



**अखिलभारतीयआयुर्विज्ञानसंस्थान, बीबीनगर, हैदराबाद**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD**  
*"An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India"*  
**हैदराबादमेट्रोपोलिटनक्षेत्र(एचएमआर), तेलंगाना – 508126, भारत**  
**Hyderabad Metropolitan Region (HMR), Telangana-508126, India**

संख्या/No. AIIMS/BBN/RECT/DEPUTATION/2025/28/806

दिनांक/ Dtd. 26.09.2025

**RECRUITMENT OF VARIOUS NON-FACULTY POSTS (ON DEPUTATION BASIS)**  
**AT AIIMS BIBINAGAR**

Applications are invited in prescribed pro-forma from eligible Officers of Central / State Government / U.T / Autonomous Bodies / Universities / Public Sector Undertaking / R&D Organization / Police Departments of Central / State / U.T / Armed Forces including Para Military Forces as applicable for filling up the following post of **Medical Superintendent, Superintending Engineer, Nursing Superintendent, Executive Engineer (Civil), Administrative Officer, Accounts Officer, Assistant Administrative Officer, Assistant Accounts Officer, Executive Assistant (N.S.), Personal Assistant, Technician (Laboratory) & Upper Division Clerk on Deputation Basis** at All India Institute of Medical Sciences, Bibinagar, Hyderabad. The essential qualification, experience etc. required for applying for various posts are as under: -

Sl. No.	Name of Post	Pay Matrix & Level	Educational Qualifications & Experiences	No. of Posts
01.	<b>Medical Superintendent</b>	Level- 14 as per 7th CPC (Rs.144200-218200) + NPA	<p>Transfer on deputation (including short term contract).</p> <p><b>Essential Qualification:</b></p> <p>1. A Medical qualification included in the I or II Schedule or Part-II of the Third Schedule to the Indian Medical Council Act of 1956 (persons possessing qualifications included in Part-II or Third Schedule should also fulfil the conditions specified in Section- 13(3) of the Act.</p> <p>2. A Postgraduate qualification, e.g. MD or MS or a recognized qualification equivalent thereto</p> <p style="text-align: center;">or</p> <p>M.H.A. (Masters in Hospital Administration) or a Post Graduate Degree recognized as equivalent to M.H.A. by the Medical Council of India.</p> <p><b>Experience:</b> Ten years' experience in Hospital Administration in Hospitals after obtaining the P.G. Degree in a senior position, preferably in hospitals with 300 beds.</p>	<b>01</b>

02.	<b>Superintending Engineer</b>	Level-13 as per 7 <sup>th</sup> CPC (Rs.123100-215900)	<p>Employees of the Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research &amp; Development organizations holding analogous post</p> <p>or</p> <p>Executive Engineers with 5 years of regular service in the grade pay of Rs. 7600.</p> <p>or</p> <p>Executive Engineer with 10 years of regular service in the grade pay of Rs. 6600.</p>	<b>01</b>
03.	<b>Nursing Superintendent</b>	Level-11 as per 7 <sup>th</sup> CPC (Rs.67700 - 208700)	<p>Officers of the State/Central Government of Statutory/Autonomous Bodies holding analogous posts.</p> <p>or</p> <p>Deputy/Assistant Nursing Superintendent with 5 years of regular service in the Grade pay of Rs.5400/-</p>	<b>02</b>
04.	<b>Executive Engineer (Civil)</b>	Level-11 as per 7 <sup>th</sup> CPC (Rs.67700 - 208700)	<p>Officers under the Central/State/U.T. Governments/ Universities / Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i. holding analogous posts on regular basis,</p> <p>or</p> <p>ii. Assistant Engineer (Civil) with 5 years regular service in the grade pay of Rs.5400/-</p> <p>or</p> <p>iii. Junior Engineer (Civil) with 7 years of regular service in the grade pay of Rs. 4600/-</p>	<b>01</b>
05.	<b>Administrative Officer</b>	Level-10 as per 7 <sup>th</sup> CPC (Rs.56100 - 177500)	<p>Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>I. holding analogous posts on regular basis,</p> <p>or</p> <p>II. With 2/3 years regular service in the grade pay of Rs. 4800/- or 4600/- respectively in the relevant field.</p>	<b>01</b>
06.	<b>Accounts Officer</b>	Level-10 as per 7 <sup>th</sup> CPC (Rs.56100 - 177500)	<p>Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>I. holding analogous posts on regular basis,</p> <p>or</p> <p>With 2/3 years regular service in the relevant</p>	<b>01</b>

