

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI-110029.**

No. F. 1-02/2025-Estt.(RCT)

Dated the:-

*17 JAN 2026*

**NOTICE**

**Subject: To depute for the Accounts Training Programme for promotion to the post of Junior Accounts Officer at the AIIMS – Inviting of Options thereof.**

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Applications are invited from Junior Administrative Officer and Senior Administrative Assistant, for deputing the suitable Junior Administrative Officer and Senior Administrative Assistant on the basis of Seniority-cum-Suitability, for training in the area of Accounts for promotion to **17 posts (13-UR, 02-SC & 02-ST) of Junior Accounts Officer.**

Options are, therefore, invited along with recent passport size photograph from Junior Administrative Officer and Senior Administrative Assistant working at the Institute, who wish to opt for the Accounts Cadre, with the following eligibility criteria:-

**(a) Grade:-**

- (i) Junior Administrative Officer in the Level-6 in the accepted 7<sup>th</sup> CPC Pay Matrix.
- (ii) Senior Administrative Assistant with at least five years of regular service in the accepted 7<sup>th</sup> CPC Pay Matrix.

**(c) Age:-** Must be below 56 years of age (i.e. on the date of commencement of the Course.)

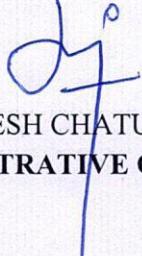
The persons who fulfill the above eligibility criteria and are selected for the Accounts Training Programme will be considered for promotion as Junior Accounts Officer subject to availability of vacancies, after their passing the examination of Accounts Training Programme and, other academic requirements during the training period.

Since the proposed module of training would be intensive and would entail a good amount of home work and professional aptitude in accounts and finance related matters, only those eligible employees who are diligent and have the aptitude for sustained work are requested to send their nomination.

The persons opting for Accounts Cadre will continue to be considered for promotion in the existing Administrative Cadre till such time they are deputed for Cash & Accounts Training Programme in ISTM. They will not be considered for promotion in the Adminstrative Cadre, once they are deputed for the said training.

The Junior Administrative Officer and Senior Administrative Assistant, who want to opt for the Accounts cadre and fulfill the requirements for training as stated above, should submit their options through proper channel to the undersigned latest by 10.02.2026 after which no application will be entertained under any circumstance.

Encl.: format of option invitation

  
(VISHWESH CHATURVEDI)  
**ADMINISTRATIVE OFFICER**

**Distribution:-**

1. All Centres / Departments / Sections / Units
2. Sr. Financial Advisor / Financial Advisor
3. All Notice Boards
4. PPS/PS to Director / ADA / CAO
5. Professor In Charge- Computer Facility- kindly upload the same on the Institute website

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

**NEW DELHI: - 110029**

**[ONLY FOR REGULAR INSTITUTE'S EMPLOYEES]**

**APPLICATION FOR THE POST OF JUNIOR ACCOUNTS OFFICER**

1	Name of the Applicant	:	
2	Complete Office Address With extension No. (in Block letters)	:	
3	Date of Birth (in Christian era)	:	
4	Whether belongs to UR/SC/ST/OBC	:	
5	Mobile No.	:	
6	E. Mail ID, if any	:	
7.	Initial Date of Joining & Post on Regular Basis at this Institute	:	
8.	Detail of post hold only on regular basis	:	
9.	Grade Pay	:	

Paste White  
back ground  
passport size  
photograph  
duly attested  
by the present  
employer

**10. Educational/Technical/Professional Qualifications:-**

Sr. No.	Educational/Technical Qualification	Year of passing	Board/University	Division	Subject
1					
2					
3					

**11. Experience**

S. No.	Name of post	Pay Matrix Level/ Grade Pay	Regular Date of Joining	Place of posting	From	To
1						
2						

Signature of the Candidate

SIGNATURE OF THE HEAD OF THE DEPARTMENT  
WITH OFFICE STAMP