



भारत सरकार Government of India

स्वास्थ्य और परिवार कल्याण मंत्रालय Ministry of Health and Family Welfare

प्रधान मंत्री स्वास्थ्य सुरक्षा योजना PMSY

अखिल भारतीय आयुर्विज्ञान संस्थान All India Institute of Medical Sciences

@mangalAiimsAP

मंगलगिरि, आंध्र प्रदेश Mangalagiri, Andhra Pradesh

www.aiismangalagiri.edu.in

F No/AIIMS/MG/Admin/Recruitment/03/2019-20/NonTeaching/01/

Dt: 03/05/2019

Detailed Notification for Non-Faculty Recruitment

In continuation to the Advertisement for Non faculty posts issued on 09-03-2019 (published in Employment news on 30/03/2019), F No/AIIMS/MG/Admin/Recruitment/03/2019-20, the Director AIIMS Mangalagiri invites application from the interested and suitable candidates for the following posts:

A. Recruitment by Deputation

B. Recruitment by Examination

IMPORTANT DATES					
Sr No	CATEGORY	POSTS	DETAIL ED NOTIFI CATION	CRUCI AL DATE (DATE OF CLOSIN G)	DATE OF PROVISION OF ONLINE LINK FOR SUBMISSION
1	Recruitment by Deputation	Financial Advisor; Accounts Officer; Administrative Officer; Asst. Admin Officer; Executive Assistant (NS); Personal Assistant; Nursing Superintendent; Senior Nursing Officer; Executive Engineer (Elec)	3 rd MAY 2019	18 TH June 2019	Not applicable Applications are to be duly forwarded by the Cadre Controlling authority with NOC and Vigilance clearance. Candidate is advised to send an advance copy, for intimation purposes only, on the following email: deputation@aiismangalagiri.edu.in

IMPORTANT DATES					
2	Recruitment by Examination	Lower Division Clerk; Stenographer; Nursing Officer; Warden (Male), Medical Social Service Officer Grd- I	3 rd MAY 2019	18 th June 2019	15 th May 2019; (Applications are to be submitted through online link only)

Examination cell helpline: email- recruitment.helpdesk@aiimsmangalagiri.edu.in

Opening date: 03-05-2019

Closing Date: 18-06-2019

A. Summary Chart

A. Recruitment by Deputation (Fee is Rs. NIL)					
Sr No	Post	Group	Pay scale as per 6 th CPC	Post	Mode
1	Financial Advisor	A	PB 4; 8700 GP	1	Deputation for 3 years
2	Accounts Officer	A	PB 3; 5400 GP	1	Deputation for 3 years
3	Administrative Officer	A	PB 3; 5400 GP	1	Deputation for 3 years
4	Asst. Admin Officer	B	PB 2; 4600 GP	1	Deputation for 3 years
5	Executive Assistant (NS)	B	PB 2; 4200 GP	1	Deputation for 3 years
6	Personal Assistant	B	PB 2; 4200 GP	2	Deputation for 3 years
7	Nursing Superintendent	A	PB 3; 6600 GP	1	Deputation for 3 years
8	Senior Nursing Officer (Sister Grade I)	B	PB 2; 4800 GP	4	Deputation for 3 years
9	Executive Engineer (Elec)	A	PB 3; 6600 GP	1	Deputation for 3 years
	TOTAL			13	

B. Recruitment by Examination (Fee is Rs. 500/- for General/OBC; Rs 100 for SC/ST; Nil for PWD) Date of provision of online LINK on website www.aiimsmangalagiri.edu.in : 15/05/2019					
Sr No	Post	Group	Pay scale as per 6 th CPC	Post	Mode
1	Lower Division Clerk	C	PB 1; 1900 GP	1 UR	Examination/CBT with skill test
2	Stenographer	C	PB 1; 2400 GP	1 UR	Examination/CBT with skill test
3	Nursing Officer (Sister Grade II)	B	PB 2; 4600 GP	14 (7 UR; 4 OBC; 2 SC; 1 ST)	Examination/CBT
4	Warden (Male)	B	PB 2; 4200 GP	1 UR	Examination/CBT
5	Medical Social Service Officer Grd I	B	PB 2; 4600 GP	1 UR	Examination/CBT
	TOTAL			18	

C. Eligibility and other Criteria

Deputation posts

Sr No	Post	Group	Pay scale as per 6 th CPC	Post	Upper Age Limit	Essential Eligibility Criteria for deputation
1	Financial Advisor	A	PB 4; 37400-67000 with a Grade Pay of 8700; Level 13 th as per 7 th CPC	1	56 years	<p>Period of Deputation will not ordinarily be extended beyond three years. ^For 'analogous' please refer to DoPT OM O.M.No.2011/1/2008- Estt.(D) Dated 11th November 2010 Brief Job profile is enclosed.</p> <p>Officers from any of the Central Organized Accounts Services holding analogous posts with a pay scale of Rs.14,300-Rs.18,300 (revised to PB-4 of Rs.37400-67000+GP of Rs.8700)</p> <p>OR</p> <p>Posts in the pay scale of Rs. 12000-16500, (revised to PB-3 of Rs.15600-39100+GP of Rs.7600/-) with 5 years of regular service in the grade.</p>
2	Accounts Officer	A	PB 3; 15600-39100 with Grade Pay of 5400	1	56 years	<p>Officers under the Central/ Statutory/ Autonomous Bodies / holding analogous posts on regular basis and handling accounts and finance matters, or holding posts of accounts/audit office or equivalent in the pay scale of Rs. 9300-34800+Rs.5400 grade pay) (revised 6th Central pay Commission).</p> <p>Or</p> <p>(ii) AAO with 2 / 3 years experience in the GP of 4600/4800, as per 6th CPC, respectively</p> <p>(iii) AAO in the pay scale of Rs. 2000-3200 (revised 6th Central pay Commission, to PB-2 Rs.9300-34800+Rs.4200 Grade Pay) with 7 years of regular service in the grade pay including the service in the grade of JAO/SAS/ Accountants /Accountant in the scale of Rs. 1640-2900 (revised 6th Central pay Commission, to Rs. 9300-34800+Rs.4200 grade pay)</p>

