SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES
TIRUMALA TIRUPATI DEVASTHANAMS :: TIRUPATI

PERSONS PROFESSING HINDU RELIGION ARE ALONE ELIGIBLE TO APPLY

E-Office-C No. **3092852** Dt. **13 -07-2026**

NOTIFICATION No.03/Non Para/2026/Estt., Dt ::13- 07- 2026

Online applications are invited from eligible candidates native to the **Tirupati** District (**Post Bifurcation of the Districts**) for recruitment to the following Non-Paramedical posts in SVIMS, to be filled through direct recruitment.

The online application portal will be available on the SVIMS official Website "**https://svimstpt.ap.nic.in**" under the **Jobs** Tab from 15.07.2026 to 10.08.2026. The Last date for submission of online application is 10.08.2026 upto 11:59 p.m. and no other mode of application will be entertained.

I. Vacancy Position of the following posts including Backlog and Regular Vacancies is as follows:

Non-Paramedical

a) Backlog Vacancies:

S.No	Name of the Post	Scale of Pay (RPS 2022)	BC			SC Group		ST	Total
			A	B	D	I	III		
1	**Junior Assistant Cadre:-**								
1(i)	Junior Assistant	28280-89720	-	1	1	-	1	-	**3**
1(ii)	Steno Cum Junior Assistant	28280-89720	1	-	1	1	1	1	**5**
2	Gas Room Operator	27500-87480	1	-	-	1	-	-	**2**
Grand Total			**2**	**1**	**2**	**2**	**2**	**1**	**10**

b) Regular Vacancies:

S.No	Name of the Post	Scale of Pay (RPS 2022)	OC	EWS	BC			SC Group			ST	Total
					A	B	D	I	II	III		
1	**Junior Assistant Cadre:-**											
1(i)	Junior Assistant	28280-89720	5	1	1	1	-	-	1	1	2	**12**
1(ii)	Cashier	28280-89720	1	-	-	-	-	-	-	-	-	**1**
1(iii)	Billing Clerk	28280-89720	2	-	-	-	-	-	1	-	1	**4**
1(iv)	Receptionist	28280-89720	3	-	1	-	1	-	-	1	-	**6**
Grand Total			**11**	**1**	**2**	**1**	**1**	**0**	**2**	**2**	**3**	**23**

II. EDUCATION QUALIFICATION:

Non-Paramedical

S.No.	Name of the Post	Academic Qualification & Experience
1(i)	Junior Assistant	**Educational Qualification:** (i) Must possess a Bachelor's degree of a recognized University and (ii) Must have knowledge of computer applications, and **Experience:** Must have three years experience. **Desirable:** A Certificate **in** Office Automation.
1(ii)	Cashier	**Educational Qualification:** (i) Must possess a Bachelor's degree of a recognized University and (ii) Must have knowledge of computer applications, and **Experience:** Must have three years experience.
1(iii)	Billing Clerk	**Educational Qualification:** (i) Must possess a Bachelor's degree of a recognized University and (ii) Must have knowledge of computer applications, and **Experience:** Must have three years experience.
1(iv)	Receptionist	**Educational Qualification:** (i) Must possess a Degree from a recognized University and (ii) Must possess Post Graduate Diploma in Public Relations or equivalent qualification from a recognized University or institution, and (iii) Must have two years experience as Receptionist in a corporate hospital or a University or a Medical College or a public sector undertaking. **Desirable:** Must have Knowledge of computer applications.
1(v)	Steno Cum Jr. Asst	**Educational Qualification:** (i) Must possess a Bachelor's degree of a recognized University, and (ii) Must have passed Typewriting English higher grade examination & Shorthand English Lower Grade examination conducted by the Department of Technical Education, Government of Andhra Pradesh, and (iii) Must have knowledge of Computer Applications. **Desirable: 1.** Must have three years experience. **2.** A Certificate in Office Automation.

