

# ADMINISTRATION-SECRETARIAL

## 28.1 STENOGRAPHER

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post <b>Stenographer</b>				
2	Number of Posts	127 posts	88 posts	18 posts	
3	Classification	Group – C	Group ‘C’	Group ‘C’	Group – ‘C’
4	Pay Band and Grade Pay	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400	PB-1, Rs.5200-20200 Grade Pay Rs. 2400	PB1 Rs.5200-20200 GP Rs.2400	Pay Band: 1 (Rs. 5200 – 20200) Grade Pay: Rs. 2400
5	Method of Recruitment	i)33 1/3% = By limited departmental competitive examination ii)66 2/3% = By Direct Recruitment (through Staff Selection Commission)	i)1/3 <sup>rd</sup> by Limited Departmental Competitive Examinations ii)2/3 <sup>rd</sup> by Direct Recruitment	By Direct Recruitment	i)33 1/3% = By limited departmental competitive examination* ii)66 2/3% = By Direct Recruitment (preferably through Staff Selection Commission) *Selection of eligible candidates shall be made by a test in Stenography in the following manner: i)A stenographic test (English/ Hindi) for 10 mts @ 80 w.p.m. will be conducted by an expert agency such as Institute of Secretariat & Training & Management. A transcription time of 50 mts (English) and 65mts (Hindi) on computer may be given. ii) The candidate (s) placed on the merit list should also be cleared by the DPC concerned before he/she is appointed to the post.

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		AIIMS	PGIMER	JIPMER	
6	Age limit for Direct Recruits	Between 18 and 30 years (Relaxable for the AIIMS employees upto 40 years)	18-30 years (relaxable for employees of PGIMER upto 40 years)	27 Years	<b>For Direct Recruits:</b> Between 18 – 27 years (relaxable for employees of the Institute upto 40 yrs)
7	Educational and other qualification required for Direct Recruits	i) Matriculation or equivalent ii) A speed of 80 w.p.m. in Stenography (English or Hindi)	i) 12 <sup>th</sup> class pass or equivalent qualification from a recognized Board or University. ii) Dictation at the speed of 80 w.p.m. in Stenography (English or Hindi) with transcription time of 50 minutes (English) or 65 minutes (Hindi) on computer.	i) 12th class pass or equivalent from a recognized Board or University. ii) Skill Test Norms Dictation: 10 mts @ 80 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (On Manual typewriter) or 50 mts. (Eng.) 65 mts (Hindi) (On Computer).	<b>For Direct Recruits:</b> i) 12th Class pass or equivalent qualification from a recognized Board or University. ii) Skill Test norms: -Dictation – 10 mins @ 80 wpm -Transcription – 50 mins (English), 65 mins (Hindi) on a Computer <b>For Limited Departmental Competitive Examination (LDCE)</b> for 33 1/3 % of vacancies. <b>i) Eligibility</b> All Group ‘C’ employees who possess the following: a) 12 <sup>th</sup> Class pass or equivalent qualification from a recognized Board or University. i) Skill Test norms: -Dictation – 10 mins @ 80 wpm -Transcription – 50 mins (English), 65 mins (Hindi) on a Computer i) Excellent command over English and Hindi (Written and Spoken) ii) Skill Test to assess the soft skills of the candidate
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not Applicable	Not Applicable.	Not Applicable	Not Applicable
9b	Grades from which promotion is to be made and eligibility	<p><b>Limited departmental-competitive</b> examination for 33 1/3% of vacancies</p> <p><b>I. Eligibility</b> All group 'C &amp; 'D' employees of AIIMS possessing the following: (a) Matriculation or equivalents (b) Speed of 80 w.p.m. in Shorthand (English/ Hindi)</p> <p><b>II. Method of Selection</b> Selection of eligible candidates shall be made by a test in Stenography in the following manners i) A Stenographic test (English /Hindi) with 80 w.p.m. for 10 minutes will be conducted by an expert agency such as Institute of Secretariat &amp; Training &amp; Management, A transcription time of 65 minutes for English and 75 minutes for Hindi may be given. ii) The candidate(s) placed on the merit list should also, fee cleared by the DPC concerned before he/she is appointed to the post.</p>	<p>Limited Departmental Competitive Examination for 1/3<sup>rd</sup> or vacancies:- <b>ELIGIBILITY:</b> Group 'C' and 'D' employees of PGIMER possessing the following: - i) 12<sup>th</sup> Class pass or equivalent qualification from a recognized Board or University; ii) Dictation at the speed of 80 w.p.m. in Stenography (English or Hindi) with transcription time of 50 minutes (English) or 65 minutes (Hindi) on computer. <b>METHOD OF SELECTION:</b> Selection of eligible candidates shall be made by test in Stenography in the following manner:- i) Stenography test (English/Hindi) with 80 w.p.m. for 10 minutes will be conducted by the Institute with transcription at 15.w.p.m. ii) Candidate(s) placed on merit shall be appointed subject to clearance by the DPC.</p>	Not Applicable	Not Applicable
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of	Not Applicable	Not Applicable	Not Applicable	Not Applicable