Sr No	Post	Group	Pay scale as per 6 th CPC	Post	Upper Age Limit	Essential Eligibility Criteria for deputation Period of Deputation will not ordinarily be extended beyond three years. ^For 'analogous' please refer to DoPT OM O.M.No.2011/1/2008- Estt.(D) Dated 11th November 2010 Brief Job profile is enclosed.
3	Administrative Officer	A	PB 3; 15600-39100 with a Grade Pay of 5400	1	56 years	Officers under the Central Government., UT Administration or Central Statutory/ Autonomous Bodies holding analogous posts, or with atleast 2 /3 / 7 years of service in posts in the Grade Pay of 4800/4600/4200 or equivalent respectively and having a Degree and experience in Administration and establishment matters and also preferably in Accounts Matters. Officers possessing MBA or PG Diploma in Personnel Management shall be given preference.
4	Assistant Administrative Officer	B	PB 2; 9300-34800 with a Grade Pay of 4600	1	56 years	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis , or with 5 years regular service in the grade pay of Rs. 4200/- in the relevant field and possessing minimum educational qualification given for direct recruitment, as follows- Essential: Degree from recognized University or its equivalent Desirable: 1. MBA/ PG diploma in management from recognised Institutes. 2. Knowledge of Government Rules and Regulations. Proficiency in Computers
5	Executive Assistant (NS)	B	PB 2 Rs. 9300-34800+Grade Pay Rs.4200/-	1	56 years	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

Sr No	Post	Group	Pay scale as per 6 th CPC	Post	Upper Age Limit	Essential Eligibility Criteria for deputation Period of Deputation will not ordinarily be extended beyond three years. ^For 'analogous' please refer to DoPT OM O.M.No.2011/1/2008- Estt.(D) Dated 11th November 2010 Brief Job profile is enclosed.
						the grade pay of Rs. 2400/- in the relevant field and possessing minimum educational qualification for direct recruitment, given as follows:- 1. Degree of recognized University or equivalent 2. Proficiency in computers.
6	Personal Assistant	B	PB 2 Rs. 9300-34800+Grade Pay Rs.4200	2	56 years	Officers under the Central /State/ UT Governments/ Universities /Statutory, Autonomous Bodies Research and Development Organizations. i. holding analogous posts on regular basis, or ii. with 10 years regular service in the grade pay of Rs. 2400/-
7	Nursing Superintendent	A	PB 3; 15600-39100 with Grade Pay of 6600	1	56 years	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/-
8	Senior Nursing Officer	B	PB 2; Rs. 9300-34800 with Grade Pay of 4800	4	56 years	Officers of the State/ Central Government or Statutory/ Autonomous Bodies holding analogous posts, Or Staff Nurse Grade II (Sister Grade II) with 3 years regular service in the Grade Pay of Rs. 4600/- and possessing minimum educational qualification and experience for direct recruitment, given as follows:- 1. B.Sc. (Nursing) (4 year course) from a recognized Institute/ University. OR B.Sc. (Post-certificate) or equivalent

Sr No	Post	Group	Pay scale as per 6 th CPC	Post	Upper Age Limit	Essential Eligibility Criteria for deputation
						<p>Period of Deputation will not ordinarily be extended beyond three years. ^For 'analogous' please refer to DoPT OM O.M.No.2011/1/2008- Estt.(D) Dated 11th November 2010 Brief Job profile is enclosed.</p>
						<p>such as B.Sc. Nursing (Post-basic) (2 year course) from a recognized Institute/ University.</p> <p>2. Should be registered with the Indian Nursing Council / State Nursing Council</p> <p>Experience – Three years of experience as Staff Nurse Grade – II in a minimum 100 bedded hospital/healthcare Institute. Desirable: Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>
9	Executive Engineer (Electrical)	A	PB 3; 6600 GP; Level 12 as per 7 th CPC	1	56 years	<p>Executive Engineers (Elec) or Asst. Engineers (Elec) with 8 years of regular service in the grade from CPWD.</p> <p>In the event of suitable candidate's not being available from CPWD similar officers from other engineering Departments of the Central Government or Central statutory/ Autonomous Bodies Shall be considered.</p> <p>An Officer taken on deputation shall possess a Degree in Electrical Engineering.</p>

Direct Recruitment by Examination (Fee Rs.500/- for General/ OBC/ Ex-servicemen; Rs.100/- for SC/ST; Rs. NIL for PWD)

Sr No	Post	Group	Pay scale as per 6 th CPC	Post	Mode	Upper Age Limit	Essential Eligibility Criteria
1	Lower Division Clerk	C	PB 1; 5200-20200 with a Grade Pay of 1900.	1 UR	Direct Recruitment	Between 18-27 years	<p>Essential</p> <p>i). 12th Class or equivalent qualification from a recognized board/ University.</p> <p>OR</p> <p>Matriculation or equivalent qualification from a recognized board or university with 5 years</p>

Sr No	Post	Group	Pay scale as per 6 th CPC	Post	Mode	Upper Age Limit	Essential Eligibility Criteria
							<p>of service (regular or ad-hoc) as Lower Division clerk in Govt. Organization/Institution.</p> <p>ii) A typing speed of 35 w.p.m in English or 30 w.p.m. in Hindi only on computer. (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word).</p>
2	Stenographer	C	Pay Band-1: Rs.5200-20200 + GP Rs. 2400	1 UR	Direct Recruitment	Between 18-27 years	<p>Essential:</p> <p>i). 12th Class or equivalent qualification from a recognized Board or University. OR</p> <p>Matriculation or equivalent Qualification from a recognized board or university with 5 years service(regular or ad-hoc) as stenographer in Govt.Organization/Institution.</p> <p>ii).Skill Test Norms: Dictation : 10 Minutes @ 80 WPM</p> <p>Transcription – 50 Minutes (English) or 65 Minutes (Hindi) [only on Computer]</p>
3	Nursing Officer (Sister Grade II)	B	Pay Band- 2 Rs.9300-34800 + GP Rs. 4600	14 (7 UR; 4 OBC; 2 SC;1 ST)	Direct Recruitment	Between 18-30 years	<p>Essential</p> <p>i. (i) B. Sc (Hons.) Nursing/ B. Sc Nursing from an Indian Nursing Council recognized institution OR B.Sc (Post-certificate)/ Post B. Sc Nursing from an Indian Nursing Council recognized Institute or</p>

Sr No	Post	Group	Pay scale as per 6 th CPC	Post	Mode	Upper Age Limit	Essential Eligibility Criteria
							University; ii) Registered as Nurses & Midwife in State/Indian Nursing Council OR II. i) Diploma in General nursing Midwifery from an Indian Nursing Council; ii) Registered as Nursed & Midwife in State/ Indian Nursing Council Institute or University; iii) Two years' experience in minimum 50 bedded Hospital after acquiring the educational qualification mentioned above
4	Warden (Male)	B	Pay Band- 2 Rs.9300-34800 + GP Rs. 4200	1 UR	Direct Recruitment	Between 30-45 Years	Qualifications: 1. Graduate from recognized University/ Institute. 2. Diploma/ Certificate in House Keeping/ Material Management/ Public Relations/ Estate Management. 3. Possessing two years' Experience of handling hostels in Government/ Reputed Organization.
5	Medical Social Service Officer Grd I	B	Pay Band-2 Rs.9300-34800 with Grade Pay of Rs.4600/-	1UR	Direct Recruitment	Between 21-35 years	Qualifications Essential: (i) MA (Social Work) / MSW, with specialization in Medical Social Work, from a recognized University / Institution And (ii) 5 Years' Experience in a government or private sector hospital of minimum 200 beds Desirable: Ability to use computers - Hands on experience in office

Sr No	Post	Group	Pay scale as per 6 th CPC	Post	Mode	Upper Age Limit	Essential Eligibility Criteria
							applications, spread sheets and presentations.