2	Gas Room Operator	**Educational Qualification:** (i) Must have passed S.S.C. Examination or an examination recognized as equivalent thereto, and ii) Must possess a certificate in the concerned Trade awarded by the Department of Technical Education, Government of Andhra Pradesh or any qualification recognized as equivalent thereto, and (iii) Must have two years experience in the field. (iv) Should have undergone training in safety facilities including DCP Type CD type tire extinguishers, Hydrant monitors, protective spray system (Automatic sprinkler system) and also in allied safety facilities such as remote control values.

III. Age Limit:

1. The candidate must have completed the 18 years of age and must not have completed age 42 years of age as on 01-07-2026 as per G.O.Ms.No.109, General Administration (Service-A), Department, dated 08-10-2025.
2. The relaxation of maximum age limit in respect of Scheduled Castes, Scheduled Tribes, Backward Classes and Economically Weaker Sections is 5 years.
3. The upper age limit in respect of persons presently working in SVIMS on Adhoc/ Outsourcing /Contract basis is relaxed for 5 Years, subject to completion of a minimum period of 5 years of Service in SVIMS as on the date of Notification.
4. Maximum Age limit is 52 Years with all relaxations put together.

IV. Reservation:

1. The recruitment shall be subject to the rule of reservation in favour of candidates belonging to Scheduled Tribes, Scheduled Castes, Backward Classes, Women and Economically Weaker Sections (EWS) shall be as per Rule 22 and 22-A of the Andhra Pradesh State Subordinate Service Rules as amended from time to time.
2. Persons professing Hindu Religion alone are eligible to apply in accordance with Rule 9 (vi) of the Tirumala Tirupati Devasthanams Employees Service Rules, 1989 as amended by G.O.Ms.No.1372, Revenue (Endowments-III) department, dated 25-10-2007.
3. The Roster points in respect of BC categories are notified as per the provisions applicable to the institutions of TTD as per G.O.Ms.No:1372, dated 25.10.2007 issued by Revenue (Endowments) dept.
4. Community certificate issued by the competent authority in terms of G.O.Ms.No.58 Social Welfare (j) Department dated 12.05.1997 of Govt. of Andhra Pradesh in case of SC/ST/BC A/BC-B/BC-D.
5. The Roster points in respect of SC category with sub group classifications are notified as per the provisions applicable in G.O.Ms.No.07; Social Welfare (j) Department dated 18.04.2025 of Govt. of Andhra Pradesh. Candidates who cannot produce community certificate as per Govt. of Andhra Pradesh guidelines, his/her candidature will be considered against Open Category Only.

6. The applicants who intend to avail/claim reservation under Economically Weaker Sections (EWS) shall submit the latest copy of EWS Certificate issued on or after 1st April, 2026 (issued by the concerned Tahsildar mentioning therein that the gross annual family income for the last FY 2025-26 from all sources is below Rs.8,00,000/-) in terms of G.O.Ms.No.66, General Administration (Services-D) Department, dated 14.07.2021 and G.O.Ms.No.73, General Administration (Services-D) Department, dated 04.08.2021.

7. Local Candidate means, the organisation of local cadres and regulations of Direct Recruitment Order 2025 in terms of G.O.Ms.No.45 General Administration (SPF&MC) Department, dated 20-04-2026

V. Documents to be uploaded at the time of submission of Online Application:

1. The applicant shall upload original certificates of academic qualification such as pass certificates, certificate evidencing date of birth and Latest community certificate issued by the Competent Authority, in case they intend to avail reservation under SC, ST, BC and EWS (The certificate shall show specifically the classification of the group).

2. The applicant, who intends to avail reservation under Backward Classes (A, B and D), shall upload latest community certificate. In case of failure to upload the latest certificate, his/her candidature will be considered against Open Competition.

