

C.F.

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Ansari Nagar, New Delhi – 29.**

No.F.2-01/2018-Estt.(RCT)

Dated the:

25 July 2018

**CIRCULAR**

**Subject: Recruitment to the post of Private Secretary in the pay scale of Level 7 in Pay Matrix (pre-revised Rs. 9300-34800 + Grade Pay of Rs.4600/-) under the mode of 50% by Limited Departmental Competitive Examination at the AIIMS, New Delhi.**

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Applications alongwith recent passport size photograph are invited from amongst the departmental Personal Assistants who have put in five years of regular service in the grade on the last date of application i.e. 10.02.2018 to fill up 14 (UR-10, SC-03 and ST-01) vacant posts of Private Secretary in the pay scale of Level 7 in Pay Matrix (pre-revised Rs. 9300-34800 + Grade Pay of Rs.4600/-) under the mode of 50% by Limited Departmental Competitive Examination.

The eligible candidates will have to qualify the Shorthand Test in Hindi or English at the speed of 100 w.p.m. Final selection will be made amongst the candidates who qualify the Shorthand Test, after the evaluation of the ACRs of the last five years subject to vigilance / legal clearance and fitness for the posts.

The candidates, who are desirous to apply for the said post, may submit their application through proper channel in the enclosed format after getting their particulars verified from the concerned Establishment Section latest by **10.02.2018**

The applications received after the stipulated date and application not received through proper channel, will not be entertained.



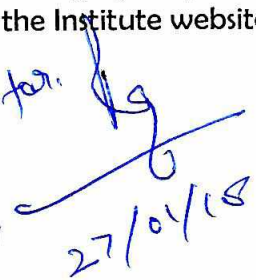
[Ealia. P.I]

**ASST. ADMINISTRATIVE OFFICER**

**Distribution:-**

- 1) All Centres / Department / Sections / Units
- 2) All the Personal Assistants
- 3) All Notice Boards of the AIIMS.
- 4) Professor-in-Charge (Computer Facility) with the request to arrange uploading of the information on the Institute website.

Mr. Sanjeev Kumar for  
N.A. RZ

  
27/07/18

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI - 29,**

APPLICATION FOR THE POST OF :

1. Name in Block Letters :
2. Father's/Husband's Name :
3. Date of Birth (in Christian era) :
4. Whether belongs to SC/ST/OBC :
5. Complete Office Address (in Block Letters) :
6. Internal Telephone No :
7. Mobile No. :
8. Educational/Technical Qualifications:

Kindly affix a recent  
passport size photograph

| Sr. No. | Educational /Technical Qualification | Year of Passing | Board / University |  |
|---------|--------------------------------------|-----------------|--------------------|--|
| 1.      |                                      |                 |                    |  |
| 2.      |                                      |                 |                    |  |
| 3.      |                                      |                 |                    |  |
| 4.      |                                      |                 |                    |  |
| 5.      |                                      |                 |                    |  |

7. Detail of Post held only on regular basis:-

| S. No. | Name of Department Section/Centre | Name of the Post Held | Date of Joining | Place of Posting |
|--------|-----------------------------------|-----------------------|-----------------|------------------|
|        |                                   |                       |                 |                  |
|        |                                   |                       |                 |                  |

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE HEAD OF THE  
DEPARTMENT WITH OFFICE STAMP

SIGNATURE OF VERIFYING OFFICER WITH STAMP  
(ESTABLISHMENT SECTION)