

Cc: "Vikas Ahuja" <ahujav@cag.gov.in>

Date: Mon, 07 Sep 2026 09:41:07 +0530

Subject: Fwd: [Cag-all-users] Request for Wider Circulation of Advertisement for Group 'B' Non-Faculty Posts on Deputation Basis at AIIMS Bhopal among Ministries/Departments.

===== Forwarded message =====

===== Forwarded message =====

From: Recruitment Cell via Cag-all-users <cag-all-users@ismgr.nic.in>

To: <cag-all-offices@ismgr.nic.in>, <cag-all-users@ismgr.nic.in>

Cc: "Abhishek Chaubey" <aoadmin@aiimsbhopal.edu.in>, <abhijeet.admin@aiimsbhopal.edu.in>, <shivam.jao@aiimsbhopal.edu.in>

Date: Sat, 05 Sep 2026 14:45:39 +0530

Subject: [Cag-all-users] Request for Wider Circulation of Advertisement for Group 'B' Non-Faculty Posts on Deputation Basis at AIIMS Bhopal among Ministries/Departments.

===== Forwarded message =====

Dear Sir/Madam,

Please find enclosed Notifications and the Application Form of Advertisement for filling up various Group B Non-Faculty posts on Deputation in AIIMS Bhopal.

The Particulars of the above-mentioned posts, pay scale, eligibility conditions etc. are given in the Rolling Advertisement attached herewith.

It is requested that this Rolling Advertisement may kindly be circulated among the eligible officers/officials working under your Ministry/Department and other Ministries/Departments to encourage suitable candidates to apply for the advertised posts. Applications in the prescribed format, along with all relevant documents, may be forwarded within 30 days from the date of publication of the advertisement in the Employment News i.e., **till 19th of September 2026.**

For Other instructions candidates may visit the official website of AIIMS Bhopal www.aiimsbhopal.edu.in under the "Job Advertisement" section.

Your cooperation in giving wider circulation to this recruitment notice will be highly appreciated.

Thanks & Regards / सादर धन्यवाद ,

Recruitment Cell / भर्ती प्रकोष्ठ

AIIMS Bhopal / एम्स भोपाल

Cag-all-users mailing list -- cag-all-users@ismgr.nic.in

4 Attachment(s)

Window Advt. Group-B Deputa...
567.2 KB

Detailed_Advt._Group-B_Dep...
675.1 KB

Application Form.pdf

1.2 MB

Employment News Clipping.pdf

277.6 KB

Recruitment Cell via Cag-all-users < cag-all-users@ismgr.nic.in >

Mon, 07 Sep 2026 8:42:03 AM +0530

To "cag-all-offices"<cag-all-offices@ismgr.nic.in>,"cag-all-users"<cag-all-users@ismgr.nic.in>

Cc "Abhishek Chaubey"<aoadmin@aiimsbhopal.edu.in>,"abhijeet.admin"<abhijeet.admin@aiimsbhopal.edu.in>,"shivam.jao"<shivam.jao@aiimsbhopal.edu.in>

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Advt.NoADM-2(2)/AIIMS/Bhopal/Rectt.Cell/Deputation/2026/6461

Date: 03/08/2026

**ROLLING ADVERTISEMENT FOR FILLING UP OF GROUP 'B' NON FACULTY POSTS ON
DEPUTATION BASIS AT AIIMS BHOPAL**

Applications are invited in the prescribed Proforma from eligible candidates for filling up of various Group 'B' Non-Faculty posts on **DEPUTATION BASIS** at All India Institute of Medical Sciences, (AIIMS) Bhopal.

S. No.	Name of the Post	Level in pay matrix (As per 7th CPC)	Number of Post/s
1.	Assistant Administrative Officer	Level-7	2
2.	Private Secretary (PS)	Level-7	5
3.	Asst. Engineer for Vigilance Cell (Civil)	Level-7	1
4.	Manager/Supervisor/Gas Officer	Level-7	1
5.	Senior Sanitation Officer	Level-7	1
6.	Transport Supervisor	Level-7	1
7.	Assistant Accounts Officer	Level-7	2
8.	Assistant Stores Officer	Level-7	3
9.	Technical Assistant/Technician	Level-6	16
10.	Junior Administrative Officer (JAO)	Level-6	14
11.	Personal Assistant (PA)	Level-6	7
12.	Pharmacist Gr I	Level-6	11
13.	Medical Record Officer	Level-6	4
14.	Sanitation Officer	Level-6	3
15.	Sr. Pharmacist	Level-6	3
16.	Assistant Security Officer	Level-6	1
17.	Laundry Manager	Level-6	1
	Total Group-B Posts		76

Interested eligible candidates may apply in the prescribed format **within 30 days from the date of publication of this notification in the Employment News**. For detailed advertisement and more information like essential qualification, experience, application form etc. required for applying and other details please visit the Institute website www.aiimsbhopal.edu.in.