3. The applicant claiming reservation under Economically Weaker Sections (EWS) Category, shall upload the latest certificate issued on or after 1st April, 2026 in terms of G.O.Ms.No.66, General Administration (Services-D) Department, dated 14.07.2021 and G.OMs.No.73, General Administration (Services-D) Department, dated 04.08.2021, EWS Certificate issued by the concerned Tahsildar mentioning therein, that the gross annual family income for the last FY 2025-26 from all sources is below Rs.8,00,000/-.

4. No Objection Certificate from the employer (if employed in Govt. departments).

5. The applicant has to produce the original certificate for claiming local standi from the concerned Tahsildar, as per the following clauses;

   (i) The applicant claiming reservation for local cadres must have studied in a educational institution or educational institutions in such local area for a period of not less than 4 consecutive academic years ending with a academic year in which he appeared or, as the case may be, first appeared for the relevant qualifying examination

   (OR)

   (ii) where during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or as the case may be first appeared for the relevant qualifying examination he has not studied in any education institution, if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the qualifying examination which he appeared, or as the case maybe, first appeared.

6. The applicant has to produce original certificates whenever required by SVIMS authorities for verification. If the applicant fails to produce any of the required certificates, his/her candidature will be rejected.

7. Allowing a candidate for examination basing on the document(s) uploaded by the individual would not mean that the validity of the document(s) is/are accepted as genuine and the actual verification would be done before interview only. If the document(s) uploaded and produced for verification is/are found to be false, the individual would be liable for criminal action and the selection/appointment would be liable to be cancelled.

8. Experience Certificate

i. Candidates should produce Certificate(s) from the Head(s) of Institution/Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay / consolidated pay.
ii. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
iii. Upload genuine Experience Certificates along with EPF Statements for the last 2 years at the time of submission of the application through Online.

9. No corrections in the application will be entertained through any mode (Email/Letter/etc.) after online submission.
10. Further, the candidate should upload all other mandatory documents if any, as mentioned in the online application.
11. All the applicants have to upload the latest and original Nativity/Residence Certificate issued by the concerned Tahsildar.
12. The candidates shall upload the documents as detailed above in clear scanned copies of the original certificates/documents as per the following check list.

i. Date of birth proof/SSC certificate
ii. Educational qualification certificates
iii. Marks memos of the prescribed qualifying examinations.
iv. Community certificate
v. EWS certificate, wherever applicable
vi. Study/residence certificate
vii. Registration certificate wherever prescribed
viii. Experience certificates
ix. Appointment order / engagement order for previous service rendered
x. Salary proof/ pay slips, if any
xi. EPF/ESI statements wherever applicable
xii. No Objection Certificate from employer, wherever required
xiii. Any other certificate prescribed for the concerned post.

Note: production of false or fabricated certificates shall entail cancellation of candidature / appointment apart from initiating of criminal action.

VI. Method of Recruitment:

1. If the total number of applications received for each of the notified post is **less than TEN**, selections will be done on the basis of weightage of marks scored in prescribed minimum qualifying examination, experience and interview. If the total number of applications received for each of the notified post is **more than TEN**, a computer based online test will be conducted.

2. The Computer based online Test will be conducted at various Test centres through AP Online Service. The venue of the Examination, Date & time will be intimated through E-Mail / SMS later.
3. The minimum qualifying marks to be secured in the CBT shall be 40% for OC & EWS Category, 35% for BC Category and 30% for SC & ST Categories.
4. Applicants are required to bring the hard copy of the admit card and Identity Proof on the day of Exam at Examination Centre, failing to do so he/she will not be allowed for the examination. Applicants should follow the all the instructions mentioned in the Admit Card.
5. Admit card released/issued is only to appear in the Examination and does not guarantee for eligibility/appointment/selection.
6. Merely, Securing minimum qualifying marks will not vest any applicant with a right to be considered for the selection.
7. The question paper will be in English for the computer based online examination.
8. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
    a. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
    b. That his/her character and antecedents are, such as, to qualify him/her for such service; and
    c. He/she is a citizen of India and must belong to Hindu Religion.
9. Where two or more candidates get equal number of marks in written examination, the elder in age will be considered for provisional selection. In case of a tie in age also the candidate who has more experience will be considered.
10. If a Provisionally selected candidate does not join the post, the next meritorious candidate may be considered for provisional selection. The wait list would be maintained for a period of one year.
11. Candidates are advised to visit Institute's website https://svimstpt.ap.nic.in regularly for any updates about this notification and selection process. No personal communication will be sent from the institution.

