



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 - ७५१०१९

SIJUA, POST-DUMUDUMA, BHUBANESWAR, ODISHA-751019

Notification: Advt No. - DEPUTATION/02/2026

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

All India Institute of Medical Sciences, Bhubaneswar, an Autonomous Institute of National Importance, is one of the newer AIIMS and an apex healthcare Institute established by the Ministry of Health & Family Welfare, Government of India, under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) with the aim of correcting regional imbalances in quality tertiary level healthcare in the country and attaining self-sufficiency in undergraduate, postgraduate & higher medical education, research and training.

2. Applications are being invited in prescribed pro-forma (**Hard Copy Only**) from eligible officials 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.

3. The details of posts are as follows -

Sl. No.	Name Of the Post	Group	Pay Scale as per 7 th CPC	Vacancy
1.	Medical Superintendent	A	Level 14 + NPA	1
2.	Chief Librarian	A	Level 13	1
3.	Registrar	A	Level 12	1
4.	Senior Analyst (System Analyst)	A	Level 12	1
5.	Chief Nursing Officer	A	Level 12	1
6.	Senior Administrative Officer	A	Level 11	1
7.	Senior Procurement Cum Store Officer	A	Level 11	1
8.	Nursing Superintendent	A	Level 11	3
9.	Chief Dietician	A	Level 11	1
10.	Chief Medical Social Service Officer	A	Level 11	1
11.	CSSD Officer	A	Level 11	1
12.	Principle Private Secretary	A	Level 11	1
13.	Librarian Selection Grade (Senior Librarian)	A	Level 11	1
14.	Chief Medical Record Officer	A	Level 10	1

15.	Private Secretary	B	Level 7	3
16.	Chief Pharmacist	B	Level 7	1
17.	Senior Sanitation Officer	B	Level 7	1
18.	Manager/ Supervisor/ Gas Officer	B	Level 7	1
19.	Junior Administrative Officer	B	Level 6	9
20.	Sr. Pharmacist	B	Level 6	3
21.	Pharmacist Grade I	B	Level 6	11
22.	Medical Record Officer	B	Level 6	4
23.	Sanitation Officer	B	Level 6	3
24.	Personal Assistant	B	Level 6	6
25.	Senior Administrative Assistant (UDC)	C	Level 4	3
Total				61

4. The details of the Eligibility Criteria are mentioned below-

1	Medical Superintendent
	<u>Educational Qualification:</u> - i) A medical qualification included in the I or II Schedule or Part II of the 3rd Schedule to the Indian Medical Council Act of 1956. (Person possessing the qualification included in part II or the 3rd 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. <u>Experience:</u> 10 years' experience in Hospital Administration in Hospitals after obtaining the P.G. Degree in a senior position, preferably in hospitals with 300 beds.
2	Chief Librarian
	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

	<u>Essential: -</u> 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 <u>Desirable:</u> a) Master's Degree in Library Science; b) Training in Medical Librarianship
3	Registrar
	Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations having educational qualifications and experience as follows- i) A graduate of a recognized University. ii) Seven years' experience of administration in a supervisory capacity or as a teacher in a University/teaching institution including conduct or examination and admission and assignment of teaching programmes for under graduate and postgraduate etc. Desirable: A postgraduate degree.
4	Senior Analyst (System Analyst)
	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.
5	Chief Nursing Officer
	Officers of the State/ Central Government or Statutory/ Autonomous Bodies: i. Holding analogous posts OR ii. With 5 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs. 6600/- OR iii. With 10 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs. 5400/-
6	Senior Administrative Officer
	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 5 years regular service in the grade pay of Rs.5400/- in the relevant field. Note:- 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.
7	Senior Procurement Cum Store Officer
	Officers under the Central/State government/U.T. Administrations or of Central Statutory/Autonomous Bodies holding analogous post OR 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.
8	Nursing Superintendent
	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/-
9	Chief Dietician
	Officers under the Central/State/UT Governments/Universities/Statutory Autonomous Bodies or Health Care Organizations. i. Holding analogous post on Regular Basis. OR ii. With 5 years of regular service in the post of Senior Dietician (Assistant Food Manager) in Grade Pay of Rs.5400/- OR iii. With 7 years of regular service in the post of Dietician in the Grade Pay of Rs. 4600/-
10	Chief Medical Social Service Officer
	Employees of the Central/State/Union Territory Governments/ Universities/ Statutory/ Autonomous Bodies/ Public Sector Undertakings/ Research & Development Organizations. (A) (i) Holding analogous posts on regular basis OR (ii) With 5 years of regular service in the post in the Grade Pay of Rs.5400 And (B) Possessing the following qualifications and experience: (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.

11	CSSD Officer
	Officers of Central/State Govt./ Autonomous/Statutory Organization holding analogous post on regular basis OR CSSD Supervisor with five/seven years of regular service in the grade pay of Rs. 5400/- or 4600/- respectively.
12	Principle Private Secretary
	Officers of Central/ State Government or Central /State Statutory/ Autonomous Bodies holding analogous posts or with at least 7 years of regular service in the post with Grade Pay of Rs. 4600 or higher.
13	Librarian Selection Grade (Senior Librarian)
	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.
14	Chief Medical Record Officer
	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations (a) Holding analogous posts on regular basis OR (b) With 2/3 years' regular service in the grade pay of Rs.4800/- or Rs.4600/- respectively in the relevant field. And Possessing the following qualifications and experience: - (a) Degree in Medical Record keeping (duration 1 year) from a recognized Institute / University. And (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.
15	Private Secretary
	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.

