



No: ADM-2(3)/Rect.Cell/Direct/2026/3343

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**ADVERTISEMENT FOR RECRUITMENT TO GROUP-A NON-FACULTY POSTS  
ON DIRECT RECRUITMENT BASIS AT AIIMS, BHOPAL**

AIIMS Bhopal is a premier Institute of National Importance (INI) 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 graduate and postgraduate medical education and training. The Executive Director & CEO, AIIMS Bhopal invites applications in the prescribed format by email **within 30 days** of publication of this advertisement in "The Employment News" and hard copies of the same by speed post must be reached within 10 days from the date of closing of receiving application for the following Group-A Non-faculty posts on Direct Recruitment basis:-

S. No.	Name of post, Level of Pay in the 7 <sup>th</sup> Pay Matrix	Essential Qualification & Experience etc.	Age Limit	No. of posts/ reservation
01	Public Relation Officer  Level-11 (Rs. 67700 - 208700)	<b>Essential:</b> 1. A Degree from a recognized University / institution with a Post-Graduation / Diploma in Public Relations / Corporate Communication / Journalism / Mass Communication with 10 years' experience in the field of Public Relations / Corporate Communication / Journalism/Mass Communication	Between 30-45 years of age	01 (UR)
02	Deputy Medical Superintendent  Grade Pay: Rs. 6600+NPA  Level-11 (Rs 67700-208700)	<b>Essential:</b> 1. A recognized medical qualification included in I or II Schedule or Pan II of the 3rd Schedule (other than the licentiate qualifications) to the Indian Medical Council Act 1956. Holders of educational qualifications included in Part-II of the 34th Schedule should fulfill the conditions stipulated in sub-section (3) of the Section 13 of the Indian Medical Council Act. 1956.  2. MD (Hospital Administration) / MHA recognized by Medical Council of India.  <b>Or</b> 3. MD/MS in any clinical specialty with 3 years' experience in Hospital administration of a 200 bedded hospital.	Between 21 and 40 years	01 (UR)
03	Blood Transfusion Officer  Grade Pay: Rs. 6600+NPA  Level-11 (Rs.67700-208700)	<b>Essential:</b> 1. A recognized medical qualification included in I or II Schedule or Pan II of the 3rd Schedule (other than the licentiate qualifications) to the Indian Medical Council Act 1956. Holders of educational qualifications included in Part-II of the 34th Schedule should fulfill the conditions stipulated in sub-section (3) of the Section 13 of the Indian Medical Council Act. 1956. With 5 Years' Experience in Blood bank with component separator.  <b>OR</b> M.D. in Blood Transfusion Medicine with 1 year experience in Blood Bank with component separator during the PG course	Between 21 and 40 years	01 (UR)

04	Medical Physicist (Department of Radiotherapy)  Level-10 (Rs.56100- 177500)	<p><b><u>Educational Qualifications:</u></b></p> <p><b><u>Essential:</u></b> i) Post Graduate Degree in Physics from a recognized University; ii) A Post M.Sc. diploma in Radiological / Medical Physics from a recognized University; &amp; iii) An internship of minimum 12 months in a recognized well-equipped radiation therapy department.</p> <p><b>OR</b></p> <p>i) A basic degree in science from a recognized university, with Physics as one of the main subjects; ii) A Post Graduate degree in radiological / medical physics from a recognized university; &amp; iii) An internship of minimum 12 months in a recognized well-equipped radiation therapy department.</p>	35 years	02 (UR)
05	Medical Physicist (Department of Nuclear Medicine)  Level-10 (Rs.56100- 177500)	<p><b><u>Educational Qualifications:</u></b></p> <p><b><u>Essential:</u></b> (i) M.Sc. Nuclear Medicine Technology from a recognized University/Institution, and (ii) RSO Level-II Certification recognized by AERB</p> <p><b><u>Desirable:</u></b> Ph. D. in Nuclear Medicine</p>	35 years	02 (UR)

#### **I. LAST DATE OF APPLICATION:**

Candidates have to send their applications by both email and speed post.

