

E-12044
No: A-35017/2/2023-Group B-CGA-Part(2)/513
Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
Mahalekha Niyantrak Bhavan, E-Block, GPO Complex,
I.N.A., New Delhi.

Dated: 3rd Dec., 2025

CIRCULAR

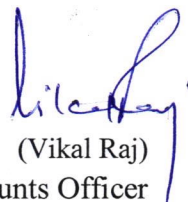
Please find attached following vacancy circular regarding filling up of the post on deputation basis:-

| S. No. | Letter No. Date & Organization | Deputation post with scale | Eligibility |
|--------|--|---|--|
| 1. | No. AIIMS-NGP/Admin./RECT/Deputation/25/03/3002 dated: 13.11.25 AIIMS, Nagpur | Accounts Officer (1 post) and Administrative Officer (1 post) - both in Nagpur In the Pay Level 10 of pay matrix. | For eligibility criteria, willing officers may refer the attached Notification/Employment News/website of the department (www.aiimsnagpur.edu.in). |

The applications of willing and eligible officers may please be forwarded to this office along with Vigilance Clearance Certificate/Integrity Certificate.

While forwarding applications for deputation, the checklist prescribed in this office OM No.A-35017/19/2021-Group B-CGA/07 dated 06.04.2021 may also be complied with.

Encl: As above


(Vikal Raj)
Sr. Accounts Officer

To:

i) All Pr.CCA/CCA/CAs of Ministry/Department concerned with the request to bring the above to the notice of all concerned and the applications of the eligible candidates may please be forwarded accordingly.

ii) Sr.AO (ITD) - For uploading on the website.



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.**
- Application form completed in all aspect.
 - Self-attested copies of educational qualification.
 - Self-attested copies of experience certificates.
 - APARs of last five years.
 - Vigilance clearance certificate.
 - No Objection Certificate from cadre controlling authority.
 - Integrity Certificate
 - Annexure 'C'
 - 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: -**
- Duly attested photocopies of their up to date Confidentially Reports (CRs/APARs) of the last 05 years of the officer concerned (applicant).**
 - Vigilance Clearance Certificate clearly stating that no vigilance/disciplinary proceedings are pending or contemplated against the candidates concerned, Integrity Certificate.**
 - No Objection Certificate.**
 - 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/-. |



ANNEXURE-B

अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

प्लॉटनंबर - 2, सेक्टर - 20, मिहान, नागपुर - 441108

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Plot No - 2, Sector - 20, MIHAN, Nagpur- 441108

Website: <https://aiimsnagpur.edu.in>

Application for the post of
on deputation basis at AIIMS Nagpur.

| | | | | |
|----|--|----------------------------------|----------------------------|--|
| 1. | Name and address in BLOCK letters | | | Affix here recent passport size photograph |
| 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). | | | |
| | | | | |
| | | 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 for the post | | | | |
| Details of employment (in chronological order) enclose a separate sheet, duly authenticated by your signature if space below is insufficient. | | | | | |
| | Office/Inst./ Organization | Post Held | | Pay-band and Grade pay (Scale of Pay if in prerevised scale of pay) | Nature of Duties |
| | | From | To | | |
| 8. | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 9. | Nature of present employment (i.e. adhoc 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 (a) Central Government (b) State Government (c) Autonomous Organization (d) Government undertaking (e) University | | | | |
| 12 | Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the prerevised 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 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 | | |
| <i>Signature of the Candidate</i> | | | Candidate's Address: |
| Date: | | | |
| Countersigned: | | | |
| <hr style="width: 20%; margin: 0 auto;"/> [Employer/Authorized Officer] | | | |

ANNEXURE - C

**CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE/OFFICER NOT
BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE
APPLICATION**

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the officials has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature_____

Name_____

Designation_____

Telephone No_____

Date:

Official Seal

Place:

Note: All terms and conditions deputation/Foreign Service will be followed as per DoP&T O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 and its amendment issued time to time.