Sd/-
Deputy Director (Admin.)
AIIMS Bhopal



Advt.NoADM-2(2)/AIIMS/Bhopal/Rectt.Cell/Deputation/2026/6461

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5.	Senior Sanitation Officer	Level-7	1
6.	Transport Supervisor	Level-7	1
7.	Assistant Accounts Officer	Level-7	2
8.	Assistant Stores Officer	Level-7	3
9.	Technical Assistant/Technician	Level-6	16
10.	Junior Administrative Officer (JAO)	Level-6	14
11.	Personal Assistant (PA)	Level-6	7
12.	Pharmacist Gr I	Level-6	11
13.	Medical Record Officer	Level-6	4
14.	Sanitation Officer	Level-6	3
15.	Sr. Pharmacist	Level-6	3
16.	Assistant Security Officer	Level-6	1
17.	Laundry Manager	Level-6	1
	Total Group-B Posts		76

ELIGIBILITY DETAILS

S. No.	Name of the Post	Level in pay matrix (As per 7 th CPC)
	Eligibility Criteria	
1	Assistant Administrative Officer	Level-7
	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 II. With 5 years regular service in the grade pay of Rs. 4200/-in the relevant field and possessing following educational qualification: Essential: Degree from recognized University or its equivalent. Desirable: 1. MBA/ PG diploma in management from recognized Institutes. 2. Knowledge of Government Rules and Regulations. 3. Proficiency in Computers.	
2	Private Secretary (PS)	Level-7
	Officers of the State/Central Government or Central Statutory/Autonomous Bodies holding analogous posts. OR With at least 5 years of regular service in the post with Grade Pay of Rs.4200/- or higher.	
3	Assistant Engineer for vigilance cell (Civil)	Level-7
	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 II. Jr. Engineer (Civil) with 5 years of regular service in the grade.	
4	Manager/Supervisor/Gas Officer	Level-7
	I. Officials holding analogous posts in govt. organizations. OR II. Holding posts with 11 years of relevant experience in GP of Rs. 2800/-	
5	Senior Sanitation Officer	Level-7
	Officers working in 200 bedded Hospital of Central/State/U.T. Governments or Central Autonomous/Statutory/ Local Self Government Bodies or Public Sector undertakings: I. Holding analogous posts on regular basis. OR II. Holding a post in the grade pay of Rs.4200/-with 5 years of regular service in the grade.	

6	Transport Supervisor	Level-7
	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 II. With 5 years regular service in the grade pay of Rs. 4200/-in the relevant field and possessing following educational qualification: Essential: 1. Degree from recognized University or its equivalent. 2. 2 years' experience of managing vehicles in Government Organization. Desirable: 1. Knowledge of Government Rules and Regulations. 2. Proficiency in Computers.	
7	Assistant Accounts Officer	Level-07
	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 II. Junior Accounts Officer with five years of regular service in the grade pay of Rs.4200/-	
8	Assistant Stores Officer	Level-07
	Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Autonomous Bodies or Research and Development Organizations I. Holding analogous posts on regular basis. OR II. With 5 years regular service in the grade pay of Rs.4200/-	
9	Technical Assistant/Technician	Level-06
	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 II. With 10 years regular service in the grade pay of Rs.2400/-in the relevant field and possessing following educational qualification: Essential: a) B. SC. In Medical Lab Technology or equivalent. b) 5Years experience in the concerned field. OR c) Diploma in Medical Lab Technology or equivalent. d) 8 Years experience in the concerned field. OR e) For posts in Anesthesia/ Operation Theatre, B.Sc. in OT techniques or equivalent with 5 years experience in concerned field. f) 10+2 with science with Diploma in OT techniques or equivalent with 8 years experience in concerned field.	

