

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi - 29.

No.F.4-8/2018- Estt. (RCT)

Dated the:

OFFICE MEMORANDUM

Subject: Draft Seniority List of posts in the SECRETARIAL CADRE at the AIIMS, New Delhi.

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A draft seniority list of the posts in the Secretarial Cadre at the Institute is forwarded herewith for circulation amongst the concerned staff. Their objections, if any, concerning to the seniority, may be forwarded to the Establishment Section (Recruitment Cell) within 30 days from the date of issue of this Office Memorandum:-

- 1) Principal Private Secretary
- 2) Personal Assistant
- 3) Stenographer

The seniority list for the post of Private Secretary will be issued separately.

The draft seniority list is also available on the Institute Website www.aiims.edu under the head Notices.

It is, therefore, requested that the aforesaid draft seniority list may be brought to the notice of concerned staff working under them and error / omission / objection may also be routed through the Head of the Department/Section in-Charge to the Recruitment Cell duly verified by the concerned Establishment Section.


27/3/18
[Pallav Kumar Chitnej]
ADMINISTRATIVE OFFICER

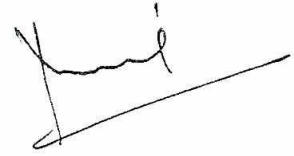
Distribution:-

- 1) All Chief of Centres/Head of the Departments/Units/Sections
- 2) All Administrative Officer
- 3) All Asstt. Administrative Officer
- 4) The Professor-in-Charge, CRHS Project, Ballabgarh.
- 5) Prof. In-charge, Computer Facility :- with the request to upload the seniority list on the website.

Sh. Sanjeev Kumar for N.A Please.
28/03/18

DRAFT SENIORITY LIST OF PRINCIPAL PRIVATE SECRETARY AT THE AIIMS

Sl.No.	Employee Name	Category	DOB	DOJ	Educational Qualification	Present Posting
1	Ajay Kumar	SC	13/10/1965	23/06/2011	B.A.	On Deputation
2	V. Ravindran	Gen.	02/12/1958	04/10/2012	B.Com.	CDER
3	Raju Tandon	Gen.	17/10/1962	16/9/15 (A.N)	Higher Secondary	Director Office
4	Ashwani Kumar	Gen.	18/10/1958	01.12.2015	B.A.	Physiology

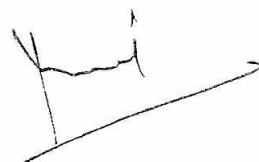


DRAFT SENIORITY LIST OF PERSONAL ASSISTANT AT THE AHMS

Sl. No.	Employee Name	Category	DOB	DOJ	Educational Qualification	Present Posting
1	Mohinder Pal Singh	Gen.	23/10/1958	29/12/1999	B.A.	NDDTC
2	Seema Dhawan	Gen.	03/11/1968	06/03/2002	B.A.	Vigilance Cell
3	Jessy Robin	Gen.	10/02/1968	13/11/2001	12th	ENT
4	S.K. Jain	Gen.	15/01/1959	12/01/2002	Inter	C.N. Centre
5	Meena Bhatia	Gen.	15/02/1962	13/11/2001	12th	Anatomy
6	Naveen Chopra	Gen.	29/08/1971	13/11/2001	B.Com.	Finance Division
7	Bimla Rani	Gen.	01/09/1959	17/11/2001	B.A.	C.N. Centre
8	Usha Arora (nee Rani)	Gen.	18/04/1969	13/11/2001	B.A.	Medicine
9	P.K. Nair	Gen.	07/04/1961	13/11/2001	Matric	Academic Section
10	C.K. Khurana	Gen.	08/03/1959	13/11/2001	B.A.	C.N. Centre
11	Rekha Goswami	Gen.	15/12/1960	19/11/2001	Hr.Sec.	CCM
12	Ashok Kumar	SC	16/03/1967	13/11/2001	B.A.	Examination Section
13	Parmeshwari	SC	02/02/1964	15/11/2001	12th	Microbiology
14	Bimla Kalra (nee Rani)	Gen.	21/07/1970	07/03/2003	12th	Pathology
15	Ashok Kumar	SC	19/04/1966	24/03/2005	Matric	Nephrology
16	Kiran Pathak	Gen.	30/06/1962	13/03/2008	B.A.	Biophysics
17	Vijay Verma	Gen.	08/11/1967	12/03/2008	B.A.	Nuclear Medicine
18	Rajni	Gen.	07/02/1968	12/03/2008	B.A.	Gynae
19	Aleyamma George	Gen.	28/07/1961	12/03/2008	Pre-B.Sc.	Dr. R.P. Centre
20	Suman Bala (Bhatia)	Gen.	10/04/1959	16/03/2010	10th	NDDTC
21	Rita Luthra (nee Malhotra)	Gen.	13/11/1965	16/03/2010	12th	C.N. Centre
22	Krishan Kumar Arora	Gen.	01/04/1959	16/03/2010	Higher Secondary	Pathology
23	Sarojini M.S. (Raju)	Gen.	15/03/1960	16/03/2010	SSLC	Gastroenterology & HNU
24	Premwati	SC	22/03/1962	16/03/2010	Inter	Physiology
25	Lazaras (nee Mukesh Kumar)	SC	05/07/1967	16/03/2010	Inter	Office of Dy. Secretary
26	Sohinder Kaur	SC	06/05/1964	16/03/2010	B.A.	Physiology
27	Sanjay Kumar	Gen.	02/01/1973	24/08/2012	B.A., M.A. (Public Administration), M.Phil. (Public Administration)	Endocrinology & Metabolism
28	Kuber Singh Routeala	Gen.	20/09/1972	24/08/2012	B.A.	Gastroenterology & HNU
29	Veena Kaintura	Gen.	20/12/1977	24/08/2012	B. Com.	Endocrinology & Metabolism
30	Tara Rawat (nee Bisht)	Gen.	29/08/1979	24/08/2012	12 th B.Com. (P)	C.N. Centre
31	Rajeev Gosain	OBC	28/08/1975	24/08/2012	12 th B.A	Surgery
32	Sumant Pal Singh	SC	06/05/1962	24/07/2013	B.A.	Dr. R.P. Centre
33	Harbans Kaur	Gen.	07/09/1961	24/07/2013	Higher Secondary	Dr. R.P. Centre
34	Ram Teerath	SC	08/09/1970	24/07/2013	12th	Urology