Note for Deputation Posts

1. The number of posts is tentative and is liable to change based on the Institute's requirement.
2. Maximum age limit for applying for the aforesaid posts on Deputation is 56 years as on last date of receipt of application
3. The period of deputation shall not ordinarily exceed 3 years.
4. The Officers who fulfill the above qualifications/eligibility may submit their application in the attached proforma through proper channel to the Deputy Director (Administration), All India Institute of Medical Sciences, Mangalagiri: Temporary campus: 1st Floor, Government Siddartha Medical College, Service Road, NH-16, Gunadala, Vijayawada- 520008, Andhra Pradesh, so as to reach by 18.06.2019, 5:00 PM by Speed Post/ Registered Post only. Late/ Incomplete applications will not be entertained.
5. The envelope containing the application(s) should be super-scribed "*Application for the Post of on deputation basis.*" 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 (at least for the latest 05 years) may also be enclosed with the applications. It may also be clearly stated that no vigilance/disciplinary proceedings is pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers will not be considered.
6. Candidates are advised to send an advance scanned copy of the complete set of application alongwith specified enclosures on email id: deputation@aiismangalagiri.edu.in
7. 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.
8. The posts fallen under "Analogous" should be understood as per the 'Office Memorandum of DoP&T's O.M.No.2011/1/2008- Estt.(D) Dated 11th November 2010.
9. Brief Job Descriptions are enclosed towards the end of this document.
10. The Form to be filled and submitted by candidates seeking deputation is as follows:

Application for the post ofon **deputation**

basis at AIIMS, MANGALAGIRI

1	Name and address in Block letters	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p align="center">Affix here recent passport size photograph</p>
2	Father's Name		
3	Date of Birth (in Christian era)		
4	Date of retirement under Central/ State Government Rules		
5	Educational Qualification	i)	
		ii)	
		iii)	
		iv)	
6	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).		
Qualifications/ Experience			
		Required	Possessed by the Applicant
	Essential		

	Desirable				
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post				
8	Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.				
	Organization	Post held		Pay-band and Grade pay (Scale of Pay if in pre-revised scale of pay)	Nature of Duties
		From	To		
9	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent)				
10	In case the present employment is held on deputation/contract basis, Please state :				
	a) the date of initial appointment				
	b) period of appointment on deputation/contract				
	c) name of the parent office/organization to which you belong				
11	Additional details about present employment please state whether working under:				

	<p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government undertaking</p> <p>e) University</p>	
12	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.	
13	Total emoluments per month now drawn.	
14	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.	
15	Whether belongs to SC/ST/OBC (if yes, please specify)	
16	Contact Nos.	1. Office
		2. Residence
		3. Mobile
		4. E-mail address
17	If selected, specify the minimum required joining time	
Signature of the Candidate		Candidate's Address:
Date:		
Countersigned:		

----- [Employer/ Authorized Officer]	
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NOTE for Direct Recruitment posts:

- i) Age and all other qualifications (Educational and Experience) will be counted as on the last date of receipt of application/crucial date.
- ii) 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.
- iii) The reservation for ST/SC/OBC & PwD candidates is as per Central Govt. rules.

ABBREVIATIONS:

EQ: Essential Qualification, DQ: Desirable Qualification, UR: Unreserved, GEN: General, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, Ex-S: Ex-Serviceman, PwD-OL: Physically Handicapped (Persons with Disabilities) One leg affected, GOI: Government of India

1. GENERAL CONDITIONS

- i) The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through ON-LINE mode. The On-line registration of applications will be available only on AIIMS Mangalagiri website i.e. www.aiismangalagiri.edu.in from **15-05-2019 to 18-06-2019 upto 5.00pm.**
- ii) The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the aforesaid post and must fulfill all the eligibility criteria on or before **18-06-2019**, failing which their application will be rejected. Candidature of applicants shall be purely PROVISIONAL at all stage of the recruitment process.

2. HOW TO APPLY:

Candidates must fill in the online application form as per the procedure given in Para 4 of this Notice and take a printout for their record.

3. APPLICATION FEE AND MODE OF PAYMENT:

- i) For General/OBC/Ex-Serviceman Candidates: **Rs. 500/-** (Rupees Five hundred only)

ii) For SC/ST candidates : **Rs. 100/-** (Rupees one hundred only)

iii) For Person with Disabilities (PwD): **Exempted**

Application fee is required to be remitted online only (**Link will be provided on 15-05-2019**). Any other instrument of payment is not acceptable. Please make sure to correctly mention the Transaction number, Date/Time and Bank of which remittance is made in your application form for reconciliation. Also make sure to get the confirmation of the successful remittance by your bank and retain the proof of the same which may be required at the time of interview. **The Application fee is non-refundable** under all circumstances.

4. PROCEDURE TO FILL ONLINE APPLICATION AND PAYMENT OF FEE

A) For filling up of Online application, candidates must have the following pre-requisites ready:-

i) Valid e-mail ID.

ii) Scanned recent Passport size photograph of candidate (in JPG format).

iii) Scanned signature of the candidate (in JPG format)

iv) Online payment detail of the required application fee.

B) Guidelines for scanning the photograph & Signature:

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

(i) Photograph:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 80 kb–100 kb
- Ensure that the size of the scanned image is not more than 100 KB.

(ii) Signature:

- The applicant has to sign on white paper with Black ink pen.

- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 50 kb – 80 kb
- Ensure that the size of the scanned image is not more than 80 KB.

C) While applying online, in the preview of the form, the candidate's Photo and Signature must be clearly visible to candidate, if photo/signature image is small in size or not visible in preview on website, then it means that the photo/signature is not as per the AIIMS prescribed format and your application will be rejected. So, be careful while uploading your photo and signature.

D) Applicants must fill all the fields carefully since after submission of online application request for change in any information at any later stage will not be considered.