VII. Pattern of Examination and Selection Process:

Mode of selection :

1. **Total 100 Marks:-**

a. Written Test (75 Marks): Computer based online test will be conducted at various Test centres (Through AP Online Service) for 75 multiple choice questions carry one mark each. The duration of the examination is 90 minutes. There shall be no negative marking.

b. Experience (15 Marks):

i. One mark shall be awarded for every completed block of Six months service rendered by staff preferably working in Govt. / Semi Govt. / Public Sector Institutions and also Hospitals having minimum bed strength of 500 beds and complying with statutory requirements including registrations, EPF,ESI obligations. The maximum weightage towards experience shall not exceed 15 marks.

ii. Experience(if any) in the Hospitals having minimum bed strength of 500 beds will be consider subject to producing the valid proof of the organization's registration Certificate viz., a registered firm of atleast three years old and fulfilling all statutory obligations/norms such as EPF/ESI Payments etc.

c. **Interview (10 Marks)**

2. Syllabus for Computer based online test given in **Annexure – I**

Note: A separate Skill Test will be conducted for post of Steno Cum Junior Assistant

(i) Only those candidates who qualify by securing the minimum marks in the Computer Based Examination at 35% for BC Category and 30% for SC & ST Categories, shall only be eligible for attending the Skill test on payment of fee of Rs.590 (including GST). The venue, date and timings of the skill test will be announced later through the SVIMS official website.

(ii) The Skill test will be conducted for 50 marks.

(iii) The selection process will be done on the basis of weightage of 50 marks out of the marks, secured in the Computer Based Test (i.e., online written test) and weightage of 25 marks, out of the marks secured in the Skill Test. The Skill test is conducted based on the norms of AP State Board of Technical Education.

3. Mere participation in the examination or securing qualifying marks shall not confer any right to appointment. Selection shall be provisional and subject to verification of original certificates, community/local status, experience, antecedents and medical fitness.

VIII. Examination Fee Details:

1. The prescribed application processing fee (including 18% GST) as mentioned below shall be paid through any online mode as provided in the online application form. Transaction/Processing fee, if any as applicable to the bank shall be payable by the applicants.

S. No.	Category	Application/Examination Fees (including GST at 18%)
1.	OC / EWS	RS.2360/-
2.	BC/SC/ ST	Rs. 1770/-

- Application fee once remitted shall not be refunded under any circumstances.
- Applications without payment of the prescribed fee would not be considered and summarily rejected.

2. The Prescribed exam fee should be remitted through payment gateway provided using UPI, Credit card ,Debit card or through Net Banking as made available and have been provided on the web page. Fee cannot be deposited through any mode other than the payment gateway available while submitting the online applications.
3. Examination fees in respect of candidates who are absent or have been declared ineligible due to any reason will be forfeited. Candidates are advised to read the notification carefully and pay the examination fee only if they fulfil eligibility criteria prescribed in the Notification.
4. The candidates shall pay separate fee for each Category post applied
5. The application and examination fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment Notification is cancelled for any reason.