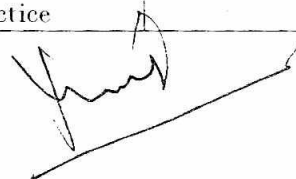


Sl. No.	Employee Name	Category	DOB	DOJ	Educational Qualification	Present Posting
35	Asha Sharma (nee Smt. Sunita Bhardwaj)	Gen.	22/08/1960	03/01/2014	B.Com.	Microbiology
36	Pushpa (Maithani)	Gen.	01/05/1980	30/12/2015	B.A.	DR. BRAIRCH

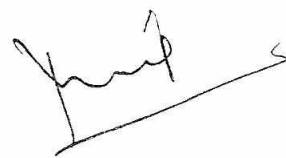


DRAFT SENIORITY LIST OF STENOGRAPHER AT THE AIIMS

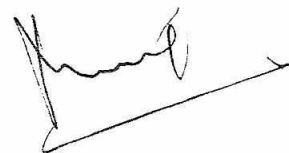
Sl. No.	Employee Name	Category	DOB	DOJ	Educational Qualification	Present Posting
1.	Harvinder Pal Singh	Gen.	22/09/1958	20/07/1990	B.A.	C.N. Centre
2.	Nand Kumari Gupta	Gen.	16/01/1959	31/12/1990	B.A.	Nuclear Medicine
3.	Prem Lata	Gen.	01/04/1960	18/01/1991	Hr. Secondary	Hospital
4.	Shyam Bala	Gen.	21/08/1961	05/01/1991	B.A.	JPNATC
5.	Geetha Gopi (Nee Devi Pillai)	Gen.	13/02/1961	03/04/1995	SSLC	Obstetrics & Gynaecology
6.	Vandana Kohli (Juneja)	Gen.	19/10/1973	03/04/1995	B.Com	Gynaecology / Microbiology
7.	Neeraj Kohli	Gen.	03/09/1967	08/07/1996	12th	M.S. Office
8.	Sunita Kalra	Gen.	15/09/1970	08/09/1996	12 th 1 Yr. Steno Course	Radio-diagnosis
9.	Varinder Kalra	Gen.	18/12/1964	22/08/1996	B.Com. 1 Yr. Steno Course	Microbiology
10.	Dharam Pal	OBC	12/04/1965	16/08/1996	B.Com.1 Yr. Steno Course	President's Office
11.	Alka Madan (nee Khanna)	Gen.	26/08/1969	05/01/1997	B.Com. 1 Yr. Steno Course	C.N. Centre
12.	Savita Ahuja	Gen.	15/06/1969	23/10/1998	12 th , 1 Yr. Steno Course	Anaesthesiology
13.	Kavita Aery	Gen.	18/08/1971	23/10/1998	12th in Steno (hindi), Diploma in Hindi	Examination Section
14.	Sobhana A.S.	Gen.	04/10/1965	23/10/1998	Pre Degree , B.A., Steno Course	C.N. Centre
15.	Mamta Sharma (nee Rani)	Gen.	14/12/1965	23/10/1998	B.Com. Pass	Urology
16.	Yogita Arora (nee Hasija)	Gen.	08/01/1978	26/08/1999	B.A., Sect. Course	Dr. R.P. Centre
17.	Pradeep Kumar Singh	Gen.	21/11/1973	23/08/1999	B.A.	Medicine
18.	K. Kamala (Nagarajan)	Gen.	12/03/1972	20/08/1999	12th	Microbiology
19.	Gigi Joy (nee Paul)	Gen.	30/05/1972	20/08/1999	Pre Degree	C.N. Centre
20.	Yogmaya Sharma	Gen.	28/01/1965	27/08/1999	B.A.	Computer Facility
21.	Mahendra Kumar	Gen.	19/05/1964	28/08/1999	12th	M.S. Office
22.	Raj Kumar	Gen.	20/02/1970	24/08/1999	B.A., M.A. (Public Admn.)	Dr. R.P. Centre
23.	Sunil Kumar	SC	24/06/1972	24/09/1999	B.A., Hindi Stenography	CIMR (Yoga Centre)
24.	Santosh Chopra	Gen.	01/06/1971	03/10/2000	B.A., Dip. in Secretarial Practice	Biotechnology



