



**अखिल भारतीय आयुर्विज्ञान संस्थान**  
**All India Institute of Medical Sciences**  
**मंगलगिरि, आंध्र प्रदेश**  
**Mangalagiri, Andhra Pradesh**

[www.aiismangalagiri.edu.in](http://www.aiismangalagiri.edu.in)

AIIMS/MG/Admin/Recruitment/03/2022-23/HR/MSW/01

Date: 15/11/2022

**ENGAGEMENT OF 'MEDICAL SOCIAL WORKER' ON CONTRACTUAL BASIS**  
**FOR BLOOD CENTRE AT AIIMS, MANGALAGIRI**

AIIMS Mangalagiri is an apex health care institute, established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY).

AIIMS, Mangalagiri will conduct recruitment for engagement to the post of MEDICAL SOCIAL WORKER on Contractual basis for a period of 1 year or till such time the alternative arrangements are made or regular appointment, whichever is earlier.

**Detailed Eligibility Criteria:**

Name of the Post	MEDICAL SOCIAL WORKER
No. of posts	01 (UR)
Particulars	<b><u>Essential:</u></b> a. M.A. (Social Work)/MSW, with specialization in Medical Social work, from a recognized University/Institution. b. 5 years' Experience in a government or private sector hospital of minimum 500 beds in line with welfare or Health Agency, preferably dealing with Medical/Public Health Service. <b><u>Desirable:</u></b> a. Experience in the field of counseling in the Blood centers collecting blood. b. Ability to use computers-Hands on experience in office applications, spread sheets and presentations.
Remuneration	Rs. 44,900/- per month (consolidated)
Upper age limit	35 years
Period of Contract	1 Year

**Note:**

- Age and all other qualifications will be counted as on date of Walk-in recruitment process.
- The above vacancies are provisional and subject to variation. The Director, AIIMS, Mangalagiri reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India rules/circulars and requirements. The reservation will be followed as per Government of India Rules.

**Schedule of Recruitment Process:**

**Date of walk-in recruitment :** 05 .01. 2023

**Reporting Time :** 08:30 AM

**Venue for Reporting :** Ground Floor, Admin and Library Building, AIIMS  
Mangalagiri, Mangalagiri, Guntur (Dist), Andhra Pradesh, 522503.

## DETAILS

### **I. APPLICATION PROCESS:**

- The application form (Annexure- I) for the above position can be downloaded from the website [www.aiismangalagiri.edu.in](http://www.aiismangalagiri.edu.in). The printout of the filled in application form has to be taken and duly signed by the respective candidate.
- The aspiring applicants satisfying the eligibility criteria in all respects can fill the Application Form and the same is to be submitted by clicking the link: <https://forms.gle/5saVoypk9jZxQpi67>
  - The link can also be copied and pasted on the address bar of the any web browser for submission of application. Candidate has to fill Google Form, and need to submit their scanned copy of 'Application form' in prescribed format along with necessary documents and Transaction details **only through above link provided.**
- The duly filled and signed original application form must be produced at the time of document verification along with One (1) set of Self Attested photocopies of Degrees, Certificates, Mark sheets, Age proof, Caste certificates, PwD certificate (in case applicable) etc.

### **II.** The reservation for EWS/OBC/SC/ST candidate is as per Central Govt. rules and 4 % for PwBD candidates (on horizontal basis).

#### **a) For OBC Candidate:**

Candidates must attach certificate valid for the posts under the Central Government of India which mentions that *the Candidate does not belong to Creamy Layer*. Date of issue of Certificate should not be earlier than 1 year from the crucial date for the post of Senior Resident as per Govt. of India's Residency Scheme in AIIMS, Mangalagiri.

#### **b) Economically Weaker Section (EWS):**

Persons who are not covered under the scheme of reservation for SC's, ST's and OBC's and whose family has gross annual income below ₹ 8 lakh (Rupees eight lakh only) are to be identified as EWS's for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. *for the financial year prior to the year of application*. Such candidates should have valid income certificate on the date of application in the prescribed format or on the letter head of the issuing authority to this effect before filling the application and submit the same at the time of document verification, failing which their candidature will be rejected. For more information, please download office order No. 36039/1/2019-Estt (Res), dated: 31st January, 2019 from Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training. Or click on <https://dopt.gov.in/sites/default/files/ewsf28fT.PDF>.