The duly filled application in the prescribed proforma along with all the relevant documents should be **emailed** to [recruitment.2022@aiimsbhopal.edu.in](mailto:recruitment.2022@aiimsbhopal.edu.in) **within 30 days** from the date of publication of this advertisement in 'The Employment News', i.e. upto 5.00 p.m. on the last day of receiving application.

**Candidates have to send hard copies of duly filled prescribed application form alongwith all relevant self-attested documents (i.e. educational qualifications, experiences & salary slips, NOC if applicable, caste certificate, proof of age, ID proof, Demand Draft, etc.) to the DDA, AIIMS Bhopal, Saket Nagar, Bhopal-462020. The application in hard copy/speed post must reach within the 10 days from the closing date for submission of application through email.**

#### **II. Important Note:**

1. The Executive Director, AIIMS, Bhopal, reserves the right to vary the vacancies including reserved vacancies, as per the Govt. of India rules/circulars and requirements.
2. Reservation is applied as per the roster guidelines provided by the Ministry of Health & Family Welfare, Government of India and as per Government of India Rules.

3. Eligibility under the category of Persons with Benchmark Disability (PwBD) will be as per the Gazette Notification no. CG-DL-E-13012021-224370 dated 07/01/2021 of the Ministry of Social Justice & Empowerment, GOI.

**4. Age, experience and all other prescribed qualifications will be counted as on the last date for submission of applications through email.**

**5. The period of experience, wherever prescribed, shall be counted after obtaining the prescribed qualification.**

**6. Relaxation of Age for SCs/STs/OBCs and other categories in Direct Recruitment, if any, may be considered by the Competent Authority as per Government of India guidelines in the matters.**

7. In view of previous instances where the suitable number of candidates were not found in EWS Category, hence, in case the posts reserved for EWS are not filled up by candidates belonging to the EWS category during the recruitment process due to a shortage of eligible candidates, such posts will be filled up from candidates of the unreserved category.

### **III. GENERAL CONDITIONS**

#### **1. APPLICATION PROCESS:**

- a. Candidates, fulfilling the eligibility conditions, must fill in the prescribed application form as per **Annexure-I** and email to [recruitment.2022@aiimsbhopal.edu.in](mailto:recruitment.2022@aiimsbhopal.edu.in) with all relevant documents in support of their candidature by 5.00 p.m. on the closing date of receiving of applications. Candidates are also required to submit the hard copy of the duly filled application along with the self-attested copies of certificates and application fee (for specified category) by 'Speed Post' only to "**The Deputy Director (Admin.), All India Institute of Medical Sciences, Ground Floor, Kautilya Bhawan, Saket Nagar, Bhopal-462020**" within 10 days of the last date for submission of the application by email).
- b. Candidates who wish to apply for more than one post should apply separately for each post and pay the application fee for each post.

#### **2. APPLICATION FEE:**

- a. **The application fee for General/OBC/EWS category - Rs.2,000/- (Rs. Two Thousand only).**
- b. For SC/ST/PwBD/Women/Ex-Servicemen category- Nil.
- c. Fee shall be paid by way of **Demand Draft** drawn in favor of "**Executive Director, AIIMS, Bhopal**". Any other mode of payment is not acceptable.
- d. Fee once remitted will not be refunded in any circumstances.
- e. Applications without the prescribed fee will not be entertained and summarily rejected.
- f. **Inadequately filled/incomplete applications/not received by both mode (i.e. email & speed post) shall be summarily rejected.**

#### **3. FROM OTHER INSTITUTES:**

- a. **Candidates working in Central/State/UT Government Organizations/PSUs/Autonomous Bodies are required to apply through proper channel only or should enclose No Objection Certificate (NOC) with the application form. Application not applied through proper channel shall be summarily rejected.**

#### **4. AGE LIMIT & AGE RELAXATION:**

- a. The crucial date for determination of age of candidates will be counted as on the last date of submission of application.
- b. No age relaxation would be available to SC/ST/OBC/PwBD/EWS Candidates applying for unreserved vacancies.
- c. Age relaxation permissible to various categories will be as per Government of India Rules.