IX. General Instructions:

1. The Institute reserves the right to cancel the Recruitment Notification at any stage of the recruitment process and to fill or not to fill any or all the posts.
2. The vacancies notified are provisional and subject to variation. The Director-cum-VC, SVIMS reserves the right to vary the number of vacancies.
3. The detailed examination schedule will be published on the SVIMS official Website **"https://svimstpt.ap.nic.in**". The applicants may visit the official Website of SVIMS for all relevant information until the completion of the recruitment.
4. The applicant may choose the Test centre with three preferences. However, the AP Online Services reserves the right to allot the applicant any chosen centre depending on the availability of the resources including centres / systems or to abolish / allot a new centre for administrative reasons. Request for change of the centre will not be entertained.
5. The scrutiny Committee / Notification issuing Authority has the right to decide about the validity of the uploaded documents including qualification/experience certificates. Mere production of experience certificate shall not automatically confer entitlement unless accepted by the Scrutiny Committee.
6. Applications(s) with incomplete information, non-remittance of requisite application fee and failure to submit copies of relevant enclosures/certificates/documents will be rejected without any communication.
7. A person in a bigamous marriage shall not be eligible.
8. The applicants applying in response to this advertisement should satisfy themselves regarding to their eligibility for the post applied for. In case it is found that if the candidates are not fulfilling any of the criteria at any stage, their candidature will be rejected.
9. The Normalization Procedure/Technique will be adopted for evaluating the scores of candidates in examinations conducted for the same post in multiple sessions. The formula for Normalization procedure/Technique is as follows;

Normalization Formula

Normalization mark of j^{th} candidate in i^{th} shift M ij is given by:

$$\hat{M}ij = \frac{\overline{M}_t^g - M_q^g}{\overline{M}_{ti} - M_{iq}}\left(M_{ij} - M_{iq}\right) + M_q^{gm}$$

$\hat{M}ij$ = Normalized marks of j[th] candidate in the i[th] shift

$\overline{M}_t^g$ = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded – up)

M_q^g = is the sum of mean and standard deviation marks of the candidates in the examination considering all shifts

$\overline{M}_{ti}$ = is the average marks of the top 0.1% of the candidates in the i[th] shift (number of candidates will be rounded up)

M_{iq} = is the sum of the mean marks and standard deviation of the i[th] shift

M_{ij} = is the actual marks obtained by the j[th] candidate in the i[th] shift

M_q^{gm} = is the sum of mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all

Note: Calculation of marks will be up to 5 decimal places

10. The decision of the Director cum VC, SVIMS, Tirupati will be final in all matters relating to eligibility, acceptance or rejection of the applications.
11. SVIMS reserves the right to issue Corrigenda, amendments or addenda whenever necessary.
12. Any query regarding filling of application form shall be addressed to APONLINE, no other mode of communication will be entertained.
13. The applicants called for Written Test / Interview and appearing for the same does not confer any right for selection/appointment.
14. The applicant should not have been convicted by any Court of Law.
15. Allowing a candidate for examination basing on the document(s) uploaded by the individual would not mean that the validity of the document(s) is/are accepted as genuine and the actual verification would be done at the time of appointment only. Submission of false certificates, false information or suppression of material facts may entail cancellation of candidature and also initiation of Criminal Proceedings under applicable laws.
16. No TA/DA will be paid by the Institution to the candidates for attending written test and interview.
17. Other terms and conditions will be governed by the relevant rules and orders that are in force and amended from time to time.
18. All disputes if any will be subject to jurisdiction of Court of Law, Andhra Pradesh.
19. The applicants are advised to bring hard copy of the Admit card and Identity Proof (as mentioned in the Admit Card) at the time of attending for the Computer based test.
20. Based on the declaration of the candidates in their application, they will be provisionally declared eligible to appear for Written Test/Interview. However, if anyone found not meeting the prescribed qualification/experience and other eligibility criteria as per the advertisement at any stage of the selection process even after selection, then their candidature will be treated as cancelled without giving them any further notice.