10	Junior Administrative Officer (JAO)	Level-06
	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 II. With 10 years regular service in the grade pay of Rs. 2400/-in the relevant field and possessing following educational qualification: 1. Degree of recognized University or equivalent. 2. Proficiency in computers.	
11	Personal Assistant	Level-06
	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/-	
12	Pharmacist Grade I	Level-06
	Officers under the Central/State/U.T. Governments/Universities/Statutory Bodies or Autonomous Bodies or Research and Development Organizations. I. Holding analogous posts on regular basis. OR II. With 6 years regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs. 2800/-.	
13	Medical Record Officer	Level-06
	Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies/Health Care Organizations. I. Holding analogous posts on regular basis. OR II. Junior Medical Record Officer with six years of regular service in the Grade Pay of Rs. 2800 in the relevant field.	
14	Sanitation Officer	Level-06
	Officers of the 200 bedded Hospital of Central/ State/ U.T Governments or Central Autonomous/Statutory/Local Self Government Bodies or Public Sector undertakings. I. Holding analogous posts on regular basis. OR II. Holding a post in the grade pay of Rs.2800/-with 6 years of regular service in the grade.	

15	Sr. Pharmacist	Level-06
	Officer under the Central/State/U.T. Governments/Universities/Statutory Bodies or Autonomous Bodies or Research and Development Organizations. I. Holding analogous posts on regular basis. OR II. With 6 years regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs. 2800/-	
16	Assistant Security Officer	Level-06
	Officers of the Police Departments of the Central/State/UT Governments or Officers of the Armed Forces including Para Military Forces, holding analogous posts or with 6 /10 years regular service in the grade pay of Rs. 2800/- or 2400/- respectively.	
17	Laundry Manager	Level-06
	Officers working in a 200 bedded Hospital of Central/State/U.T. Governments or Central Autonomous/ Statutory/ Local Self Government Bodies or Public Sector undertakings: I. Holding analogous posts on regular basis. OR II. Holding a post in the grade pay of Rs.2400/-with 10 years of regular service in the grade.	

Important Notes:-

1. The last date for submission of application, for Group-B, Non-faculty posts on Deputation basis in the prescribed format (enclosed as **Annexure-I**) along with the supporting documents will be 30 days from the publication of this notification in the Employment News.
2. Executive Director, AIIMS Bhopal reserves the right to vary the vacancies or cancel the exercise, at any stage of the process without assigning any reason thereof.
3. Maximum age limit for applying for the aforesaid posts on deputation is **56 years** as on last date of receipt of application, i.e. 30 days from the date of publication of this advertisement in Employment News.
4. The period of deputation shall be initially for a period of **three years** or till promotion of the employee in feeder cadre, whichever is earlier from date of appointment and the same will be regulated as per DoPT guidelines. Pay will be regulated as per Govt. of India rules.
5. All the posts carry usual allowance as admissible to Central Government Employees of similar status and other allowances sanctioned at AIIMS Bhopal.
6. AIIMS Bhopal reserves the right to conduct Written Test/ Skill Test to shortlist/select the candidates for any post as mentioned in the notification.
 - a. The applicants fulfilling the above qualifications/eligibility criteria may submit their applications (as per prescribed application format at Annexure-I) through proper channel or the advance copy to the below mentioned address on or before the last date i.e. 30 days from the date of publication of this advertisement in Employment News **by Speed Post/Registered Post only**.

**The Deputy Director (Admin.)
All India Institute of Medical Sciences (AIIMS)
Administrative Block, Kautilya Bhawan, Ground Floor
Saket Nagar, Bhopal-462020 (M.P.)**

- b. The envelope containing the application(s) should be super-scribed as: **“Application for the Group ‘B’ “Post of..... on Deputation Basis at AIIMS Bhopal.”**
- c. Applications received after last date will not be considered in the current cycle. AIIMS Bhopal will not be responsible for any postal delay.
7. While forwarding their applications, Employer/Cadre Controlling Authority may ensure that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Duly attested/certified photocopies of the applicant’s up-to-date APARs (at least for the preceding 05years) along with vigilance clearance certificate, NOC and other supporting documents are also to be enclosed with the application as given in the application format. Application without vigilance clearance and APAR dossiers will not be considered. Self-attested copies of documents related to qualification, experience etc. may also be enclosed with the applications.
8. The applications received after the last date, without signature of the candidate or incomplete or not forwarded through proper channel will be summarily rejected.
9. The posts advertised in the Advertisement are **Not Applicable** for the candidates working in **private organization/institute** etc.
10. AIIMS Bhopal reserves the right to correct any inadvertent errors in the advertisement if any, found at later stage.
11. The deputation will be governed by the standard terms and conditions of deputation as per the guidelines of DoPT issued vide OMs/orders on the subject and as amended from time to time.
12. AIIMS Bhopal website www.aiimsbhopal.edu.in may be visited for regular updates regarding this advertisement.
13. **Canvassing in any form will lead to disqualification of candidature.**
14. All disputes will be subject to jurisdiction of Hon'ble CAT Bench Jabalpur.
15. For any Clarifications & enquiries, the same be sent on email id recruitment.deputation@aiimsbhopal.edu.in or by calling on Mobile No.-9343639366.

sd/-
**Deputy Director (Admin.)
AIIMS Bhopal**



ANNEXURE-1

अखिल भारतीय आयुर्विज्ञान संस्थान, भोपाल
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHOPAL
Saket Nagar, Bhopal 462020 (MP)
Website: www.aiimsbhopal.edu.in

Advt. No: Dated:

APPLICATION FOR NON-FACULTY GROUP-B POST OF ' _____ ', ON DEPUTATION BASIS AT AIIMS BHOPAL.