			field in the grade pay of Rs. 4800/4600 respectively.	
07.	<b>Assistant Administrative Officer</b>	Level-7 as per 7 <sup>th</sup> CPC (Rs.44900 - 142400)	<p>Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>I. holding analogous posts on regular basis,</p> <p style="text-align: center;">or</p> <p>II. With 5 years regular service in the grade pay of Rs. 4200/- in the relevant field and possessing educational qualification given for direct recruitment i.e.</p> <p><u>Essential:</u></p> <p>Degree from recognized University or its equivalent</p> <p><u>Desirable:</u></p> <p>1. MBA/ PG diploma in management from recognised Institutes.</p> <p>2. Knowledge of Government Rules and Regulations.</p> <p>3. Proficiency in Computers.</p>	<b>01</b>
08.	<b>Assistant Accounts Officer</b>	Level- 7 as per 7 <sup>th</sup> CPC (Rs.44900 - 142400)	<p>Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>I. holding analogous posts on regular basis,</p> <p style="text-align: center;">or</p> <p>II. Junior Accounts Officer with five years of regular service in the grade pay of Rs. 4200/-</p>	<b>02</b>
09.	<b>Executive Assistant (N.S.)</b>	Level- 6 as per 7 <sup>th</sup> CPC (Rs.35400 - 112400)	<p>Officers under the Central/State/U.T. Governments / Universities / Statutory, Autonomous Bodies or Research and Development Organizations</p> <p>i. holding analogous posts on regular basis,</p> <p style="text-align: center;">or</p> <p>ii. with 10 years regular service in the grade pay of Rs. 2400/- in the relevant field and possessing educational qualification for direct recruitment i.e., as under:</p> <p style="margin-left: 40px;">a. Degree of recognized University or equivalent</p> <p style="margin-left: 40px;">b. Proficiency in computers.</p>	<b>01</b>
10.	<b>Personal Assistant</b>	Level- 6 as per 7 <sup>th</sup> CPC (Rs.35400 - 112400)	<p>Officials under the Central/State/UT Governments/Universities/Statutory, Autonomous Bodies Research and Development Organizations:</p> <p>i. holding analogous posts on regular basis, or</p> <p>ii. with 10 years' regular service in the grade</p>	<b>01</b>

			pay of Rs.2400/-.	
11.	<b>Technicians (Laboratory)</b>	Level- 6 as per 7 <sup>th</sup> CPC (Rs.35400 - 112400)	<p>Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Research and Development Organizations</p> <p>i. holding analogous posts on regular basis , or ii. with 10 years regular service in the grade pay of Rs. 2400/- in the relevant field and possessing educational qualification for direct recruitment as under:</p> <p>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</p>	<b>05</b>
12.	<b>Upper Division Clerk</b>	Level- 4 as per 7 <sup>th</sup> CPC (Rs.25500 - 81100)	<p>Officers under the Central/State/UT Governments/Universities/ Statutory/ Autonomous Bodies/ Research and Development Organizations</p> <p>i. holding analogous posts on regular basis or ii. With 8 years regular service in the grade pay of Rs. 1900/- and possessing educational qualification for direct recruitment i.e., as under:</p> <p>a. Degree of recognized University or equivalent b. Proficiency in computers. c. Skill test norms on computer – Typing speed @35 w.p.m.in English or 30 w.p.m. in Hindi (Time allowed – 10 minutes) (35 w.p.m. or 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)</p>	<b>05</b>

#### **OTHER INFORMATION FOR THE CANDIDATES:-**

- The number of posts is tentative and is liable to change based on the Institute's requirements.
- The maximum age limit for applying for the aforesaid posts(except for the post of Medical Superintendent) on deputation basis is 56 years as on closing date of receipt of application. The maximum age limit for applying for the Medical Superintendent post on deputation basis is 58 years as on closing date of receipt of application.
- The period of deputation for all posts except for the post of Administrative Officer will be three (3) years and extendable for a maximum period of seven (07) years as per DoPT guidelines. The period of deputation for the post of Administrative Officer will be 01 year or till the regular incumbent joins through DPC, whichever is earlier.
- The eligibility criteria will be regulated as per the relevant Recruitment Rules/DoPT instruction as applicable from time to time.

- The last date for receipt of completed application on the prescribed proforma (**Annexure I**) along with requisite documents through proper channel is **45 days from the date of publication of Vacancy Notice in the Employment News/Rozgar Samachar**. The candidates may also send a scanned copy of the filled in application to email [recruitment@aiimsbibinagar.edu.in](mailto:recruitment@aiimsbibinagar.edu.in) as an advance copy. Advance copy is for information purpose only and merely sending advance copy without hard copy will not be considered as valid application. Hard copy of application along with requisite documents through proper channel must be submitted and should reach AIIMS Bibinagar before the due date. In case the last date falls on weekly off or holidays, then the last date of submission of application will be shifted to the next working day (up to 5.00 PM).
- The candidates must send through **Speed Post/Courier etc. (not by hand/in person)** a printout of filled in application form on the prescribed proforma (**Annexure I**), duly signed in each page along with self-attested copies of all certificates/documents in support of fulfilling the essential criteria of age, educational qualifications, experiences etc. in support of their candidature to the following address:  
**Assistant Administrative Officer (Recruitment Cell),  
All India Institute of Medical Sciences,  
Bibinagar, Hyderabad -508126.**
- The Institute shall not be responsible for any postal delay. Incomplete applications or applications received after the last date are liable to be rejected.

