



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Ansari Nagar, New Delhi-110029.**

Adv. No. F-3-04/2025-Estt.(RCT)

**VACANCY NOTICE**

Applications are invited in the prescribed proforma from suitable officers for filling up 01 post of Principal Private Secretary in Level-11 in Pay Matrix and 02 post of Private Secretary in Level-08 in Pay Matrix on deputation basis in All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029.

Name of the Post, Pay Band & Grade Pay and Essential Eligibility Criteria	Upper Age limit	Number of Posts
<b>Principal Private Secretary (PPS)</b> <b>Level-11 as per 7th CPC</b>  Officer of Central/ State Government or Central/ State Statutory/ Autonomous Bodies holding analogous posts or with at least 7 years of regular service in the post of Grade pay Rs. 4600/- or higher.	56 years	01 on deputation basis
<b>Principal Private Secretary (PS)</b> <b>Level-08 as per 7th CPC</b>  Officer of Central/ State Government or Central/ State Statutory/ Autonomous Bodies holding analogous posts or with at least 5 years of regular service in the post of Grade pay Rs. 4200/- or higher.	56 years	02 on deputation basis

**\*The number of posts is tentative and may change based on the Institute's requirements.**

**\*\* Period of deputation initially 02 years and may be extended.**

The Officers who fulfill the above qualifications/ eligibility 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-110029, so as to reach the addressee on or before 15.10.2025. The envelope containing the application(s) should be superscribed "*Application for the PPS & PS On Deputation Basis*". Application not routed through proper channel of the parent employer will not be considered.

While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Duly attested photocopies of their up to date Confidential Reports (at least for the latest 05 years) may also be 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 deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training's O.M.No.6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.

Sd/-  
**ADMINISTRATIVE OFFICER (RECTT.)**



## Annexure-I

**Application for the post of \_\_\_\_\_ (on deputation basis) at AIIMS, New Delhi.**

<b>1</b>	Name and address in BLOCK letter		Please Affix here recent passport size photograph			
<b>2</b>	Father's Name					
<b>3</b>	Date of birth (in Christian era)					
<b>4</b>	Date of retirement under Central / State Government Rules					
<b>5</b>	Educational Qualification	i)				
		ii)				
		iii)				
		iv)				
<b>6</b>	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).					
	<b>Qualifications / Experience with Designation</b>					
	<b><u>Essential</u></b>	Possessed by the Officer				
	Desirable:-					
<b>7</b>	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.					
<b>8</b>	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			Level of Pay Matrix (Scale of Pay if in pre-revised Pay-band and Grade Pay)	Nature of Duties
		Designation	From	To		

**Conti.. on -2-**



9	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent)		
10	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		
11	Additional details about present employment please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government undertaking (e) University		
12	Are you in revised scale of pay? If you, give the date from which the revision took place and also indicate the pre-revised scale.		
13	Total emoluments per month now drawn.		
14	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.		
15	Whether belongs to SC/ST/OBC (if yes, please specify)		
16	Contact Nos.	1) Office	
		2) Residence	
		3) Mobile	
		4) E-mail address	
17	If selected, specify the minimum required joining time		
			<b>Signature of the Candidate</b>
Date:		Address	
Countersigned:			
[Employer / Authorized Officer]			