

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

**Ansari Nagar, New Delhi – 29.**

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

Dated the:

1 DEC 2016

**CIRCULAR**

**Subject: Recruitment to the post of Personal Assistant in the pay scale of Rs. 9300-34800 + Grade Pay of Rs.4200/- 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 Stenographers who have put in three years of regular service on the last date of application i.e. 15.12.2016 in the grade to fill 12 (UR-09, SC-01 and ST-02) vacant posts of Personal Assistant in the pay scale of Rs. 9300-34800 + Grade Pay of Rs.4200/- , under the mode of 50% by Limited Departmental Competitive Examination.

**Method of Selection:-**

1. The selection will be made by holding a stenographic test and evaluation of ACRs with the following weightage:-  
75% : for Stenographic Test.  
5% : For higher qualification (5 marks to those possessing a Degree and above. 2 marks for those possessing 12<sup>th</sup> class or equivalent or a Diploma in Secretarial Practice or equivalent)  
20% : for ACRs.
2. The test in shorthand @ 120 w.p.m for 7 minutes with a transcription time of 45 minutes / 60 minutes for English / Hindi respectively shall be held by or under the supervision of an expert agency such as I.S.T.M.
3. A list containing names of qualified candidates, equivalent to the number of vacancies, shall be prepared in the order of merit based on the total marks obtained in the test, for the qualifications and for ACRs as above 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**.

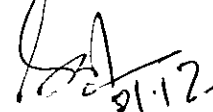
The applications received after the stipulated date and application not received through proper channel, will not be entertained.

  
**[MANOJ KUMAR JHA]**  
**SR.ADMINISTRATIVE OFFICER**

**Distribution:-**

- 1) All Centres / Department / Sections / Units
- 2) All Stenographers
- 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 Sanjay

  
21.12.

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)