21. The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked **if malpractice and unfair means are noticed at any stage** of the recruitment. Further candidates shall be liable for penalty as per G.O.Ms.No.385, G.A.(Ser. A) Dept., Dt.18/10/2016. The In-charge or Supervisor of the examination centre is authorized to take decision in case of malpractice or usage of unfair means or creation of disturbance or canvassing in any form directly or indirectly shall render the candidate liable for disqualification or use of physical force by any candidate and report the matter to the competent authority as well as register a police case.
22. Candidates should make sure of their eligibility / experience to the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate **furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information** is liable for action as per rules.
23. The use of any mobile (even on switch-off mode), calculator or any electronic gadgets or storage media like pen drive, smart watches etc., or any type of cameras or Bluetooth devices or any other related accessories, during the examination is strictly prohibited.
24. Candidates are advised, in their own interest, **not to bring** any of the banned items mentioned above / Valuables to the venue of the examination, as arrangement for safe keeping cannot be assured.
25. Matters not specifically covered by the notification shall be governed by the provisions of the SVIMS Act, applicable Service Rules and Regulations, Andhra Pradesh State and Subordinate Service Rules and Government Orders in force.

DIRECTOR-CUM-VC
SVIMS

ANNEXURE – I

JUNIOR ASSISTANT, STENO CUM JUNIOR ASSISTANT, CASHIER, BILLING CLERK & RECEPTIONIST

General Knowledge

- Current events (National and International)
- Indian History, Geography, Indian Economy, and Indian Polity
- General Science and Technology Updates
- Sports, important days, awards and honors

Quantitative Aptitude

- Number Systems, computation of whole numbers, decimals, and fractions
- Fundamental arithmetic operations (Percentages, Ratio and Proportion)
- Averages, Interest, Profit and Loss, Discount
- Mensuration, Time and Distance, Ratio and Time, Time and Work
- Basic algebraic identities and elementary surds, standard trigonometric ratios and heights/distances

Mental Ability & Reasoning

Analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision-making, visual memory, discrimination, observation, relationship concepts, arithmetic reasoning, verbal and figure classification, arithmetical number series, etc.

English Language and Comprehension

Spotting errors, fill in the blanks, synonyms/antonyms, spelling/detecting misspelled words, idioms & phrases, one-word substitution, improvement of sentences, active/passive voice, direct/indirect narration, shuffling of sentence parts, cloze test, and reading comprehension

A.P. Govt. Service Rules & General Financial Rules, 2017

Computer Knowledge & Domain Specific Skills

- Basics of computer architecture, hardware, and software
- MS Office applications (Word, Excel, PowerPoint) usage and shortcuts
- Emailing basics and internet

Gas Room Operator

PART – A Domain-Specific / Technical Section

- **Principles of MGPS:** Understanding the layout, function, and importance of central medical gas distribution.
- **Medical Gases:** Properties, usage, and safety protocols for Medical Oxygen, Nitrous Oxide, Carbon Dioxide, Medical Air, and Nitrogen UNIT 20 MDICAL GAS PIPELINE SYSTEM.
- **Supply Systems & Manifolds:** Operations of Automatic/Manual control panels, cylinder manifolds, liquid oxygen (LMO) tanks, and compressor systems Medical Gas Pipeline System Specifications.
- **Secondary Equipment:** Working knowledge of pressure regulators, line valves, alarm systems (master and area), terminal units, and Area Valve Service Units (AVSU) Standard Operating Procedure - PATH.
- **Safety & Handling:** Cylinder storage guidelines, identifying cylinder colour codes (e.g., Oxygen as black body/white top), preventing leaks, and emergency shut-off procedures MGPS Training.
- **Vacuum and Scavenging:** Maintenance of medical vacuum pumps and Anaesthetic Gas Scavenging Systems (AGSS) UNIT 20 MDICAL GAS PIPELINE SYSTEM

PART – B General Section

- **General Intelligence & Reasoning:** Coding-decoding, analogies, spatial orientation, problem-solving, and syllogism.
- **General Awareness & Computers:** Current events, basic knowledge of hospital environments, and fundamental computer usage.
- **Quantitative Aptitude:** Data interpretation, percentages, ratio & proportion, time & work, and basic algebra.
- **English Language:** Comprehension, vocabulary, synonyms/antonyms, and grammar.
- Medical terms up to 1st year of Anaesthesia AHS.