E) Candidate may access the online application portal by clicking on the link (Recruitment to the posts of non-faculty in AIIMS Mangalagiri) mentioned in the website (www.aiimsmangalagiri.edu.in).

F) Candidate may view various section viz. Advertisement, press release, sample documents (Caste certificate format/PH certificate Format/Ex-service- men certificate format/declaration etc.), helpline number, contact details, along with link to proceed for registration and further processing of the form.

G) First time user shall click on the new registration link and fill the details correctly as mentioned.

H) After completing the registration part candidate will receive the user ID and password through SMS on the registered mobile number and through E-mail on the registered email address. The same ID and Password shall be displayed on the logged screen. Candidates are requested to note down the User ID and password. Candidates are also advised to take a print of the Registered Application Form for their records and future reference.

I) After registration part, the candidate may continue with the form filling process or may log out from the registration part.

- J) The candidates already registered shall click on existing user link and fill the correct user ID and Password for continuing the form filling process. In case of incorrect User ID/Password click on forgot password link.
- K) The candidate is requested to fill the correct details regarding name/age/sex/caste/address/educational qualification and other relevant fields mentioned in the application portal. Candidates are advised to upload the relevant documents/photographs in the desired format only.
- L) Once the details are correctly filled the candidate may proceed for the fee payment.
- M) Once a candidate clicks on SUBMIT button, a page containing some important instructions for payment, a Payment Reference Number and a Link to make payment of Application Fee will open. Candidates may please note that unless they make the payment of Application Fee, their application will be treated as INCOMPLETE. Candidates who want to pay at later stage can use this Payment Reference Number for re-login and making the payment in order to complete his/her Registration.
- N) Once a candidate clicks on button for making the payment, they will be redirected to the Payment gateway site. There are various options available for payment on SBI site viz. SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards. Additional charges viz. bank charges, service tax etc. incurred while making online payment of application fees will be borne by the candidate.
- O) Candidates who opt for any Online Mode of Payment like Credit Card, Debit Card or Net banking: After making the successful Payment they will immediately be redirected to (www.aiismangalagiri.edu.in) for generation of Registered Application Form. Candidates are advised to take a print of the Registered Application Form for their records and future reference. Thus the process for Registration of candidates who have to pay Application Fee gets completed. The Registration number along with Date of Birth can also be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website i.e. www.aiismangalagiri.edu.in
- P) Once form is submitted there shall be no provision for making changes in the application form.
- Q) Payment of application fees by any other mode viz Cash, Cheque, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., will not be accepted. Such applications will be summarily rejected. The decision of Director, AIIMS Mangalagiri in this regard shall be final and binding.

5. CRUCIAL DATE FOR ESSENTIAL QUALIFICATIONS (EQ) & AGE LIMIT:

- i) Essential Qualifications (EQs) & Age Limit for each Post are mentioned above of this Notice.

- ii) The Crucial Date for determining the possession of 'AGE AND ESSENTIAL QUALIFICATION (EQs) /EXPERIENCE' will be the closing date for filling up Registration Part/Application part of the application i.e. **18-06-2019**
- iii) Before applying for the post, the candidates must ensure that they possess the ESSENTIAL QUALIFICATIONS including Experience wherever it is prescribed as Essential Qualification and also meet the Age Limit as on the crucial date mentioned in Para 5 (ii) above.
- iv) For posts where EXPERIENCE in a particular field/discipline for a specified period has been indicated as an ESSENTIAL QUALIFICATION, the applicants should submit self-attested copy of CERTIFICATE in the prescribed format [APPENDIX-I] in support of their claim of possession of Experience in that field/discipline from the Competent Authority along with the print out of the application, failing which their application shall be rejected. Only that experience which is obtained after acquiring essential educational qualification will be considered.
- v) If candidates claim that their Educational Qualifications are EQUIVALENT to the prescribed Essential Qualifications, it is the responsibility of the candidates to submit the necessary Documents/Certificates (Order/Letter with Number & Date) in support of equivalence, issued by the Government of India or by the Competent Authority from which they obtained the Educational Qualification, failing which their application shall be rejected.

6. AGE RELAXATION:

Relaxation in age will be as per Government of India rules. Relaxation in upper age limit is admissible only when the applicant claims the same in the online application form & also properly fills the CATEGORY CODE. Relaxation in upper age limit is admissible to eligible categories of applicants as under:

Category Code No.	Category	Age Relaxation permissible beyond the Upper age limit.
6.i	SC/ST	5 years
6.ii	OBC	3 years
6.iii	PH	10 years
6.iv	PH+OBC	13 years
6.v	PH+SC/ST	15 years

6.vi	EX-SERVICEMAN: Ex-Servicemen and Commissioned Officers including ECOs/SSCOs – for Group A & B posts	<p>a. Five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the AIMS, Mangalagiri.</p> <p>NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.</p> <p>b) In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-</p> <p>(i) In case of Commissioned Officers including ECOs/SSCOs:</p>
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6.vii	Central Government Employees - for Group B Posts	
	1) Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	5 years
	2) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	8 (5 +3) years
	3) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10 (5+5) years

NOTE- Other provisions relating to Ex-Serviceman will be as per the existing GOI instructions.

7. CONDITIONS ON SEEKING FEE CONCESSION, AGE-RELAXATION, RESERVATION ETC.

A. FOR SCHEDULED CASTES/SCHEDULED TRIBES (SC/ST) APPLICANTS

SC/ST applicants seeking FEE CONCESSION, AGE-RELAXATION, RESERVATION etc. shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT (APPENDIX-II of this Notice) from COMPETENT AUTHORITY certifying their Sub-Castes/Communities are approved by the Government of India under (SC & ST Category) on or before the closing date of receipt of applications otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.

B. FOR OTHER BACKWARD CLASSES (OBC) APPLICANTS

OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking AGE-RELAXATION, RESERVATION etc. shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT prescribed for employment to posts under the Central Government (Appendix-III of this Notice). Applicants are also required to submit a declaration in the prescribed format (Appendix-IV) regarding non-creamy layer status. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the date of document verification. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are warned that they may be debarred from the examinations conducted by AIIMS Mangalagiri in case they fraudulently claim SC/ST/OBC/Ex-S/PH (PWD) status.

C. FOR PHYSICALLY HANDICAPED (PH) (PERSONS WITH DISABILITIES) [OL] APPLICANTS:

- i) The posts mentioned are identified suitable for PwD – OL persons only. Persons with any other form of disability are not eligible.
- ii) PH (PWD-OL) persons having 40% or above disability are eligible for FEE CONCESSION, AGE-RELAXATION, RESERVATION etc.
- iii) They shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT Appendix-V (Form-II)/ (Form-III)/ (Form-IV) of the Notice, otherwise, their claim for PH (PWD) status will not be entertained.

