



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110 608.

VACANCY NOTICE

Applications are invited in the prescribed proforma for filling up the following posts at this Institute ON DIRECT RECRUITMENT BASIS with the following prescribed criteria:-

| Sr. No. | Name of the Post, Pay Band & Grade Pay and Essential eligibility criteria | Upper Age Limit | Number of Post (s)* |
|---------|--|-----------------|---------------------|
| 1. | Publication Assistant (Hindi and English) : (PB-2 Rs.9300-34800 + Grade Pay of Rs.4200) Essential: A Bachelor's Degree from a recognized University. Postgraduate Diploma in Journalism/Public Relations from a recognized Institution. Proficiency in the concerned Language. Desirable: Atleast 2 years experience in editorial work and print production in English Working knowledge of Computer. | 35 years | 02 (UR) |

**The number of posts is tentative and may change based on the Institute's requirements.*

General Conditions

1. The application in the prescribed proforma on a good quality A4 size paper may be sent to the Sr. Administrative Officer, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110608. Envelope containing the application must be superscribed in bold letters as "Application for the post of _____" along with the "Category_____ (SC/ST/OBC/Gen.)" to which the candidate belongs.
2. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects. OBC candidate's eligibility will be based on Castes borne in the central list of Govt. of India.
3. Incomplete applications will be rejected and applications received after the due date will not be entertained.
4. The separate application form duly completed in all respect may be submitted for the separate post (s) in case candidates apply for more than one post.
5. If any candidate is found canvassing for his/her selection, he/she will be disqualified for being called for interview/being selected.
6. Attested Copies for Birth, Caste, Educational/Technical Qualification and Experience Certificates must be attached with the application.
7. **Fee:** Rs.500/- (Rupees Five Hundred only) for General and OBC candidates
Rs.100/- (Rupees One Hundred only) for SC/ST candidates
Physically Handicapped candidates } Exempted
Bank Draft in favour of Director,
} AIIMS payable at Delhi/New Delhi
8. Upper age limit is relaxable by 5 years for SC/ST candidates & Government Servants, 3 years for OBC and 10 years for the Physically Handicapped Persons. **The upper age limit shall be determined as on the last date of receipt of applications.**
9. The posts carry usual allowances as admissible to Central Government Servants of similar status stationed at Delhi/New Delhi.
10. The applications are invited in prescribed proforma at Annexure-I. Application received in the prescribed proforma downloaded from the Institute website [Annexure-I] on A4 size good quality paper will be accepted/entertained and application received in any other format or size will not be accepted.

The last date for receipt of applications is 30 days from the date of publication of this advertisement in the Employment News.

SENIOR ADMINISTRATIVE OFFICER (RECTT.)

Annexure-I/अनुलग्नक-I

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| 12. | राष्ट्रीयता/Nationality | | | | | | |
| 13. | आप किस राज्य से संबंधित हैं/ State to which you belong | | | | | | |
| 14. | शैक्षिक व तकनीकी योग्यता की विस्तृत जानकारी(दसवीं/बारहवीं से) / Details of Educational and Technical Qualifications (from matriculations/SSLC/SSC onwards) | | | | | | |
| | उत्तीर्ण परीक्षा Examination Passed | बोर्ड/विश्वविद्यालय/संस्थान/ परीक्षा परिषद Board/University/ Institution/ Council of Examination | उत्तीर्ण होने का माह एवं वर्ष Month & Year of Passing | प्रयासों की संख्या (केवल चिकित्सक एवं वैज्ञानिक पदों हेतु मान्य) No. of attempts made (Applicable only for Medical & Scientific posts) | श्रेणी/ वर्ग Division/ Class/ Grade | विषय /Subject | |
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| 15. | आप कहाँ कार्यरत हैं ? विवरण दें /Where have you been employed? Give particulars below :- | | | | | | |
| | संस्था का नाम / Names of the Organization | सेवा अवधि / Period of Service से From | तक To | पदनाम/ Designation | कार्य का स्वरूप / Nature of Duties Performed | कुल मासिक वेतन /Total Monthly Emoluments | सेवा छोड़ने का कारण /Reason for Leaving Services |
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| 16. | यदि चयनित हुए तो पदभार ग्रहण करने हेतु न्यूनतम आवश्यक समयसीमा/ If selected, specify the minimum required joining time | | | | | | |
| 17. | भुगतान आदेश/डिमांड ड्राफ्ट का विवरण Details of Pay Order/Demand Draft | बैंक का नाम Name of Bank | डिमांड ड्राफ्ट सं. Demand Draft No. | तिथि Date | राशि (रूपये) Amount (Rs.) | | |
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| Declaration :- I hereby solemnly and sincerely affirm that the statements made and information furnished by me in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment forfeited. | | | | | | | |
| घोषणा :- मैं एतद्वारा सत्यनिष्ठा और ईमानदारी से पुष्टि करता/करती हूँ कि मेरे द्वारा कथित एवं आवेदन पत्र में दी गई जानकारी मेरे ज्ञान और विश्वास के अनुसार सम्पूर्ण एवं सही है। यदि मेरे द्वारा दी गई जानकारी असत्य या गलत पाई जाती है, या चयन से पूर्व/उपरांत, मुझे अयोग्य पाया जाता है तो भर्ती हेतु मेरी उम्मीदवारी/दावे रद्द कर दिये जायें। | | | | | | | |
| दिनांक/Date :- | | | | | | | |
| स्थान/Place :- | | | | | | | |
| (प्रार्थी का हस्ताक्षर)/ (SIGNATURE OF THE CANDIDATE) | | | | | | | |