- d. Age relaxation to Govt employees shall not be given if the candidate has resigned or there is a gap in service or if no NOC is provided the employer. Failure to submit NOC by the due date will lead to cancellation of candidature.
- e. The Date of Birth will be determined as recorded in the Matriculation / Secondary Examination Certificate, or marks sheet of Matriculation / 10<sup>th</sup> Standard or equivalent issued by Central/State Council as valid.
- f. Candidates seeking age relaxation as Govt. Employee would require the furnishing of “No Objection Certificate” & “Vigilance Clearance 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 any stage of the recruitment process.
- g. If any communication is received by AIIMS Bhopal from candidate’s employer for withholding permission to the candidate applying for or appearing in the document verification/interview at any stage of the recruitment process, their applications shall be rejected and candidature shall be cancelled.

## 5. **EXPERIENCE CERTIFICATE**

- a. Certificate(s) issued by the concerned Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay shall only be considered. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
- b. Required educational qualification and experience should be completed on or before **the closing date of online submission of applications through email.** Length of experience acquired after this date shall not be considered.

## 6. **RESERVATION:**

- a. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36011/1/12-Estt.(Res.) dated 14.03.2016. The certificate must mention the non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993). The OBC applicants who belong to the ‘Non-Creamy Layer’ and whose caste appears in the Central List of the OBCs (notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes available at the website <http://ncbc.nic.in>, shall be eligible to be considered under the OBC category (Validity period of OBC Certificate in respect of non-creamy layer status of the applicants as per DOPT Office Memorandum No. 36036/2/2013-Estt. (Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate should be issued for the financial year 2026-2027 issued on or after 01st April, 2026 to last date of application. **If the applicant does not have the OBC non-creamy layer certificate valid for the financial year 2026-2027 at the time of applying, the applicant must submit the previously issued (older) OBC non-creamy layer certificate with the acknowledgement slip of the OBC non-creamy layer certificate application for renewal.** However, at the time when asked to submit the valid certificate, the applicant must produce the applicable certificate valid for financial year (2026-2027) within the date as mentioned above as applicable. This additional certificate (if any) must have a reference of his/her already issued original caste certificate.
- b. For SC/ST Candidates - Certificate should be issued by Tehsildar or above rank officer in format of Central Government.
- c. For PwBD candidates – The disability certificate should be issued by a duly constituted Medical Board of the State or Central Govt. Hospitals /Institutions and counter signed by Medical Superintendent/Chief Medical Officer/Head of Hospital/Institution as the case may be.
- d. The Medical Board issuing certificate shall conform to guidelines of Ministry of Social Welfare and Empowerment (Government of India) issued from time to time.
- e. Candidates applying under any of the reserved category posts, viz. SC/ST/OBC/ PwBD/EWS will be considered subject to submission of Caste/Disability Certificate issued by the appropriate/competent authority on the prescribed format. Community should be clearly and legibly mentioned in the certificate.
- f. Eligibility of OBC candidates will be based on the caste(s) borne in the Central List of Government of India. OBC candidate(s) should not belong to Creamy Layer and their sub-caste should match with the entries in Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category post(s).
- g. Date(s) of valid EWS certificate: - The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide

OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. In pursuance to DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, a EWS certificate issued in prescribed format for employment in Central Government on the basis of income of financial year 2025-2026 issued from 01.04.2026 to the closing date of application valid for the financial year 2026-2027 will be considered valid.