16	Chief Pharmacist
	Officers under the Central/State/U.T. Governments/ Universities/ Statutory Bodies or Autonomous Bodies or Research and Development Organizations. (i) Holding analogous posts on regular basis, OR (ii) With 5 years' regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs. 4200/-
17	Senior Sanitation Officer
	Officers working in 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.
18	Manager/ Supervisor/ Gas Officer
	Officials holding analogous posts in govt. organizations OR Holding posts with 11 years of relevant experience in GP of Rs.2800.
19	Junior Administrative Officer
	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.
20	Sr. Pharmacist
	Officers under the Central/State/U.T. Governments/Universities/ Statutory Bodies or Autonomous Bodies or Research and Development 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/-
21	Pharmacist Grade-I
	Officers under the Central/State/U.T. Governments/Universities/ Statutory Bodies or Autonomous Bodies or Research and Development 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/-.
22	Medical Record Officer
	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies/ Health Care Organizations holding analogous posts on regular basis, OR Junior Medical Record Officer with six years of regular service in the grade pay of Rs. 2800 in the relevant field.
23	Sanitation Officer
	Officers of the 200 bedded Hospital of 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.
24	Personal Assistant
	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 10 years' regular service in the grade pay of 2400/-
25	Senior Administrative Assistant (UDC)
	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 as mentioned below: 1. Degree of a Recognized University of equivalent 2. Proficiency in computers.

5. General Information and Terms & Conditions:

- 5.1. The number of posts is tentative and is liable to change based on the Institute's requirement.
- 5.2. The period of deputation shall be initially for a period up to three (03) years and may be extended in accordance with the guidelines issued by DoPT/MoH&FW, Government of India, from time to time. However, AIIMS Bhubaneswar reserves the right to terminate the deputation at any time before the expiry of the prescribed or extended tenure, based on the functional and administrative requirements of the Institute, without assigning any reason thereof.
- 5.3. The maximum age limit applicable for the posts will be regulated as per DoPT OM No. AB-14017/11/2017-Estt (RR) dated 5th February, 2018.
- 5.4. The other eligibility criteria will be regulated as per the relevant Recruitment Rules/DoPT instructions as applicable.

- 5.5. The Cadre Controlling Authority shall forward the application form, complete in all respects, along with the following documents, within **45 days** from the **date of publication of the vacancy notice in the Employment News** :
- Duly filled-in Application Form (Annexure-I, Annexure-II & Annexure-III)
 - Certificates of educational qualifications (self-attested copies)
 - Experience certificate(s) (self-attested copies)
 - APARs of preceding 05 years
 - Vigilance Clearance certificate
 - Integrity certificate
 - No Objection Certificate (NOC)
 - The list of major/minor penalty imposed, if any, during the last ten years.
- 5.6. In anticipation of delay in getting cadre clearance and other requisite documents, candidates may send an advance copy, to be forwarded by their reporting authority, by post only within the prescribed date as mentioned above along with the documents readily available with them.
- 5.7. The application, along with all requisite documents, shall be submitted only through **Speed Post/Registered Post**. The Institute shall not be responsible for any postal delay. Applications received after the prescribed last date, i.e., **45 days from the date of publication of the vacancy notice in the Employment News**, shall not be considered.
- 5.8. **The envelope containing the application should clearly super scribe "The Post Applied for _____(On Deputation)".** The duly forwarded application form along with all requisite documents may be sent to the following address.

**" Shri Dibya Ranjan Pattnaik,
Assistant Administrative Officer,
Recruitment Cell, Academic Block,
AIIMS Bhubaneswar-751019 "**

- 5.9. 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.
- 5.10. 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.
- 5.11. The Service under the Institute is governed by the Act and the Rules & Regulations framed thereunder.
- 5.12. As per the extant rules, applications of candidates from private sector shall not be considered for recruitment on deputation basis.
- 5.13. No TA/DA shall be admissible for attending the interview or any stage of the recruitment process, which shall be conducted at AIIMS Bhubaneswar or at any other venue as decided by the Competent Authority, AIIMS Bhubaneswar.
- 5.14. 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.

6. Instructions to the Candidates

- 6.1 All the posts carry usual allowances as admissible to Central Government Employees of similar status at Bhubaneswar, Odisha.

- 6.2 The post(s) is/are whole time and private practice of any kind is prohibited.
- 6.3 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.
- 6.4 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.
- 6.5 Canvassing of any kind will be a disqualification.
- 6.6 The candidate should not have been convicted by any Court of Law.
- 6.7 In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully 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.
- 6.8 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.
- 6.9 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.
- 6.10 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

(Md Salim Golder)
Administrative Officer
AIIMS Bhubaneswar

Annexure-I



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर

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सिजुआ, डाक: डुमुडुमा, भुवनेश्वर, ओडिशा - ७५१०१९

SIJUA, POST-DUMUDUMA, BHUBANESWAR, ODISHA-751019

APPLICATION FOR THE POST OF _____ ON
DEPUTATION BASIS, AIIMS BHUBANESWAR

Note:

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

PHOTO

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

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 If Others, please specify:
5.	Present Basic Pay as per 7 th CPC: (In case of IDA or Other Scale, please enclose the relevant document.)	
6.	Present Level in Pay matrix of 7 th 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 th /SSLC		
12 th /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:

Annexure-II**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/02/2026**. He/she possesses the educational qualification and experience mentioned in the vacancy Notification. 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:**

Annexure-III**List of Enclosures**

Sl. No.	Particulars of enclosures	Yes/No		
1	Certificates of Educational Qualification (From 10 th 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	Grading of Reviewing Officer (On a scale of 1-10)
6	No Major/Minor Penalty Certificate			
7	Service Certificate with mention of Pay Scale			
8	Last Pay Slip			
9	Experience Certificate			

Signature of the applicant