

C.F

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

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

Dated the: 25 JAN 2018

CIRCULAR

Subject: Recruitment to the post of Stenographer in the pay scale of Level 4 in Pay Matrix (pre-revised Rs.5200-20200 + Grade Pay of Rs.2400/-) under the mode of 33 1/3 by Limited Departmental Competitive Examination at the AIIMS, New Delhi.

Applications alongwith recent passport size photograph are invited from amongst the departmental candidates who are working as Group C employee of AIIMS on regular basis to fill 23 (UR-14, SC-06 & ST-03) vacant posts of Stenographer under the mode of Limited Departmental Competitive Examination in the pay scale of Level 4 in Pay Matrix (Pre- revised Rs. 5200-20200 + Grade Pay of Rs.2400/-.) The qualification prescribed for the post of Stenographer is as under:-

- (i) 12th class pass or equivalent qualification from a recognized Board or University.
- (ii) Skill Test Norms:-

Dictation : 10 mts @ 80 w.p.m

Transcription : 50 mts (English)/ 65 mts (Hindi)
(only on computers)

Method of Selection:

Selection of eligible candidates shall be made by a test in Stenography in the following manner:-

- (1) A stenographic test (English / Hindi)) for 10 mts @ 80 w.p.m will be conducted by an expert agency such as I.S.T.M. A transcription time of 50 mts (English) and 65 mts (Hindi) on computer may be given.
- (2) The name (s) of candidate placed in the merit list will be considered by the DPC for assessing his/her suitability to the post.

The candidates, who are desirous to apply for the said post, may submit their application through proper channel in the enclosed format alongwith the attested copies of certificates of educational qualification, experience and testimonials 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 S. P.I.]

ASST. ADMINISTRATIVE OFFICER

Distribution:-

- 1) All Centres / Department / Sections / Units
- 2) All Notice Boards of the AIIMS.
- 3) 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

27/01/18

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)