#### **c) For SC, ST, OBC & EWS – Certificate should be issued by Tehsildar or above rank authorities as prescribed by Govt. of India in the prescribed format of State/Central Government**

### **III. APPLICATION FEE:**

Rs. 1,000/- to be paid through NEFT in the given bank account. The Application fee is non-refundable.

<b>Name of Bank</b>	SBI, AIIMS Mangalagiri Branch
<b>Name of Account</b>	AIIMS MANGALAGIRI - RECEIPTS
<b>Bank Account Number</b>	38321557910
<b>IFSC Code</b>	SBIN0061485

#### IV. MODE OF SELECTION:

- Selection will be based on the written test (OMR based) conducted for candidates appeared for Screening/ document verification process.

#### V. Scheme of Examination:

- **No. of Questions : 100**
- **Total Marks : 100**
- **Time : 90 Minutes**
- **No Negative marking**

#### VI. Syllabus:

1. **English comprehension including letter/ note sheet formats (10 MCQs) :** SSC-CHSL/High School Level.
2. **General awareness and current affairs ( standard news paper, magazines) (10 MCQs)-** SSCCHSL/High School level including AIIMS Act, rules and regulations  
<https://www.aiims.edu/images/pdf/aiimsact.pdf>
3. **Computer aptitude (10 MCQs) :** MS Office (word, Excel, Power Point), Basics of internet and e-mail - SSC-CHSL/High School Level .
4. **Knowledge of Government Schemes for under privileged and special category patients (15 MCQs) :** Government of India publications available on websites
5. **Basics of Health Information, Education and Communication ( 20 MCQs) :** Art of teaching medical students by King Edward Memorial – PS Bhuiyan et al ( Latest edition), NTTC Manual from JIPMER Pondicherry.
6. **Bio Ethics & Medical Ethics (20 MCQs) :** Suggested authors CM Francis, Motilal Tayade.
7. **Medical Jurisprudence (15 MCQs) :** Suggested books Parikh, Modi.

#### VII. NO OBJECTION CERTIFICATE:

Those who are working in Central/State Government/Semi Government Autonomous body have to submit “*No Objection Certificate*” from their respective organization along with their application.

#### VIII. No TA/DA will be paid for appearing in the recruitment process.

### TERMS & CONDITIONS

1. The candidate who is already in government service shall submit ‘No Objection Certificate’ from the present employer at the time of recruitment process.
2. Canvassing of any kind will lead to disqualification. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
3. The appointee shall not be granted any claim or right for regular appointment any post of AIIMS.
4. The appointment is purely on contract basis for a period of One year or till such time the regular appointments against these vacant posts are made, whichever is earlier, with effect from the date of joining. The appointment can also be terminated at any time, on either side, by giving one month’s notice or by paying one month’s salary, without assigning any reason or failure to complete the period of three months to the satisfaction of competent authority. The appointee shall be on the whole time appointment of the AIIMS Mangalagiri and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract. He/She is expected to conform to the rules of conduct and discipline as applicable to the Institute employees. The

appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.

5. Leave entitlement of the appointee shall be governed as per the existing rules of the institute.
6. If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate.
7. Wait list as may be deemed fit will be maintained. Any vacancy arising because of non-joining by selected candidates in this selection or by resignation of candidates, post will be offered to the candidates from the waiting list according to the merit.
8. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servants, appointed on regular basis.
9. The candidate should not have been convicted by any Court of Law.
10. In case of any information given or declaration by the candidate is found to be false or if the candidate has will-fully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
11. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
12. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
13. The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent faculty members of the AIIMS.
14. All disputes will be subject to jurisdictions of Court of Law at Mangalagiri (Andhra Pradesh).
15. Please visit AIIMS Mangalagiri website for further instructions and updates, if any. Based on the verification of original documents etc. the Screening Committee will be conducted to short-list Candidates for the skill test.
16. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Submission of any false and/or suppression /concealment of facts shall lead to rejection/cancellation of selection/recruitment.
17. Candidate must bring their own mask, gloves, personal hand sanitizer, water bottle for the same period and should follow COVID appropriate behavior as laid down by GoI/ State Govt. All other hygiene practices in view of COVID-19 are requested to be followed.
18. For any updates please visit the Institute website i.e. [aiimsmangalagiri.edu.in](http://aiimsmangalagiri.edu.in) regularly. All corrigendum/addendum, if any, shall be published on this website and applicants are requested to follow up on the updates.
19. Any query in regard to the advertisement may be sent to the below mail ID: [recruitment.nonfaculty@aiimsmangalagiri.edu.in](mailto:recruitment.nonfaculty@aiimsmangalagiri.edu.in)