D. INSTRUCTIONS FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) APPLICANTS

- i) Central Govt. Civilian Employees should have rendered not less than 3years continuous service on a regular basis (and not on ad hoc basis) as on the closing date of receipt of applications as mentioned at Para-6.vii of the Notice and should remain in Central Government Service holding civil post in any Department/Offices of Government of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.

For claiming the benefit of age relaxation, Central Government Civilian Employees they shall invariably submit along with the printout of their Application

Forms, the requisite Certificate as per FORMAT (Appendix-VI of this Notice) from the COMPETENT AUTHORITY and also submit a Declaration that they have intimated their Office and also they would be in a position to furnish NO OBJECTION CERTIFICATE from their EMPLOYER at the time of VERIFICATION OF DOCUMENTS, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process [Appendix-VI (A) of this Notice] otherwise their claims forage- relaxation shall not be considered.

Candidates should note that in case a communication is received from their employer by AIIMS, Mangalagiri withholding permission to the candidates to apply for or to appear in the examination, their applications shall be rejected and candidature shall be cancelled.

E. INSTRUCTIONS FOR EX-SERVICEMEN:

Candidates fulfilling the conditions for claiming relaxation as Ex-Servicemen are required to submit the certificates in the prescribed format (Appendix-VII) at the time of document verification.

NOTE 1: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary should be submitted.

NOTE 2: Formats of certificates (SC/ST/OBC/PH) are also available in the website of AIIMS, Mangalagiri.

8. VERIFICATION OF DOCUMENTS:

No verification of documents will be carried out before the Computer Based Test (CBT), therefore candidates are advised that before applying for the post they should satisfy themselves regarding their eligibility for the aforesaid post. Candidates who are declared qualified in the CBT will be called for verification of documents the schedule of which will be intimated in due course. At the time of document verification, candidate will be required to bring (in original) all relevant Certificates/Documents issued by the competent authority, along with self-attested legible copies in support of the information given in their Application Forms about their Educational Qualification; Experience; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH (PWD)/ESX] etc. along with the print out of Application Form.

9. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:

APPLICATIONS / CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/ REJECTED SUMMARILY OR AT ANY STAGE OF THERECRUITMENT PROCESS IN THE EVENT OF ALL OR ANY OF THE FOLLOWING:

- Applications being incomplete.
- Any variation in the Signatures. [All the SIGNATUREs (in FULL NOT IN SHORT) done on the Print out of the Application Form and also on other Documents must be the same.]
- Scanned copy of photograph and signature uploaded are not as per specification given and/or blur or distorted or not clear.
- Non-payment of Examination Fees or non-receipt of fee through online mode, if not otherwise exempted.
- Fee not paid as per instructions.
- Under aged/over aged candidates.
- Failure to bring (in original) all relevant Certificates/Documents issued by the competent authority, along with self attested legible copies in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH (PWD)/ESX], and the print out of Application Form at the time of verification of document.
- Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
- Incorrect information or misrepresentation or suppression of material facts.
- For carrying mobile phones / accessories in the Examination premises/Hall.
- Any other irregularity.
- Non-production of Original Certificates at the time of Verification of Documents

Note: I. CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DEBARMENT FROM FUTURE EXAMINATIONS OF AIIMS MANGALAGIRI WITHOUT PREJUDICE TO INITIATION OF CRIMINAL PROCEEDINGS AGAINST THE CANDIDATES.

Note II. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THOSE SPECIFIED ABOVE, SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES AND ANY OTHER ELECTRONIC GADGGETS ETC. INTO THE EXAMINATION HALL.

10. SELECTION PROCEDURE

- a) Normally, all the candidates whose application forms are accepted will be called for the Computer Based Examination. However, if deemed necessary, the Competent Authority reserves the right to shortlist candidates for the computer based examination by duly appointed Search cum Selection Committee as per the criteria fixed.
- b) While short-listing the candidates on the basis of marks scored at Graduation level, AIIMS, Mangalagiri will follow the yardstick adopted by the University/Institution and take into account the percentage of marks as indicated in the Final Year Marks Statement. AIIMS, Mangalagiri will not take the responsibility of working out the percentage of marks by adding up the marks secured by the candidates in different subjects/each year of Graduation and instead take into account the percentage of marks / CGPA as indicated in the Final Year Marks Statement.
- c) Where the Merit of the candidate is indicated in the Final Year Marks statement in CGPA without indicating the corresponding percentage of marks, AIIMS, Mangalagiri will follow the criteria indicated by the University/Institution in the Certificate, if any, for arriving at the corresponding percentage. In all other cases, the conversion formula of CGPA (as indicated in the Final Year Marks Statement) multiplied by (x) 9.5 will be applied.
- d) Criteria followed in short-listing candidates will be final. No appeal or representation will be entertained against such short-listing.
- e) Shortlisted candidates will be asked to appear in the Computer Based Examination. Skill Test will be conducted for the candidate(s) who are declared qualified in the Computer Based Test (CBT).

11. SCHEME & SYLLABUS OF EXAMINATION for Nursing Officer/ Sister Gr.II:

Computer Based Examination				
Part	Particular	Number of questions	Marks	Duration
Part-1	Subject Knowledge of concerned post (Nursing)	70	70	90 Minutes

Part-II	General Aptitude	10	30 Marcks	
	General Awareness	10		
	Basic Computer Knowledge	10		
Total		100	100 Marks	
Part-III	Skill Test*			

*** Scheme of examination and Syllabus for the posts other than Nursing Officer/ Sister Gr.II, will be notified in due course in the website of AIIMS, Raipur.**

*** The Scheme of Skill Test will be intimated in due course.**

Syllabus: For Part-I, the questions will be comprised of topics/subjects/papers taught in BSc (Nursing).

Note1: The paper will consist of objective type Multiple choice questions only. The question will be set both in English and Hindi language.

Note2: There will be negative marking of 0.25 marks for each wrong answer.

Note3: Skill Test will be held only for such candidates who meet the cut off prescribed by AIIMS Mangalagiri in the Computer Based Examination (CBT). AIIMS Mangalagiri reserves the right to set separate qualifying standard for each part and/or each category.

Note4: Only those candidates who qualify in the Skill Test will be considered for final selection and the final select list will be prepared on the basis of marks obtained by such candidates in the CBT.

IMPORTANT NOTE: The date of computer based examination will be announced later on the website of AIIMS Mangalagiri i.e. www.aiismangalagiri.edu.in. The examination will be held only in the selected Cities/Centres and AIIMS Mangalagiri reserves the right to call candidates to any of the identified centres for the examination. Decision of AIIMS Mangalagiri regarding allotment of Examination Centre shall be final and no request/appeal will be entertained for change of centre.

