



अखिल भारतीय आयुर्विज्ञान संस्थान नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Address: Plot no.2, Sector -20, MIHAN, Nagpur - 441108

Website: www.aiimsnagpur.edu.in

No. AIIMS-NGP/Admin./RECT/Deputation/25/03/2493

Date: 17.10.2025

AIIMS Nagpur is an apex healthcare Institute, established by the Ministry of Health and Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (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 Nagpur invites applications in the prescribed pro-forma (**ANNEXURE-B**) from the Indian nationals for the following positions on Deputation Basis:

Sr. No	Name of the Post	Group	Pay Scale (7 th CPC)	Number of Vacancy
1.	Accounts Officer	A	Level-10	01
2.	Administrative Officer	A	Level-10	01*
3.	Personal Assistant	B	Level-06	01
Total number of vacancies				03
* The vacancy will be available from 01.04.2026				

- I. Essential Eligibility Criteria: The essential qualifications, experience, pay scale etc., for the advertised posts are given at **ANNEXURE-A**.

II. **GENERAL CONDITIONS INFORMATION FOR THE CANDIDATES:**

1. The number of posts is tentative and is liable to change based on the Institute's requirements.
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 initial period of deputation for all the above posts shall be 3 years.**
4. **Application from Non-government employee will not be entertained.**
5. The posts carry usual allowance as admissible to central Government Employees of similar status stationed at Nagpur (Maharashtra).

6. The Officers, who fulfil the prescribed qualifications / Eligibility given in **ANNEXURE-A** may submit their application in the attached format **(ANNEXURE-B)** along with the following documents through **proper channel (cadre controlling authority) to The Deputy Director (Admin), All India Institute of Medical Sciences, Plot No. 02, Sector 20, MIHAN, Nagpur - 441108. (Maharashtra) by speed post/Registered A.D.**
- (a) Application form completed in all aspect.
 - (b) Self-attested copies of educational qualification.
 - (c) Self-attested copies of experience certificates.
 - (d) APARs of last five years.
 - (e) Vigilance clearance certificate.
 - (f) No Objection Certificate from cadre controlling authority.
 - (g) Integrity Certificate
 - (h) Annexure 'C'
 - (i) The envelope containing the application(s) should be superscripted **"Application for the Post of on Deputation basis at AIIMS, Nagpur." Annexure 'B'**
7. **While forwarding their applications, cadre controlling authorities are requested to ensure that the following documents are enclosed along with the application form: -**
- (a) **Duly attested photocopies of their up to date Confidentially Reports (CRs/APARs) of the last 05 years of the officer concerned (applicant).**
 - (b) **Vigilance Clearance Certificate clearly stating that no vigilance/disciplinary proceedings are pending or contemplated against the candidates concerned, Integrity Certificate.**
 - (c) **No Objection Certificate.**
 - (d) **Annexure 'C'**
8. **The last date of receipt of application in AIIMS, Nagpur will be 30 days from the date of publication of this advertisement in the employment News.**
9. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training's O.M. No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
10. All India Institute of Medical Sciences, Nagpur is an autonomous body established under an Act of Parliament. Service under the Institute is governed by the Act and the Rules & Regulations framed thereunder.
11. Selected Candidates are expected to conform to the rules of conduct and discipline as applicable to the employees of AIIMS Nagpur.
12. The decision of the competent authority regarding the selection of candidates will be final and no representation/communication will be entertained in this regard.

13. The Executive Director, AIIMS Nagpur reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason.
14. 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/withdrawn any communication made to the candidate.
15. No TA/DA will be paid for appearing in the interview/recruitment process which will be held at AIIMS Nagpur or any other place as decided by the Director, AIIMS Nagpur.
16. All the communication to candidates regarding recruitment process will be made through email ID provided by them in their application form.
17. Canvassing of any kind will be a disqualification.
18. In case of need of any assistance or clarifications please contact by mail to nonfac.recruitment@aiimsnagpur.edu.in - please mention the post applied in the Subject line of your e-mail or contact at 07103-295590
19. For any updates please visit the Institute website i.e. <https://aiimsnagpur.edu.in> regularly.
20. All disputes will be subject to jurisdictions of Court of Law of Nagpur.

Sd/-
Deputy Director (Admin)
AIIMS, Nagpur

ANNEXURE-A

1.	Post Name	Accounts Officer (Group 'A')
	Pay Scale	Level-10 as per 7 th CPC
	Essential Eligibility Conditions	Essential: Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies/ Research and Development Organizations i. holding analogous posts on regular basis, or ii. With 2/3 years regular service in the relevant field in the grade pay of Rs. 4800/4600 respectively.
2.	Post Name	Administrative Officer (Group 'A')
	Pay Scale	Level-10 as per 7 th CPC
	Essential Eligibility Conditions	Essential: Officers under the Central/State/U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organizations I. holding analogous posts on regular basis, OR With 2/3 years regular service in the grade pay of Rs. 4800/- or 4600/- respectively in the relevant field.
3.	Post Name	Personal Assistant (Group 'B')
	Pay Scale	Level-06 as per 7 th CPC
	Essential Eligibility Conditions	Essential: 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/-.