S No.	Description	"As is" Recruitment Rules				Recommendation of Coordination Committee	
		AIIMS		PGIMER	JIPMER		
	promotees						
10	If a DPC exists, what is its composition	1. Dy. Director (Admn)/ Chief Admin. Officer	Chairman	Not Applicable	1. Medical Supdt.	Chairperson	Not Applicable
		2.F.A./Chief Accounts Officer	Member		2.Sr. Professor	Member	
		3. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		3. Professor	Member	
		4. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		4. DDA/Sr. A.O.	Member	
		5. Admin. Officer (D.O.)	Member Secretary				

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable	Not Applicable	Not Applicable
12	Period of probation, if any	2 years	Two years	Two Years	Direct Recruitment: 2 Years
13	Brief nature of the Job				

## 28.2 PERSONAL ASSISTANT /STENOGRAPHER Gr.-I

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	PERSONAL ASSISTANT	PERSONAL ASSISTANT	STENOGRAPHER Gr. -I	PERSONAL ASSISTANT
2	Number of Posts	70 posts	44 posts	18 posts	
3	Classification	Group 'B'	Group 'B'	Group 'B'	Group – 'B'
4	Pay Band and Grade Pay	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200	PB-2, Rs.9300-34800 Grade Pay Rs. 4200	PB2 Rs.9300-34800 GP Rs.4200/-	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4200
5	Method of Recruitment	50% : By a LDCE, failing which by Promotion 50% By Promotion	50% by Limited Departmental Competitive Examinations. 50% by promotion	By Promotion	by Promotion i)50% By Seniority ii)50% By Limited Departmental Competitive Examination
6	Age limit for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Promotion for 50% of vacancies Seniority - cum – fitness	Promotion for 50% vacancies: Seniority-cum-fitness	Non Selection	Selection – Merit cum Seniority

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9b	Grades from which promotion is to be made and eligibility	<p>Stenographers with 5 years of regular service in the grade, and qualifying a Departmental Test for a speed of 100 w.p.m. in Stenography(English/ Hindi )</p> <p><b>Limited Departmental Competitive Examination for 50% of vacancies.</b> All Stenographers of AIIMS with 3 years of regular service in the grade.</p> <p>Method of Selection</p> <p>i)The select list of the eligible candidates shall be prepared by holding a stenographic test and evaluation of ACRs with the following weight ages</p> <p>a)75% : For Stenographic test.</p> <p>b)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.</p> <p>a)20% :For ACRs.</p> <p>i)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,</p> <p>ii)A select list containing names of successful candidates, equivalent to the number of vacancies, shall be prepared in the order of merit</p>	<p><b>ELIGIBILITY:</b> Stenographers with 5 years of regular service in the grade and qualifying a departmental test in shorthand at a speed of 120 W.P.M. in Stenography (English/Hindi).</p> <p><b>Limited Departmental Competitive Examinations For 50% Of Vacancies:</b></p> <p>i) Stenographers of PGIMER with 3 years of regular service in the grade. Test in Shorthand (English/Hindi) at a speed of 120 W.P.M. for 7 minutes with transcription.</p> <p>ii)A select list containing the names of successful candidates, equivalent to the number of vacancies, shall be prepared in order of merit based on the total marks obtaining in the test.</p> <p>iii) The candidates placed on the merit list shall be appointed to the post subject to the clearance by DPC.</p> <p><b>NOTE:</b> The merit list once drawn up is only valid for that occasion in other words for vacancies arising in subsequent year a separate examination will be held.</p>	<p>Promotion from Stenographer Gr-II with ten years regular service in the grade.</p>	<p><b>Promotion</b>  <b>Grade:</b> Stenographer  <b>Eligibility:</b></p> <ol style="list-style-type: none"> <li>10 years' of regular service in the grade and possessing a speed of 100 words per minute in Stenography</li> <li>Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</li> </ol> <p><b>Limited Departmental Competitive Exam</b>  <b>Grade:</b> Stenographer  <b>Eligibility:</b></p> <p>5 years' of regular service in the grade and possessing a speed of 100 words per minute in Stenography +pass in internal exam to assess Soft Skills and Behavioural Skills of the candidate.  <b>Benchmark:</b> The minimum assessment of ACRs – Very Good</p>

S No.	Description	“As is” Recruitment Rules				Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER		
		based on the total marks obtained in the test, for the qualifications and for ACRs as above. <b>Note:</b> The merit list once drawn up is valid only for that occasion. In other words for vacancies arising for subsequent years a separate examination will be held.				
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; however, the provisions of column 9 (b) shall be followed	Not Applicable	Not Applicable		Not Applicable
10	If a DPC exists, what is its composition	1. Dy. Director (Admn) / Chief Admin. Officer	Chairman		1. Medical Supdt.	Chairperson
		2. F.A./Chief Accounts Officer	Member		2. Sr. Professor	Member
		3. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		3. Professor	Member
		4. One Representative of	Member		4. DDA/Sr. A.O.	Member