RESOLUTION OF TIE CASES: In case two or more candidates secure same marks in the Computer Based Examination, the tie will be resolved by the following procedure:

- i) On the basis of Date of Birth with the older candidate being placed higher in merit.
- ii) If date of birth is also similar, by arranging the names of candidate in alphabetical order

12. RECOMMENDATION FOR APPOINTMENT

- i) AIIMS, Mangalagiri will have the full discretion to fix separate minimum qualifying marks in Computer Based Mode Multiple Choice Examination/Skill Test, wherever applicable, for each category of candidates [viz. SC/ST/OBC/PH (PWD)/ExS/General (UR)].
- ii) After the Examination and Skill Test, wherever applicable, AIIMS, Mangalagiri will draw up the Merit List, on the basis of the marks obtained by the candidates in the Computer Based Mode Examination. AIIMS, Mangalagiri may prescribe minimum qualifying cut-off marks in the Computer Based Mode Examination for different categories of candidates. Based on the position in the Merit List, candidates equal to the number of vacancies advertised will be recommended for appointment, subject to their obtaining the minimum qualifying cut -off marks prescribed by the AIIMS, Mangalagiri for different categories of candidates.
- iii) SC, ST and OBC candidates, who are selected on their own merit without relaxed standards (i.e. relaxation in age limit and short listing criteria), will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be adjusted against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies, if any advertised, will be filled up separately from amongst the eligible SC, ST and OBC candidates on relaxed standards fixed for respective category.
- iv) PH (PWD) candidate who meets the standards fixed for candidates of his/her respective category without availing relaxation in selection and in short listing criteria fixed for such categories, can be recommended against an unreserved vacancy, provided the post is identified suitable for persons with that particular category of disability.
- v) An Ex-Serviceman or PH (PWD) category candidate who qualifies on the basis of relaxed standards will be considered against vacancies reserved for them only.
- vi) In case of Ex- Serviceman/PH candidates, age relaxation is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

- vii) Success in the examination confers No right of appointment unless the competent authority in AIIMS, Mangalagiri is satisfied, after such enquiry/verification of documents, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post.
- viii) Canvassing of any kind will lead to disqualification. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

- (A) Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.
- (B) Without prejudice to criminal action/debarment up to 3 years from examinations conducted by AIIMS Mangalagiri wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following activities:-
 - i) In possession of mobile phone and/or accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.
 - i) Involved in malpractices.
 - ii) Using unfair means in the examination hall.
 - iii) Obtaining support for his / her candidature by any means. (v) Impersonate/ procuring impersonation by any person.
 - iv) Submitting fabricated documents or documents which have been tampered with.
 - v) Making statements which are incorrect or false or suppressing material information.
 - vi) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - vii) Misbehaving in any other manner in the examination hall with the

- viii) Supervisor, Invigilator or representative of AIIMS Mangalagiri
- ix) Intimidating or causing bodily harm to the staff employed by AIIMS Mangalagiri for the conduct of examination.

14. OTHER IMPORTANT POINTS

- i) 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
- ii) The candidate should not have been convicted by any Court of Law.
- iii) The selected candidate is expected to confirm to the rules of conduct and discipline as applicable to the institute employees.
- iv) The appointment will be subject to review and probation of two years.
- v) The selected candidate may have to work in shifts and can be posted at any place in the Institute
- vi) The offer of appointment when made will be provisional and subject to verification of credentials (Educational & Personal) by competent authority.
- vii) The vacancies are provisional and subject to variation. The Director, AIIMS, Mangalagiri reserves the right to vary the vacancies including reserved vacancies. No correspondence whatsoever would be entertained in this regard.
- viii) 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.
- ix) In case, 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 his/her appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- x) The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.

- xi) Appointment of selected candidates is subject to his/her being declared medically fit by competent Medical Board AIIMS Mangalagiri.
- xii) **Name of the shortlisted candidates will be displayed in the institute website. No separate individual intimation will be sent.** Beside, all information regarding examination will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website i.e. www.aiismangalagiri.edu.in for updated information regarding recruitment.
- xiii) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
- xiv) The applicant will be responsible for the authenticity of submitted information, their documents and photograph. Submission of any false, fake and/or suppression /concealment of facts shall lead to rejection/ cancellation of selection/recruitment.
- xv) No correspondence/queries will be entertained from candidates regarding, conduct and result of written Test and reasons for not being called for Written Test.
- xvi) In case of need of any assistance or clarifications please contact:
recruitment.helpdesk@aiismangalagiri.edu.in - please mention your Application ID & Post applied in the Subject line of your e-mail.
- xvii) For any updates please visit the Institute website i.e. www.aiismangalagiri.edu.in regularly.
- xviii) All disputes will be subject to jurisdictions of Court of Law of Mangalagiri/Vijayawada.

Sd/-

Deputy Director (Administration)
AIIMS Mangalagiri

APPENDIX-I

**The form of certificate to be produced by Candidates for claiming experience
Experience Certificate**

Letter Head of the Institution/Issuing Authority

Telephone No: _____

Fax No.: _____

Name of Organization

Address of the Organization

Date: -----

This is to certify that Shri/Ms _____

S/o,D/o,W/o Shri. _____

was/is an employee of this Organization/Department/Ministry and duties performed by him /her during the period(s) are as under:

Name of post held	From dd/mm/yyyy	To Dd/mm/yyyy	Total Period Dd/mm/yyyy	Nature of Appointment- Permanent, regular, Temporary, Part Time, Contract, Guest, Honour etc.	Department/ Speciality/ Field of experience
[1]	[2]	[3]	[4]	[5]	[6]
1					
2					
3					
Pay scale and last salary drawn	Duties performed/ experience gained in brief in each post [please give details, if need to be, in case of Medical posts, please mention field of specialization)		Place of Posting		Worked at supervisory level/ middle management level/ head of branch
[7]	[8]		[9]		[10]
1					
2					
3					

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature

Name of competent authority

Stamp of competent authority

SC/ST CERTIFICATE PROFORMA

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrirnati/Kumari* _____
 son/daughter* _____ of _____ of
 _____ village/town* _____ in
 _____ District/Division* _____
 of the State/Union Territory* _____ belongs to the
 _____ caste/tribe* which is
 recognised as a Scheduled Caste/Scheduled Tribe* under:—

@ The Constitution (Scheduled Castes) Order, 1950
 @ The Constitution (Scheduled Tribes) Order, 1950
 @ The Constitution (Scheduled Castes) Union Territories Order, 1951
 The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the
 Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
 @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
 @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
 @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
 @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
 @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
 @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
 @ The Constitution (Sikkim) Scheduled Castes Order, 1978
 @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
 @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
 @ The Constitution (SC) Order (Amendment) Act, 1990
 @ The Constitution (ST) Order (Amendment) Act, 1991
 @ The Constitution (ST) Order (Second Amendment) Act, 1991
 @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
 @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
 @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act,
 2002
 @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from
 one State/Union Territory Administration to another.

