documents, and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.

  
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5.10 All disputes will be subject to the jurisdiction of the Court of Law at Bhubaneswar.

**IMPORTANT**

*In case of any guidance/information/clarification regarding their applications, candidature, etc. candidates can contact PhoneNo-0674-2476255 (Between 09:30 AM to 5:15 PM only working days)*

*Email: [recruitment@aiimsbhubaneswar.edu.in](mailto:recruitment@aiimsbhubaneswar.edu.in)*

  
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सिजुआ, डाक: डुमुडुमा, भुवनेश्वर, ओडिशा - ७५१०१९

SIJUA, POST-DUMUDUMA, BHUBANESWAR, ODISHA-751019

### APPLICATION FOR THE POST OF \_\_\_\_\_ BASIS, AIIMS BHUBANESWAR

ON DEPUTATION

#### Note:

To avoid any misrepresentation or interpretation of facts, the application must be duly typed or handwritten, supported with self-attested copies of testimonials.

If the officer is eligible for more than one post, he/she should apply separately for each post

PHOTO

1.	Name of the applicant:	
2.	Father/Spouse Name:	
3.	Present Designation:	
4.	Working under:	Central / State Govt. / UT Govt. / Autonomous Institutions / Govt. Universities / Govt. Research and Development Organizations / Others <b>If Others, please specify:</b>
5.	Present Basic Pay as per 7 <sup>th</sup> CPC: (In case of IDA or Other Scale, please enclose the relevant document.)	
6.	Present Level in Pay matrix of 7 <sup>th</sup> CPC: (Please enclose the last pay slip)	
7.	Nature of present employment- Ad-hoc/Temporary/Officiating/Regular)	
8.	Date of Birth (dd/mm/yyyy):	
9.	Gender:	
10.	Marital Status:	
11.	Nationality:	
12.	Religion:	
13.	Applicant belongs to:	UR / OBC / EWS / SC / ST
14.	Date of retirement	
15.	Address for communication:	
16.	Mobile number:	
17.	Email id:	



18.	Designation, Email id & Contact of the Employer/(Head of the Institute)/Cadre Controlling Authority	
19.	Aadhaar Number:	

20. Educational Qualifications:

Examination passed	Year of passing	Name of the Institution/University
10 <sup>th</sup> /SSLC		
12 <sup>th</sup> /HSC/PUC		
UG -		
PG -		
Others if any		

21. Details of Employment in chronological order starting with the latest  
(Enclose a separate sheet, if the space below is insufficient)

Designation	Regular/ Deputation	Institution/ Organization	Basic Pay Level/ Grade Pay*	From	To	Nature of Duties performed

\* Period of service rendered in higher GP's/Pay Levels attained through MACP/ACP will not be considered as eligible years of service in the required GP/Pay level.

22. In case the applicant belongs to an organization that is not following the Central Government Pay Scales, the latest salary slip with the information like Basic Pay with scale of pay, DA and other allowances, total emoluments, etc., may be enclosed.

23. Candidates applying for the position of Chief Medical Record Officer are required to indicate the following and choose one of the options mentioned below:

(A) I have the Ability to use computers in office applications, spreadsheets, and presentations. I also have Typing speed of 35 words per minute in English or 30 words per minute in Hindi." ☐

(B) I lack the Ability to use computers in office applications, spreadsheets, and presentations. Additionally, my typing speed is below 35 words per minute in English and 30 words per minute in Hindi. ☐



24. Any additional information or achievements (if any): (Enclose a separate sheet if the space is insufficient)

**Declaration by the candidate**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of essential qualification/work experience submitted by me, will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld. In the event of any information being found false/incorrect or ineligibility being detected before or after the interview or selection, my candidature/appointment is liable to be rejected/terminated.

**Signature of the applicant**

**Place:**

**Date:**



**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 the records. This Institute/Department/Organization has **No Objection** to his/her application being considered for the post of \_\_\_\_\_ on deputation basis for AIIMS Bhubaneswar as published vide **Advt. No. Deputation/01/2025**. He/She possesses the 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. \_\_\_\_\_
- ii. His/her **integrity** is beyond doubt.
- iii. The officer is holding the post on a **regular** basis.
- iv. Photocopies of the **APAR/ACRs** for the last five years, duly attested, are enclosed.
- v. **Disciplinary case** is neither pending nor contemplated against the officer, and no **major/minor penalty** was imposed on him/her during the last ten years.

**Signature (with seal);**

**(Employer / Cadre Controlling Authority)**

**Place:**

**Date:**



**List of Enclosures**

Sl. No.	Particulars of enclosures	Yes/No		
1	Certificates of Educational Qualification (From 10 <sup>th</sup> to Degree or any other higher education as applicable)			
2	NOC			
3	Vigilance Clearance Certificate			
4	Integrity Certificate			
5	Last five years ACR/APARs	Year	Enclosed Yes/NO	<b>Grading of Reviewing Officer (On a scale of 1-10)</b>
		2024-25		
		2023-24		
		2022-23		
		2021-22		
		2020-21		
6	No Major/Minor Penalty Certificate			
7	Service Certificate with mention of Pay Scale			
8	Last Pay Slip			

**Signature of the applicant**