Sl. No.	Employee Name	Category	DOB	DOJ	Educational Qualification	Present Posting
25.	Kamal	Gen.	27/07/1975	03/10/2000	B.A. /PG Dip. in Business Management	C.N. Centre
26.	Mritunjay Parida	OBC	24/04/1974	03/10/2000	B.A.	Academic Section
27.	Puja Taneja	Gen.	28/12/1975	03/10/2000	B.A.	Laboratory Medicine
28.	Prakash Chandra Kandpal	Gen.	30/06/1971	03/10/2000	B.A.	Medicine
29.	Chiter Rekha Pandey	Gen.	20/06/1971	03/10/2000	B.Com.	Finance Division
30.	Rajeev Kumar Thakur	Gen.	29/04/1971	20/02/2000	B.A.	Hospital
31.	Anjana Mankotia	Gen.	01/05/1970	31/05/2001	B.A.	C.N. Centre
32.	Vijaya Raj P.V.	OBC	05/10/1970	06/04/2001	SSLC, Certificate Hindi Shorthand Examination on computer from Deptt. of Official Language, M.A. (Pub. Admn.)	C.N. Centre
33.	Dharmender Kumar	SC	13/11/1972	31/05/2001	B.Com.	Biochemistry
34.	Joginder Singh	OBC	15/08/1973	31/05/2001	M.A.	DR. BRAIRCH
35.	Alexy Xavier (Babu)	OBC	30/05/1976	31/05/2001	B.Com.	Dermatology & Venerology
36.	Kanta Kadyan (nee Dagar)	OBC	08/07/1974	06/01/2001	B.A., One year Diploma from ITI Stenography (Eng.)	Anatomy
37.	Madhu Naithani	Gen.	07/03/1971	04/12/2001	B.A.	Obstetrics & Gynaecology
38.	Rajinder Singh Bhoj	Gen.	18/03/1975	17/01/2003	12th	Sr. F.A. Office
39.	Harish Kumar	Gen.	06/06/1971	09/01/2003	B.A.	Dermatology & Venerology
40.	Suman Rawat	Gen.	19/03/1969	16/01/2003	B.Com.	Surgery
41.	Veena Chandola	Gen.	18/07/1974	09/01/2003	B.A.	Engineering Service Department
42.	Deepika Mehra (Saluja)	Gen.	01/04/1977	17/01/2003	B.Com., Secretarial Practice, PGDCA	Orthopaedics (F.N.) / Surgery (A.N.)
43.	N. Veena	Gen.	03/07/74	01/09/2003	12th	Centre for Community Medicine