**Note: -If the hard copy not received, the candidature will be summarily rejected.**

- The envelope containing the application(s) should be superscribed “**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 are pending or contemplated against the candidates concerned. Applications without Vigilance Clearance and attested copies of CR Dossiers will not be considered.
- The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training O.M. No.2/6/2018-Estt. (Pay-II) dated 18.05.2018, as amended from time to time.

**For Clarification & Enquiries:**

Mail to: [recruitment@aiimsbibinagar.edu.in](mailto:recruitment@aiimsbibinagar.edu.in)

Tel no: 08685 - 279322

-Sd-

उपनिदेशकप्रशासन /Deputy Director Administration  
एम्स, बीबीनगर/AIIMS, Bibinagar



# अखिलभारतीयआयुर्विज्ञानसंस्थान, बीबीनगर, हैदराबाद

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD

"An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India"

हैदराबादमेट्रोपोलिटनक्षेत्र(एचएमआर), तेलंगाना – 508126, भारत

Hyderabad Metropolitan Region (HMR), Telangana-508126, India

## Application Form for the Post of \_\_\_\_\_ on Deputation Basis at AIIMS Bibinagar, Hyderabad

(Advertisement No. AIIMS/BBN/RECT/DEPUTATION/2025/28/

dated .09.2025)

1.	Name and address (in BLOCK Letters)	:		<b>Affix here recent Passport size Photograph</b>	
2.	Father's Name	:			
3.	Date of Birth (in Christian era)	:			
4.	i) Date of entry into service ii) Date of Retirement under Central/State Government Rules	:			
5.	Gender (Male/Female/Third Gender/Any other Category)				
6.	Educational Qualification	i)			
		ii)			
		iii)			
		iv)			
		v)			
		vi)			
		vii)			
7.	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).				
	<b>Qualifications/Experience required as mentioned in the Advertisement/Vacancy Circular</b>	<b>Qualifications/Experience possessed by the Officer</b>			
	<b>Essential</b>	<b>Essential</b>			
	A) Qualification	A) Qualification			
	B) Experience	B) Experience			

	<b>Desirable</b>	<b>Desirable</b>																																										
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	B) Experience	B) Experience																																										
8.	<p>Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.  <u>Note:</u> Borrowing Department are to provide their specific comments/view confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicate in the Biodata) with reference to the post applied.</p>																																											
9.	<p>Details of employments, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b></p> <table border="1"> <thead> <tr> <th>Office/Institution</th> <th>Post held on regular basis</th> <th>From</th> <th>To</th> <th>* Pay-Band and Grade Pay/Pay Scale of the post held on regular basis</th> <th>Nature of Duties (in detail) highlighting experience required for the post applied for</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><i>* <b>Important:</b> Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</i></p> <table border="1"> <thead> <tr> <th>Office/Institution</th> <th>Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Office/Institution	Post held on regular basis	From	To	* Pay-Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for																									Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To								
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10.	<p>Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent)</p>																																											

11.	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 the applicant belongs	(d) Name of the Post and Pay of the post held in substantive capacity in the parent organization	
<p><b>Note-1:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>Note-2:</b> Information under Column 11(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>				
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
13.	Additional details about present employment: Please state whether working under (Indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) University f) Others			
14.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
15.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale.			
16.	Total emoluments per month now drawn			
Basic Pay in the PB		Grade Pay	Total Emoluments	
17.	In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the organisation showing the following details may be enclosed.			
<b>Basic Pay with Scale of Pay and rate of increment</b>		<b>Dearness Pay/Interim relief/other allowances etc. (with break-up details)</b>	<b>Total Emoluments</b>	
18.	A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post.  This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  <i>(Note: Enclose a separate sheet, if the space is insufficient.)</i>			
	B) <b>Achievements:</b>  The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation.			



	(iii) Affiliation with the professional bodies/institutions/societies (iv) Any research/innovative measure involving official recognition. (v) Any other information. <b>(Note: Enclose a separate sheet, if the space is insufficient.)</b>	
19.	Whether belongs to SC/ST/OBC (if yes, please specify)	
20.	Contact Nos.	1. Office: 2. Residence: 3. Mobile: 4. E-mail address:
21.	If selected, specify the minimum required joining time.	

I have carefully gone through the vacancy circular/advertisement, and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**Date:**

**(Signature of the Candidate)**

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Certification by the Employer / Cadre Controlling Authority**

1. The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**2. Also certified that:**

(i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. ....

(ii) His/her integrity is certified.

(iii) His/her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years OR a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (As the case may be)

**Countersigned**  
**(Employer/Cadre Controlling Authority with Seal)**