1	Name and address(in Block Letters)			Affix your recent Passport size photograph here
	Contact Nos.	Mobile		Signature of the candidate
		Office		
		Residence		
	E-mail ID			
2	Father's Name (In Block Letters)			
3	Date of Birth (in Christian era)			
4	Date of entry into Government Service			
5	Date of retirement under Central/State Government			
6.	Email address of Cadre Controlling Authority/ Head of Office			
7.	Educational Qualifications			

8	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):			
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualification/ experience possessed by the applicant/	
	Essential		Essential	
	Qualification		Qualification	
	Experience		Experience	
	Desirable		Desirable	
	Qualification		Qualification	
	Experience		Experience	
	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.			
9	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.			
	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio data) with reference to the post applied.			
10	Details of Employment (in chronological order) enclose a separate sheet duly authenticated by your Signature, if the space below is insufficient.			
	Office/ Institution	Post held on regular Basis		*Pay band and grade pay/ Pay Scale of the Post held on regular basis
		From	To	
				Nature of duties (in detail) highlighting the experience required for the post applied for
	*Important: 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 substantive 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:			

	Office/ Institution	Substantive Post held	Pay scale of the post held on substantive basis	Pay, Pay- Band, Grade Pay drawn under ACP/ MACP Scheme, if any granted	From	To
11	Nature of present employment (i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent)					
12	In case the present employment is held on deputation/contract basis, please state-					
	The date of initial appointment	Period of appointment on deputation/ contract	Name of the parent office/organization to which the applicant belongs.		Name and pay of the post held in substantive capacity in the parent organization	
	Note: 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. Note: information under Column 11 above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parents cadre/ organization					
13	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details:					
14	Additional details about present employment: Please state whether working under (indicate the name of your employer) (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others					
15	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.					
16	Are you in Revised Scale/ Level of Pay? If yes, give the date from which the revision took place and also indicate the Pre-revised Scale/ Level					
17	Total emoluments per month now drawn with Pay Band & Grade Pay/ Pay Level					
18	In case the applicant belongs to an Organization which is not following the Central Government Pay- scales, the latest salary slip issued by the Organization showing the following details may be enclosed.					
	Basic Pay with Scale/ Level of Pay and rate of increment	Dearness Pay/ Interim relief / other Allowances etc., (with break-up details)			Total Emoluments	

19	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 (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement). Enclose a separate sheet, if the space is insufficient.	
20	Achievements: The candidates are requested to indicate information with regards to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/ Officials Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. Enclose a separate sheet if the space is insufficient	
21	Whether belongs to SC/ST/OBC (if applicable, please specify)	
22	If selected, please specify the minimum time required for joining.	
23	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 facts having a bearing on my selection has been suppressed/ withheld. Date: _____ Name & Signature of the candidate _____ Place: _____	

24	<u>CERTIFICATE BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY</u> (I) 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. (II) Also Certified that; (i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt..... (ii) His/her Integrity is certified. (III) Certified copies of his/her CR/APAR for the last 5 years duly attested by an officer of the rank/level 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 the list of major/ minor penalties imposed on him/her during last 10 years is enclosed. (as the case may be) Countersigned (Employer/Cadre Controlling Authority with Seal)
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25	<u>Point to be noted by the borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Department/Institution</u> Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOPT&T O.M. No.11012/11/2007-Estt(A) DATED 14.12.2007. While forwarding applications in respect of officers who are about to complete their ‘cooling-off’ period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ Publication in the Employment News, the eligible may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/documents in support of Qualification and experience claimed by the candidates would be processed for determining the eligibility of the candidates for the selection. Crucial date for determining the eligibility of the applicants will be counted from the first date of publication of the vacancies/posts in the Employment News i.e., For the vacancy published in the Employment News of 18-24 July 2026, the crucial date will be counted from the 18th July 2026 (including the first date of publication). To facilitate determination of eligibility of the applicants working in public Sector Undertakings/ Autonomous organizations not following the Central Governments Scales, Their equivalent scales of pay/ posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.
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