Sd/-  
**Director & CEO**  
**AIIMS, Mangalagiri**



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(Annexure-I)

**Application for 'MEDICAL SOCIAL WORKER' ON CONTRACTUAL BASIS**  
**FOR BLOOD CENTRE AT AIIMS, MANGALAGIRI**

**Personal Details (in Block Letters)**

Advt.No. AIIMS/MG/Admin/Recruitment/03/2022-23/HR/MSW/01 ➤ Post Applied For : <u>MEDICAL SOCIAL WORKER</u> ➤ Category of Post : <u>UR</u>	<i>Please attached recent passport size photograph</i>																
<b>1. Full Name in Block Letters (As per SSC/ X Standard)</b>																	
<b>2. Father's/ Husband's Name</b>																	
<b>3. Address for Correspondence</b>																	
<b>3. Permanent Address</b>																	
<b>5. E-mail ID (In capital letters)</b>																	
<b>6. Phone/Mobile</b>																	
<b>Phone/ Land Line</b>																	
<b>7. AADHAR</b>																	
<b>8. Date of Birth (Please attach document for evidence)</b>	<b>9. Nationality</b>																
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">D</td><td style="width: 20px; text-align: center;">D</td><td style="width: 20px; text-align: center;">M</td><td style="width: 20px; text-align: center;">M</td><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">Y</td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>	D	D	M	M	Y	Y	Y	Y									<b>10. Name of the State to which you belong</b>
D	D	M	M	Y	Y	Y	Y										

<b>11. Gender</b>	<b>MALE</b>	<b>FEMALE</b>	<b>OTHERS</b>		
<b>12. Category of the Candidate (√)</b>	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>

13. If Physically Challenged (OPH Category) Percentage Disability

**14. Educational Qualifications:**

Name of Examination	Subject/Discipline	University/Board/Institution /Council of examination	Month, Year of Passing	Total Marks Obtained	Percentage	Duration of Course
<b>Any other Qualification</b>						
<b>Any other Qualification</b>						

**15. Experience:**

Sl. No	Name of the Organization	Period of Service		Pay Band and Grade Pay	Nature of Duties Performed
		FROM	TO		

16. Please bring original certificates along with 1 set of self attested photocopies of related documents (as mentioned in the advertisement) at the time of interview.

17. Details of Application Fee: UTR/NEFT No. \_\_\_\_\_ Date \_\_\_\_\_ Amount Rs. \_\_\_\_\_

Sr. No.	Copy of the documents (Self attested)	Please Tick (✓)
1.	Certificate of Date of Birth (Class X Certificate)	
2.	AADHAR	
3.	Degree Certificate	
4.	M.A. (Social Work)/MSW, with specialization in Medical Social work, from a recognized University/Institution	
5.	Experience Certificate	
6.	SC/ST/OBC/PH certificate issued by the competent authority (if applicable)	
7.	No Objection Certificate	
8.	Copies of any other relevant documents	

## DECLARATION

I hereby declare that entries made in this form as above are true and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect candidature/ services are liable to be terminated without any notice. I \_\_\_\_\_ agree to abide by the terms and conditions of appointment.

I am not employed in any Government Institution/Autonomous body OR I am employed with.....Government Institution/Autonomous body and if selected, I shall join duty only after acceptance of my resignation from my current employer.

**(Signature of the Candidate)**

Place:

Date:

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**For office use only:**

### **Comments of the Screening committee:**

1. Eligible/Ineligible :
2. If ineligible the reasons thereof: Age :  
Educational Qualification:  
Application :  
Non submission of fee/others:
3. Submission of candidate's category certificate: OBC Candidate: Candidates must attach certificate valid for the posts under the Central Government of India which mentions that the Candidate does not belong to Creamy Layer. Date of issue of Certificate should not be earlier than 1 year from the crucial date.
4. Remarks, if any:

**(Signature of the Screening Committee Member)**