



अखिलभारतीयआयुर्विज्ञानसंस्थान, भोपाल
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHOPAL
(An Autonomous Institute under Ministry of Health & Family Welfare, Government of India)
Saket Nagar, Bhopal (M.P) – 462020
Website: www.aiimsbhopal.edu.in

Advt. No ADM-2(2)/AIIMS/Bhopal/Rectt.Cell/Deputaion/2025/7673

Date: 17/10/2025

**ROLLING ADVERTISEMENT FOR FILLING UP OF GROUP 'B' NON FACULTY
POSTS ON DEPUTATION BASIS AT AIIMS BHOPAL**

Applications are invited in the prescribed proforma from eligible candidates for filling up of the following Group 'B' Non-Faculty Posts on DEPUTATION BASIS at All India Institute of Medical Sciences, (AIIMS) Bhopal. The details of posts, essential qualification, experience etc. required for applying are as under: -

S. No.	Name of the Post	Level in pay matrix (As per 7th CPC)	Number of Post/s
1.	Assistant Administrative Officer	Level-7	3
2.	Private Secretary (PS)	Level-7	5
3.	Librarian Grade I (Documentalist)	Level-7	1
4.	Asst. Engineer for Vigilance Cell (Civil)	Level-7	1
5.	Manager/Supervisor/Gas Officer	Level-7	1
6.	Senior Sanitation Officer	Level-7	1
7.	Transport Supervisor	Level-7	1
8.	Assistant Accounts Officer	Level-7	2
9.	Assistant Stores Officer	Level-7	4
10.	Chief Pharmacist	Level-7	1
11.	CSSD Supervisor	Level-7	1
12.	Technical Assistant/ Technician	Level-6	17
13.	Junior Administrative Officer (JAO)	Level-6	15
14.	Personal Assistant (PA)	Level-6	7
15.	Pharmacist Gr I	Level-6	11
16.	Medical Record Officer	Level-6	4
17.	Sanitation Officer	Level-6	3
18.	Sr. Pharmacist	Level-6	3
19.	Assistant Security Officer	Level-6	1
20.	Laundry Manager	Level-6	1
	Total Group-B Posts		83

ELIGIBILITY

S.No.	Name of the Post	Level in pay matrix (As per 7th CPC)
	Eligibility Criteria	
1	Assistant Administrative Officer	Level-7
	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. 4200/- in the relevant field and possessing following educational qualification Essential: Degree from recognized University or its equivalent Desirable: 1. MBA/ PG diploma in management from recognized Institutes. 2. Knowledge of Government Rules and Regulations. 3. Proficiency in Computers	
2	Private Secretary (PS)	Level-7
	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	
3	Librarian Grade-I (Documentalist)	Level-7
	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 3 years regular service in the grade pay of Rs. 4200/- in the relevant field and possessing following educational qualification <u>Essential:</u> I) Bachelor Degree in library Science or Library and Information Service from a recognized University/Institute. Or B.Sc. Degree or equivalent from a recognized University and Bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognized University or Institute. and ii) 5 years' experience in a library of repute. iii) Ability to use computers- Hands on experience in office applications, spread sheets and presentations. Desirable: Diploma in Computer Application from a recognized University or Institute.	

4	Assistant Engineer for vigilance cell (Civil)	Level-7
	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis. Or Jr. Engineer (Civil) with 5 years of regular service in the grade.	
5	Manager/Supervisor /Gas Officer	Level-7
	Officials holding analogous posts in govt. organizations or holding posts with 11 years of relevant experience in GP of Rs. 2800/-	
6	Senior Sanitation Officer	Level-7
	Officers working in 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.4200/-with 5 years of regular service in the grade.	
7	Transport Supervisor	Level-7
	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. 4200/- in the relevant field and possessing following educational qualification Essential: 1. Degree from recognized University or its equivalent. 2. 2 years' experience of managing vehicles in Government Organization. Desirable: 1. Knowledge of Government Rules and Regulations. 2. Proficiency in Computers.	
8	Assistant Accounts Officer	Level-07
	Officers under the Central /State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis, Or Junior Accounts Officer with five years of regular service in the grade pay of Rs. 4200/-	
9	Assistant Stores Officer	Level-07
	Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous 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 pay of Rs. 4200/-	

10	Chief Pharmacist	Level-07
	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/-	
11	CSSD Supervisor	Level-07
	Officers of Central/State Govt./Autonomous/Statutory Organization holding analogous post on regular basis Or CSSD Supervisor with five years of regular service in the grade pay of Rs.4200/-	
12	Technical Assistant/ Technician	Level-06
	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 Rs. 2400/- in the relevant field and possessing following educational qualification Essential: a) B. SC. In Medical Lab Technology or equivalent. b) 5 Years experience in the concerned field or c) Diploma in Medical Lab Technology or equivalent. d) 8 Years experience in the concerned field or e) For posts in Anesthesia/ Operation Theatre, B.Sc. in OT techniques or equivalent with 5 years experience in concerned field. f) 10+2 with science with Diploma in OT techniques or equivalent with 8 years experience in concerned field.	
13	Junior Administrative Officer (JAO)	Level-06
	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 Rs. 2400/- in the relevant field and possessing following educational qualification Essential 1. Degree of recognized University or equivalent 2. Proficiency in computers.	