This certificate is issued on tile basis of the Schedule Caste/ Schedule Tribe certificate issued to Shri/

Shrimati* _____ Father/
Mother of Shri/ Shrimati/ Kumari _____ of village / town*
_____ District/ Division* _____ of the State / Union
Territory* _____ who belongs to the caste/ tribe*
_____ which is recognized as Schedule Caste/ Schedule Tribe in the State /
Union Territory* of _____ issued by the dated
_____.

1. Shri/Shrimati/Kumari* _____ and/or* his/her* family ordinarily resides
in village/town* _____ of _____ District/Division*
of the State/Union Territory* of _____.

Signature: _____

** Designation: _____

(With Seal of Office)

State/Union Territory*

Place : _____

Date : _____

*please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in
Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe
Certificate.

(i) District Magistrate/Additional District Magistrate / Collector / Deputy
Commissioner/Additional Deputy Commissioner / Deputy Collector /1st Class Stipendiary
Magistrate/ #Sub-Divisional Magistrate / Taluka Magistrate /

Executive Magistrate / Extra Assistant Commissioner. (#not below of the rank of 1st
Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency
Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally
resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. *Shri/Smt./Kumari _____ and /or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 3601 2/22/93-Estt. (SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated: _____

Seal : _____

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I, _____

son/daughter of Shri _____

resident of village/town/city _____ district

_____ state _____ hereby declare

that I belong to the _____ community which is

recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36 102/22/93- Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008.

Signature : _____

Full Name : _____

Address : _____

Mobile : _____

APPENDIX - V (FORM II, III, IV)

Form-III
 Disability Certificate
 (In case of multiple disabilities)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
 CERTIFICATE)
 (See rule 4)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No.
 Date:

This is to certify that we have carefully
 examined Shri/ Smt/Kum. /son/wife/daughter of Shri
 Date of Birth..... Ageyears,
 male/female.....

(DD) (MM) (YY)

Registration No..... permanent resident of House No.....
 Ward/Village/Street..... Post Office
 District.....State whose photograph is affixed above, and
 are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical
 impairment/disability has been evaluated as per guidelines (to be specified) for the
 disabilities ticked below, and shown against the relevant disability in the table below:

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his /her over all permanent physical impairment as per
 guidelines (to be specified), is as follows:-

In figures:-percent
 In words:-percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after years..... months, and therefore this certificate shall be valid till

(DD) (MM)

(YY)

@ e.g. Left/Right/both arms/legs

Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Form-IV
 Disability Certificate
 (In cases other than those mentioned in Forms II and III)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
 CERTIFICATE)
 (See rule 4)

Recent PP size
 Attested Photograph
 (Showing face
 only) of the person
 with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum
 son/wife/daughter of Shri Date of Birth.....
 (DD)
 (MM) (YY)

Age years, male/female.....
 Registration No. permanent resident of House No..... Ward/Village/Street
 Post Office District..... State
 whose photograph is affixed above, and am satisfied that he/she is a case of
 disability. His/her extent of percentage physical impairment/disability
 has been evaluated as per guidelines (to be specified) and is shown against the relevant
 disability in the table below:-

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :
 (i) not necessary
 Or
 (ii) is recommended/ after years months, and
 therefore this certificate shall be valid till (DD) (MM)
 (YY)
 @ e.g. Left/Right/both arms/legs
 # e.g. Single eye/both eyes
 £ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
 (Name and Seal)

Countersigned

(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.
 Note: The principal rules were published in the Gazette of India vide notification number S.O. 908 (E), dated the 31st December, 1996.

The form of certificate to be produced by Central Government servants for claiming Age concession

(Please see para 9(D)(ii) of the notice)

(Letter Head of the Department/Issuing Authority)

This is to certify that Shri/Ms. _____ S/o,D/o,W/o_____ is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under :-

- i)
- ii)
- iii)

It is further certified that:

*(a) Shri/Smt./Kum. _____ holds substantively a permanent post of _____ in the Office/Department_____ of _____ with effect from_____ in the Pay Scale/Pay Band with GP/Level _____.

*(b) Shri/Smt./Kum. _____ has been continuously in temporary service on a regular basis under the Central Government in the post _____ of _____ in the Office/Department_____ with effect from_____ in the Pay Scale/Pay Band with GP/Level _____.

Signature : _____
Name : _____
Designation : _____
Ministry/Office: _____
Address : _____
Office SEAL : _____
Place : _____
Date : _____

**DECLARATION TO BE SUBMITTED BY ALL THE EMPLOYED APPLICANTS
INCLUDING CENTRAL GOVERNMENT CIVILIAN EMPLOYEES**

[Please see Para- 9(D)(ii) of the Notice]

I declare that I have already informed my Head of Office/Department in writing that I have applied for this examination and no vigilance is either pending or contemplated against me as on the date of submission of application. I will be in position to submit NOC from my employer on the date of verification of document. I further submit the following information:

Date of Appointment:

Holding present Post & Pay Scale : Name &

Address of Employer with Tel. No./FAX/E-mail :

..... Place &

Date:

*Full Signature of the applicant

Name of applicant:

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES
PERSONNEL FOR AVAILING THE AGE CONCESSION**

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No. _____ Rank _____ Name
_____ whose date of birth is _____ has rendered
service from _____ to _____ in Army/Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in
Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place : _____

Date : _____

Signature, Name and Designation of the
Competent Authority**

SEAL

% Delete the paragraph which is not applicable.

B. form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. _____ Rank _____ Name

_____ is serving in the Army/Navy/Air Force from

_____.

2. He is due for release retirement on completion of his specific period of assignment on_____

3. No disciplinary case is pending against him.

Place : _____

Date : _____

Signature, Name and Designation of the
Competent Authority* *
SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place : _____

Date : _____

Signature and Name of Candidate

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No. _____ Rank _____ Name _____
_____ whose date of birth is _____ is serving in the
Army/Navy/Air Force from _____

2. He has already completed his initial assignment of five years on and is on extended assignment till _____.

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place : _____

Date : _____

Signature, Name and Designation of the Competent
Authority** SEAL

**Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs.

Army - Military Secretary Branch, Army Hqrs., New Delhi

Navy - Directorate of Personnel, Naval Hqrs., New Delhi

Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force.