- h. Language of Certificate should be in Hindi/English Language and in prescribed format for central Government. Candidates who fail to produce valid category certificate OBC/EWS/SC/ST/PWBD etc during document verification or as and when required to produce the same, the candidature will be cancelled. Any EWS certificate issued beyond above said dates will be treated as invalid.
- i. Candidates who fail to produce valid category certificate OBC/EWS/SC/ST/PWBD etc. during document verification or as and when required to produce the same, the candidature will be cancelled. All candidates are advised to obtain required valid category certificate in advance to avoid cancellation of candidature at any stage of the recruitment process.
- j. All candidates must note that it is assumed that you are in possession of all required certificates to substantiate your eligibility on the day of the application/day by which is required to be submitted by the Institute as per validity published in this notice, including category certificate, employer NOC, qualifying certificates, experience certificates etc., and are mandatorily required to submit as and when demanded. No additional time will be granted to obtain a certificate from issuing authority. The decision of the respective competent authority of this Institute shall be final in this regard.

## **7. SCRUTINY OF APPLICATION**

- a. Based on the information furnished in the Application forms, the candidates may be short-listed for interview.
- b. Candidates called for interview must produce all relevant documents in original for proof of details furnished in their application.**
- c. Candidates working in Central/State/UT Government Organizations/PSUs/ Autonomous Bodies are required to apply through proper channel only or should enclose No Objection Certificate (NOC) with the application form from their respective organization at the time of document verification and interview, failing which their candidature is liable to be rejected. Under special circumstances, submission of proof of acceptance of resignation by the current employer and proper relieving letter in original from respective employer may be considered at the time of joining as implied NOC at the discretion of the competent authority.
- d. The prescribed qualification constitutes the minimum eligibility criteria, and possession thereof shall not, by itself, confer any right upon a candidate to be called for interview or considered for selection.
- e. The methodology of Selection will be decided by the Selection Committee as deemed fit besides any other matter relating to the Selection process.

## **8. MODE OF SELECTION:**

- a. Candidate/s will be selected on the basis of the Interview.
- b. The institute may conduct a written test as a preliminary short-listing mechanism at its sole discretion, if a large number of applications are received.

## **9. INTERVIEW:**

- a. The interview will be held at AIIMS Bhopal. No TA/DA will be paid for appearing in the interview.
- b. On the day of DV/Interview, the candidate is required to be present "in person" with all original certificates alongwith self-attested photocopies at the venue alongwith :
  - 1. Residential Proof and Valid Govt. photo-ID proof
  - 2. Proof of age
  - 3. Qualifications proofs (as mentioned in essential criteria)

4. NOC documents & Vigilance Clearance (if applicable)
  5. Age relaxation document (if applicable)
  6. Experience Certificates & Salary slips
  7. Caste Certificates in Central Govt. Format
  8. Proof of application fee paid
  9. Any other relevant documents in support of candidature.
- c. All candidates are therefore advised to ensure that they possess required valid certificates in advance.
  - d. Candidates who fail to produce valid caste/category certificate during document verification/Interview or as and when required to produce the same, the candidature of such candidates is liable to be cancelled.
  - e. The period of experience, wherever prescribed shall be counted after obtaining the prescribed qualifications. For posts having experience as an Essential Criteria, the experience which has been acquired only after obtaining Essential Qualification, will considered as valid.
  - f. Candidates must fulfil all the eligibility criteria as on the closing date of online submission of applications, failing which their candidature will be summarily rejected & application fee will be forfeited.
  - g. The institute reserves the right to cancel or re-schedule the document verification/Interview depending upon the availability of Selection Panel or other administrative reasons.

#### **10. Action against candidates found guilty of misconduct**

At the time of CBT/written examination/document verification/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/document verification/interview hall, wherever applicable, or resorting to any other unfair means in connection with her/his/others candidature for the selection; or obtaining support of her/his/others candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination/document verification/interview either permanently or for a specified period from any examination or selection of the Institute.