14	Personal Assistant	Level-06
	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/-	
15	Pharmacist Grade I	Level-06
	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/-.	
16	Medical Record Officer	Level-06
	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.	
17	Sanitation Officer	Level-06
	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.	
18	Sr. Pharmacist	Level-06
	Officer 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/-	
19	Assistant Security Officer	Level-06
	Officers of the Police Departments of the Central/State/UT Governments or Officers of the Armed Forces including Para Military Forces, holding analogous posts or with 6/10 years regular service in the grade pay of Rs. 2800/- or 2400/- respectively.	

20	Laundry Manager	Level-06
	Officers working in a 200 bedded Hospital of Central/ State/ U.T. Governments or Central Autonomous/ Statutory/ Local Self Government Bodies or Public Sector undertakings: (a) (i) Holding analogous posts on regular basis; or (ii) Holding a post in the grade pay of Rs.2400/- with 10 years of regular service in the grade.	

Important Notes: -

1. The last date for submission of application, for Group-B, Non-faculty posts on Deputation basis in the prescribed format (enclosed as **Annexure-I**) along with the supporting documents will be 45 days from the publication of this notification in the Employment News.
2. Executive Director, AIIMS, Bhopal reserves the right to vary the vacancies or cancel the exercise, at any stage of the process without assigning any reason thereof.
3. Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application, i.e. 45 days from the date of publication of this advertisement in Employment News.
4. The period of deputation shall be initially for a period of one year or till promotion of the employee in feeder cadre, whichever is earlier, from date of appointment and the same will be regulated as per DoPT guidelines. The period of deputation may be further extended for a total period of three years subject to DoPT Guidelines. Pay will be regulated as per Govt. of India rules.
5. All the posts carry usual allowance as admissible to Central Government Employees of similar status and other allowances sanctioned at AIIMS Bhopal.
6. AIIMS Bhopal reserves the right to conduct Written Test/ Skill Test to shortlist/select the candidates for any post as mentioned in the notification.

a. The applicants fulfilling the above qualifications/eligibility criteria may submit their applications (as per prescribed application format at Annexure-I) through proper channel or the advance copy to the below mentioned address on or before the last date i.e. 45 days from the date of publication of this advertisement in Employment News by Speed Post/Registered Post only. Applications received beyond the last date of application may be considered for the next cycle subject to availability of vacancy:-

The Deputy Director (Admin.)
All India Institute of Medical Sciences (AIIMS)
Administrative Block, Kautilya Bhawan, Ground Floor
Saket Nagar, Bhopal-462020(M.P.)

b. The envelope containing the application(s) should be super-scribed as: **“Application for the Group ‘B’ “Post of.....on Deputation Basis at AIIMS Bhopal.”**

c. Applications received after last date will not be considered in the current cycle. AIIMS Bhopal will not be responsible for any postal delay.

7. While forwarding their applications, Employer/Cadre Controlling Authority may ensure that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Duly attested/certified photocopies of the applicant's up-to-date APARs (at least for the preceding 05 years) along with vigilance clearance certificate and other supporting documents are also to be enclosed with the application as given in the application format. Application without vigilance clearance and APAR dossiers will not be considered. Self-attested copies of documents related to qualification, experience etc. may also be enclosed with the applications.

8. The applications received after the last date, without signature of the candidate or incomplete or not forwarded through proper channel will be summarily rejected.
9. The posts advertised in the Advertisement are not applicable for the candidates working in private organization/institute etc.
10. AIIMS Bhopal reserves the right to correct any inadvertent errors in the advertisement if any, found at later stage.
11. The deputation will be governed by the standard terms and conditions of deputation as per the guidelines of DoPT issued vide OMs/orders on the subject and as amended from time to time.
12. AIIMS Bhopal website www.aiimsbhopal.edu.in may be visited for regular updates regarding this advertisement.
13. Canvassing in any form will lead to disqualification of candidature.
14. All disputes will be subject to jurisdiction of Hon'ble CAT Bench Jabalpur.
15. For any Clarifications & enquiries, the same be sent on email id **recruitment.deputation@aiimsbhopal.edu.in** or by calling on Mobile No.-9343639366.

sd/-
Deputy Director (Admin.)
AIIMS Bhopal