Army - By various Regimental Record Offices

Navy - BABS, Mumbai

Air Force - Air Force Records, New Delhi

JOB DESCRIPTIONS(These are indicative and not exhaustive):

1. **Senior Financial Advisor:** This role is responsible for managing the overall Finance and Accounts of AIIMS. The role is responsible for defining processes and policies at AIIMS and ensures adherence to the same. The role is directs the finalization of the annual budget, oversees the preparation of the statements of accounts, ensures that audits are performed as per schedule, oversees routine activities such as payment of wages etc. The role ensures that payment to contractors and external agencies take place within defined timelines in a transparent manner, ensures that grants received are appropriately allocated and performs necessary administrative responsibilities; any other work assigned by AIIMS competent authority.
2. **Accounts Officer:** This role is responsible for managing the Finance and / or Accounts functions of AIIMS. The role provides inputs for defining processes and policies at AIIMS pertaining to the respective function, and takes steps to implement the same. The role is responsible for the finalization of the annual budget, preparation of the statements of accounts, audit and ensures that routine activities such as payment of wages etc. are performed as per schedule. The role releases payments to contractors and external agencies with necessary approvals, allocates grants received appropriately and performs necessary administrative responsibilities; any other work assigned by AIIMS competent authority.
3. **Administrative Officer:** This role is responsible for the overall and efficient functioning of the Administration department (or its sub functions) at AIIMS. This role is responsible for defining / developing policies for the functions and ensures that the policies developed are adhered to. The role supervises / ensures that allotted functions such as Recruitment, Promotions, Manpower Planning, Career and Succession Planning, Establishment Activities and Performance Management of employees (including communication of rating to employee) are carried out as per schedule in a transparent manner; any other work assigned by AIIMS competent authority.
4. **Assistant Administrative Officer:** This role is responsible for supervising the work of the Recruitment Cell, Faculty Cell, Research Section, Legal Cell, Establishment Section, ACRs Cell, SC/ST/OBCs Cell, General Section, Estate Section, Engineering Department, Examination Section and Academic Section; any other work assigned by AIIMS competent authority.
5. **Nursing Superintendent:** This role is responsible for implementing hospital policies and regulations through the various nursing units, ensuring that safe and efficient patient care is rendered in the various nursing units of the hospital/centre, conducting regular checks along with the Medical Superintendent to maintain high standards of patient care. The role also performs administrative responsibilities, facilitates deployment of nursing personnel. The role is responsible for facilitating the continuing nursing education programmes; any other work assigned by AIIMS competent authority including basic nursing services, if so required.

6. **Senior Nursing Officer:** This position is responsible for providing patient care (pre and post-operative) as per hospital standards; attend rounds along with CNO / NS / DNS to provide updates on patient conditions and receive further inputs for continuing patient care; assist surgeons / medical staff during operations / examination and treatment of patient; assist in clinical investigations and follow instructions of medical staff as advised from time to time framing of procedures to be adhered to and supervising the functioning of the junior Nursing staff, if and when such responsibilities are given.. The role should strive to implement standard nursing practices and maintain highest quality of care; ability to handle administrative responsibilities, if given; any other work assigned by AIIMS competent authority.
7. **Personal Assistant:** This role shall function as an executive assistant to the Officer concerned. The role shall support the Officer by handling correspondence, screening telephone calls and visitors, scheduling meetings, booking tickets, arranging accommodation, scheduling appointments and organizing the Officer's diary. The role shall also take dictation in shorthand and use a computer to transcribe dictated material; any other work assigned by AIIMS competent authority.
8. **Executive Engineer (Elect.):** This role is responsible for the overall Operations and Maintenance of Electrical infrastructure / facilities at AIIMS. This role develops policies and procedures and ensures adherence to the same. This role also performs contracting and project monitoring activities and is responsible for the performance of all Electrical contractors; oversees execution of Electrical works in the department. The role is responsible for providing electrical installations in the upcoming infrastructure of the institute and initiates steps to provide the same. This role also performs financial functions such as preparation of budgets, cost estimates and is responsible for controlling costs in electrical work. This role is also responsible for ensuring that no accidents on account of electrical negligence occur; any other work assigned by AIIMS competent authority.
9. **Executive Assistant (NS):** This role is responsible for managing the work of the Recruitment Cell, Faculty Cell, Research Section, Legal Cell, Establishment Section, ACRs Cell, SC/ST/OBCs Cell, General Section, Estate Section, Engineering Department, Examination Section and Academic Section. The incumbent performs an administrative role by managing the day to day activities of the department. any other work assigned by AIIMS competent authority.
10. **Lower Division Clerk:** This role is responsible for assisting the Officers in the efficient and overall functioning of the department. The role performs the pay fixation of employees, maintain seniority lists, manage reservation rosters, maintain records pertaining to reserved categories, handle GSLI related aspects, prepare / draft circulars / agenda notes / notifications / records, correspond regarding clarifications on personnel matters etc.; any other work assigned by AIIMS competent authority.
11. **Stenographer:** This role takes dictation in shorthand and uses computers to transcribe dictated material; Carries out filing work; maintains various files; maintains the correspondence register of the concerned section; attends telephone calls, notes messages and communicates the same to Officer concerned. The

role also serves as a medium between the concerned Officer and other concerned party; any other work assigned by AIIMS competent authority.

12. ***Nursing Officer:*** This position is responsible for providing patient care (pre and post-operative) as per hospital standards; attend rounds along with CNO / NS / DNS to provide updates on patient conditions and receive further inputs for continuing patient care; assist surgeons / medical staff during operations / examination and treatment of patient; assist in clinical investigations and follow instructions of medical staff as advised from time to time; any other work assigned by AIIMS competent authority; any other work assigned by AIIMS competent authority.
13. ***Warden (Hostel Warden):*** This role is responsible for the overall and efficient functioning of the hostels. This role looks into hostel related activities such as management of the mess / cafeteria, maintenance of hostel equipment and furniture; attends to student issues, coordinates with Engineering to ensure that necessary repairs are carried out; maintains hostel accounts / inventory; coordinates with the Security in-charge for hostel security; any other work assigned by AIIMS competent authority.
14. ***Medical Social Service Officer Grd I:*** This role is responsible for supporting patients by helping them obtain funds for their treatment, screens necessary documents, coordinates with authorities in cases where the patient does not have any proof; works closely with the doctors and nurses to counsel patients and identify rehabilitative needs. The role helps patients decipher prescriptions written by the doctors and educate them about medication schedule and patterns. The role ensures that procedures of law are adhered to in cases of abandonment etc; any other work assigned by AIIMS competent authority.

-End of Document-