Sl. No.	Employee Name	Category	DOB	DOJ	Educational Qualification	Present Posting
44.	Sapna Gulati (nee Razdan)	Gen.	27/06/1977	13/01/2003	B.A. (Pass)	Obstetrics & Gynaecology
45.	Renu	OBC	30/06/1973	30/01/2003	B.A.	Engineering Service Department
46.	Poonam	SC	17/01/1979	27/01/2003	B.A.	Anaesthesiology
47.	Amrita Sachdeva (nee Malhi)	Gen.	11/12/1976	27/06/2003	12th	Biochemistry
48.	Sunil Babu	OBC	07/02/1980	05/07/2003	B.A.	Transplant Immunology
49.	Shakuntala	OBC	20/10/1976	05/07/2003	12th	Chief Procurement Officer
50.	Harinder Kumar	Gen.	20/07/1974	05/07/2003	B.A.	Haematology
51.	Geeta Sharma (nee Baluni)	Gen.	05/01/1980	05/07/2003	B.A.	Obstetrics & Gynaecology / Microbiology
52.	Kanchan Singh	Gen.	17/04/1967	05/07/2003	B.Com.	Academic Section
53.	Rachna Chopra (nee Miss Rachna)	OBC	26/09/1980	05/07/2003	B.Com., Dip. in Computer Application	Recruitment Cell
54.	Tushar Sharma	Gen.	27/03/1970	05/07/2003	B.Com.	Emergency Medicine
55.	Bharti Kharbanda	Gen.	12/05/1975	05/07/2003	B.Com.	Medicine / Anaesthesiology
56.	Shashi Prabha Titoria	SC	04/07/1976	11/02/2005	B.Com	Pharmacology
57.	Kanchan Yadav	OBC	21/07/1978	10/06/2005	B. Com., Certificate in Shorthand	Establishment Section
58.	Manjula Jajoria	SC	15/08/1971	10/10/2005	B.Com., Certificate in Shorthand	Geriatric Medicine
59.	Manoj Kumar	OBC	01/10/1981	26/12/2006	B.A., Secretarial Practice / PA / PS	Anaesthesiology
60.	Vinay Kumar	OBC	09/09/1978	21/12/2006	B.A.	Radio-Diagnosis
61.	Vasudha Hans (Rajpal)	Gen.	19/09/1974	08/12/2006	12th	Dr. R. P. Centre
62.	Satya Prakash Dwivedi	Gen.	13/02/1978	08/12/2006	B.A.	General Section
63.	Bharti Verma	OBC	17/04/1980	16/01/2007	B.A., Stenography (English) ITI	Under Posting
64.	Pratibha Tahim	OBC	24/01/1981	21/12/2006	B.Com., Trade	NMR



Sl. No.	Employee Name	Category	DOB	DOJ	Educational Qualification	Present Posting
					Test in Stenography	
65.	Amit	Gen.	24/04/1968	12/06/2007	B.A.	Research Section
66.	Bhupender Kumar	SC	28/04/1987	13/04/2010	12th	PMR
67.	Om Prakash Naiyar	OBC	11/01/1978	26/04/2010	B.A. (Provisional), Diploma in computer Application Grade 'A'	Co-ordination Cell
68.	Ummikrishan Verma	Gen.	22/05/1969	25/06/2014	SSLC	JPNATC
69.	Meenu Volhra	Gen.	23/12/1969	25/06/2014	B.A (P)	Pharmacology
70.	Sree Devi	Gen.	15/03/1971	25/06/2014	12 th Pass	Examination Section
71.	Deepak Panjanani	Gen.	10/03/1973	25/06/2014	12 th Pass	CNC
72.	Manju Sidhu	Gen.	25/04/1975	25/06/2014	B.Com (Pass)	CCM
73.	Ganga Rawat	Gen.	16/06/1975	25/06/2014	12 th Pass	Pediatrics
74.	Deepali (Chug)	Gen.	17/10/1975	25/06/2014	M.Com, National trade Certificate	Physiology
75.	Geeta Kumari	Gen.	10/01/1976	25/06/2014	12 th Pass	Academic Section
76.	Shambhu Saran Singh	Gen.	09/06/1976	25/06/2014	B.A Pass	CNC
77.	Anil Bhutani	Gen.	14/06/1977	25/06/2014	B.Com	Security Office (DO)
78.	Deepa Rawat	Gen.	27/09/1978	25/06/2014	12 th Pass	Radio-Diagnosis
79.	Ritu Kalra	Gen.	14/04/1979	25/06/2014	B.A, B. Lib	CNC
80.	Pushpa (Raghav)	Gen.	24/01/1976	26/06/2014	B.A (vocational studies)	Obst. & Gynae.
81.	Ravi Ranjan Chauhan	Gen.	09/01/1974	27/06/2014	12 th Pass	Burns & Plastic Surgery

