



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110 608**

*(An autonomous organization under the Ministry of
Health & Family Welfare)*

VACANCY NOTICE

Applications are invited to fill up the post of **Assistant Controller of Examinations** ON DEPUTATION BASIS in the Pay-band of Rs.15600-39100 with Grade Pay of Rs.6600 from Officers working under Central Government including Delhi Administration, Central Statutory/ Autonomous organization and holding analogous post or having 5/8 years of regular service in the posts carrying pay scale Rs.8000-13500/6500-10500, respectively and possessing (a) Degree of a recognized University or equivalent and (b) Track record of absolute integrity and proved ability to maintain strict confidentiality of official matters. **Experience in organizing examinations/competitive test is desirable.**

For other terms and conditions please visit the Institute website: www.aiims.ac.in OR www.aiims.edu under the head 'Recruitment'.

The last date for receipt of applications is **09-09-2011**.

ADMINISTRATIVE OFFICER (RECTT)

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110 608

(An autonomous organization under the Ministry of Health & Family Welfare)

Applications are invited from suitable officers for filling up the post of Assistant Controller of Examinations ON DEPUTATION BASIS in the Pay-band of Rs.15600-39100 with Grade Pay Rs.6600 in the All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110 608.

The qualification and experience etc. attached to the post of Assistant Controller of Examinations are as under:-

Essential

Officers working under Central Government including Delhi Administration or Central Statutory/ Autonomous organization holding analogous post or having 5/8 years of regular service in the posts carrying pay scale of Rs.8000-13500/6500-10500, respectively and possessing a) Degree of a recognized University or equivalent; and b) Track record of absolute integrity and proved ability to maintain strict confidentiality of official matters.

Desirable

Experience in organizing examination/ competitive tests.

The Officers who fulfill the above qualifications/eligibility and who can be relieved immediately in case of selection may submit their application in the prescribed proforma at Annexure-I through proper channel to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110608, so as to reach the undersigned upto 09-09-2011. While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions and photocopies, duly attested, of their up to date Confidential Reports are enclosed with the applications. It may also be clearly stated that no vigilance/disciplinary proceedings is pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers will not be considered.

The pay of selected officers will be regulated in accordance with the Department of Personnel & Training's O.M. NO.2/29/91-Estt.(Pay II) dated 5.1.1994, as amended from time to time.

ADMINISTRATIVE OFFICER (Recruitment)

Annexure - I

BIO-DATA

1	Name and address in block letters					
2	Date of birth (in Christian era)					
3	Date of retirement under Central/State Government Rules					
4	Educational Qualifications					
5	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		Qualifications / Experience Possessed by the officer			
	Essential (i) (ii) (iii) Desired (i) (ii)					
6	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.					
7	Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.					
	Office/Instt./ Organization	Post Held	From	To	Scale of Pay and basis	Nature of Duties
8	Nature of present employment (i.e. ad-hoc or temporary or quasi-permanent or permanent):					
9	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					
10	Additional details about present employment please state whether working under : (a) Central government (d) Government undertakings (b) State Government (e) Universities (c) Autonomous Organizations					
11	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.					
12	Total emoluments per month now drawn.					
13	Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.					
14	Whether belongs to SC/ST/OBC					
15	Remarks :					

Date : _____

Signature of the candidates : _____

Countersigned : _____
(Employer)

Address : _____