S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.			
		5. Admin. Officer (D.O.)	Member Secretary	Not Applicable	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable		Not Applicable	Not Applicable
12	Period of probation, if any	Nil	Nil	Not Applicable	Promotion: 2 Years
13	Brief nature of the Job				

### 28.3 PRIVATE SECRETARY

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post <b>PRIVATE SECRETARY</b>				<b>PRIVATE SECRETARY</b>
2	Number of Posts	44 posts	28 posts	9 posts	
3	Classification	Group – B	Group ‘B’	Group ‘B’	Group – B
4	Pay Band and Grade Pay	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600	PB-2, Rs.9300-34800 Grade Pay Rs. 4600	PB2 Rs.9300-34800 GP Rs.4600/-	Pay Band: 2 (Rs. 9300 – 34800) Grade Pay: Rs. 4600
5	Method of Recruitment	50% by Promotion 50% by Departmental Competitive Examination	50% by promotion 50% by Departmental Competitive Examination.	By Promotion.	100% by Promotion
6	Age limit for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Not Applicable	Not Applicable	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., ‘non selection’, or by ‘Merit-cum-seniority’ i.e., ‘selection’	Seniority-cum-fitness	Seniority cum fitness	Non Selection	Selection – Merit cum Seniority

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee	
		AIIMS	PGIMER	JIPMER		
9b	Grades from which promotion is to be made and eligibility	Personal Assistants with 8 years of regular service in the grade.	Personal Assistants with 8 years of regular service in the grade.	Promotion from Stenographer Gr-I with five years regular service in the grade.	<b>Grade:</b> Personal Assistant <b>Eligibility:</b> (i) 5 years of regular service in the grade (ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, ‘in-service’ or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion <b>Benchmark:</b> The minimum assessment of ACRs – Very Good	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable <b>Departmental Competitive Examination</b> <b>Eligibility:</b> All P.As. with 5 years of regular service in the grade. <b>Examination</b> Part I: A qualifying shorthand test in Hindi or in English at 100 w.p.m. Part II: Evaluation of ACRs of candidates who obtain such minimum qualifying marks in the written examination as may be fixed, for 20% of total marks.	Not Applicable Further the provisions of column 9(b) shall be followed.	Not Applicable	Not Applicable	
10	If a DPC exists, what is its composition	1. Dean/Chief of a Centre/ M.S.(to be nominated by the	Chairman	Not Applicable	1. Medical Supdt. Chairperson	Not Applicable

S No.	Description	“As is” Recruitment Rules				Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER		
		Director)				
		2. Dy- Director (Admn.)	Member		2.Sr. Professor	Member
		3.One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		3. Professor	Member
		4. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		4. DDA/Sr. Admn. Officer -	Member
		5. Chief Admin. Officer/ Sr. Administrative Officer	Member			
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable		Not Applicable	Not Applicable	Not Applicable
12	Period of probation, if any	Two years		Two years	Two Years	Nil

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
13	Brief nature of the Job				

#### 28.4 PRINCIPAL PRIVATE SECRETARY

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post <b>PRINCIPAL PRIVATE SECRETARY</b>				<b>PRINCIPAL PRIVATE SECRETARY</b>
2	Number of Posts	8 posts	7 posts	No Post *	
3	Classification	Group – ‘A’	Group ‘A’		Group – ‘A’
4	Pay Band and Grade Pay	Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600	PayBand:3(Rs.15600–39100) Grade Pay: Rs. 6600		Pay Band: 3 (Rs. 15600 – 39100) Grade Pay: Rs. 6600
5	Method of Recruitment	100% by Promotion	100% by promotion		100% by Promotion
6	Age limit for Direct Recruits	Not Applicable	Not Applicable		Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Not Applicable		Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS Pension Rules, 1972	Not Applicable	Not Applicable		Not Applicable

S No.	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable		Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority	Merit cum seniority.		Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Private Secretaries with 8 years of regular service in the grade (including service in the erstwhile grade of Sr. P.A.)	Private Secretaries with 8 years of regular service in the grade.		<b>Grade:</b> Private Secretary <b>Eligibility:</b> 1. 7 years of regular service in the grade 2. Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion <b>Benchmark:</b> The minimum assessment of ACRs – Very Good
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable		Not Applicable
10	If a DPC exists, what is its composition	1. Director	Chairman	Not Applicable	Not Applicable
		2. Dean	Member		
		3. Chief of a Centre to be nominated by the	Member		

S No.	Description	"As is" Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
		Director			
		4. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		5. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		6. Deputy Director (Admn.)	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable		Not Applicable
12	Period of probation, if any	2 years	Two years		Promotion: 2 Years
13	Brief nature of the Job				

**NOTE:** During the discussions in the Coordination Committee , it was decided that at least two Post of Principal Private Secretary in PB-3 with GP of Rs. 6600/ - may be created for JIPMER for managing the Officers of Director, JIPMER and Director (RCC ) , in JIPMER , PUDUCHERRY.