If it is detected that any candidate has furnished any false information/particulars with regard to her/his/others qualification, category/caste and experience in the Application Form ordinary document and/or misrepresented/suppressed/concealed any material fact in the application form, for securing appointment in the Institute, her/his/others service will be terminated forthwith during probation period or even after confirmation of the service in the Institute AND Legal and disciplinary action will be initiated by AIIMS Bhopal against him.

#### **11. OTHER TERMS & CONDITIONS:**

- a. It is the responsibility of the candidates to ascertain, ensure and establish their eligibility as per the prescribed qualification and experience as above. Submission of any false and/or suppression/concealment of facts shall lead to rejection/cancellation of selection/recruitment of the applicant. Any misinformation detected at any stage will make the candidate liable for legal action as deemed fit.
- b. Self-Attested photocopies of all Degrees, Certificates, Mark sheets, Age proof, Caste Certificates etc. must be attached / annexed with the copy of the application and the same shall be produced in original along with photocopy for verification at the time of interview.
- c. Status of eligibility of the candidates/applicants, date, time & venue for interview shall be notified on the website of AIIMS, Bhopal i.e. [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in). No separate intimation will be sent by post or e-mail.
- d. All information related to the recruitment process will be notified on the website of the Institute only. **No correspondence/queries will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.**
- e. All the posts will be filled as per the Recruitment Rules of AIIMS Bhopal.
- f. The appointees shall not accept any other assignment paid or otherwise and shall not engage himself/herself in a private practice or any kind during the service period. The appointment is full time and private practice of any type is strictly prohibited.
- g. The candidate should not have been convicted by any Court of Law.
- h. 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 engagement, the engagement is liable to be

terminated immediately without notice and any other action taken as deemed fit by the Competent authority may be taken.

- i. The decision of the competent authority regarding selection of candidates will be final and no representations will be entertained in this regard.
- j. Applications incomplete in any aspect are liable to be summarily rejected.
- k. The candidature of all candidates shall remain provisional at all stages of the Recruitment.
- l. No TA/DA will be paid for appearing in the document verification/interview.
- m. Canvassing in any form will lead to disqualification of candidature.
- n. The candidate is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
- o. The candidate should not have been convicted by any Court of Law. She/He will be required to submit an Affidavit in this regard as per **Annexure-III**.
- p. 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 action as deemed fit shall be taken by the competent authority.
- q. 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.
- r. The decision of the AIIMS Bhopal in all matters relating to eligibility, acceptance or rejection of the applications, action for furnishing any false information, mode of selection, conduct of examination(s), if required, will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- s. The offer of appointment to the selected candidate will be provisional, subject to verification of relevant original documents/ credentials by the competent authority.
- t. Final result of the selected candidates will be displayed on the Institute Website. The Institute will not entertain any correspondence with the Candidate about their non-selection in the recruitment.
- u. The number of advertised vacancies and the reserved vacancies are provisional and may vary/cancel according to AIIMS Bhopal's requirements and the Competent Authority, AIIMS, Bhopal reserves the right to make any amendment, cancellation, and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- v. Provisional appointment of selected candidates is subject to his/her being declared medically fit by the competent Medical Board and verification of character and antecedents.
- w. 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 this advertisement without any communication made to the candidates.
- x. The Competent Authority reserves the right to make any amendment/changes or to cancel this advertisement as a whole or in part without assigning any reason or giving notice.
- y. In case of need of any assistance or clarifications regarding the recruitment please contact: **recruitment.2022@aiimsbhopal.edu.in** - mentioning the candidates' name, post applied for in the Subject line of your e-mail or call on 0755-2672334 & 9343639366.
- z. All the applicants are advised to keep visiting AIIMS Bhopal website: **www.aiimsbhopal.edu.in** regularly for any updates.

All disputes will be subject to jurisdictions of Court of Law at Bhopal/Jabalpur.

Sd-/  
Deputy Director (Admin.)  
AIIMS, Bhopal