

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

1 DEC 2016

No.F.2-31/2016-Estt.(RCT)

Dated the:

CIRCULAR

1 DEC 2016

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

Applications alongwith recent passport size photograph are invited from amongst the departmental Personal Assistants who have put in five years of regular service on the last date of application i.e. 15.12.2016 in the grade to fill 14 (UR-10, SC-03 and ST-01) vacant posts of Private Secretary in the pay scale of 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.


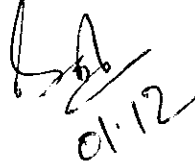
The candidates, who are desirous to apply for the said post, may submit their application through proper channel in the enclosed format after getting their particulars verified from the concerned Establishment Section latest by **15.12.2016**

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


[MANOJ KUMAR JHA]
SR.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.

P.T.O

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:

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)