

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI
[RECRUITMENT CELL]**

No. F. 12-02/2023-Estt.(RCT)

Dated: 20 NOV 2024

OFFICE MEMORANDUM

Subject: Amendment of Recruitment Rules for Secretarial Cadre at AIIMS, New Delhi.

In pursuance approval of Ministry of Health & Family Welfare vide letter no. V-16020/125/2023/INI-1 (e-8237592) dated 26-09-2024, the Recruitment Rules for the Secretarial Cadre in the Institute are amended as under:-

NAME OF THE POST: PRINCIPAL PRIVATE SECRETARY

		Existing Recruitment Rules	Revised Recruitment Rules
1.	Classification	: Group 'A'	Group 'A'
2.	Scale of pay	: Level – 11 in Pay Matrix	Level – 11 in Pay Matrix
3.	Method of recruitment	: 100% by Promotion	100% by Promotion
4.	Age limit for direct recruits	: Not applicable	Not applicable
5.	Educational and other qualifications for direct recruits	: Not applicable	Not applicable
6.	Educational and other qualifications for Departmental Candidates	: Not applicable	Not applicable
7.	In case of recruitment by promotion		
(a)	Grade from which promotion is to be made and eligibility condition	: Private Secretaries with 8 year of regular service in the grade (including service in the erstwhile grade of Sr. P.A.)	Private Secretaries with 6 year of regular service in the grade
(b)	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	: Not applicable	Not applicable
8.	Period of probation	: 2 years	1 Year



NAME OF THE POST: PRIVATE SECRETARY

		Existing Recruitment Rules	Revised Recruitment Rules															
1.	Classification :	Group 'B'	Group 'B'															
2.	Scale of pay :	Level – 08 in Pay Matrix	Level – 08 in Pay Matrix															
3.	Method of recruitment :	50% by Promotion 50% by Departmental Competitive Examination	<ul style="list-style-type: none"> 66.67% post by promotion (Seniority quota) 33.33% post by Limited Departmental Competitive Examination (LDCE) 															
4.	Age limit for direct recruits :	Not applicable	Not applicable															
5.	Educational and other qualifications for direct recruits :	Not applicable	Not applicable															
6.	Educational and other qualifications for Departmental Candidates :	Not applicable	<ul style="list-style-type: none"> Not applicable under 66.67% by promotion Bachelor's degree from recognized university under 33.33% by LDCE 															
7.	In case of recruitment by promotion																	
(a)	Grade from which promotion is to be made and eligibility condition :	Personal Assistant with 8 years of regular service in the grade.	<p>Under 66.67% by promotion:- Personal Assistant with 5 years of regular service in the grade.</p> <p>Under 33.33% by LDCE:- Personal Assistant with 3 years of regular service in the grade having computer literacy to transcribe shorthand notes on computers and who possess a bachelor's degree from a recognized university</p> <p><u>Scheme of examination:-</u> a. Written examination carrying maximum of 500 marks in the subjects as shown hereunder:</p> <table border="1"> <thead> <tr> <th>Paper No</th> <th>Subject</th> <th>Type of paper</th> <th>Max. marks</th> <th>duration</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>General studies & general knowledge of constitution of India and Machinery of Government, practice and procedures in parliament and knowledge of RTI Act. 2005</td> <td>Objective</td> <td>150</td> <td>2 hrs</td> </tr> <tr> <td>2</td> <td>Procedure and practice in the Govt. of India Secretariat and</td> <td>Objective</td> <td>150</td> <td>2 hrs</td> </tr> </tbody> </table>	Paper No	Subject	Type of paper	Max. marks	duration	1	General studies & general knowledge of constitution of India and Machinery of Government, practice and procedures in parliament and knowledge of RTI Act. 2005	Objective	150	2 hrs	2	Procedure and practice in the Govt. of India Secretariat and	Objective	150	2 hrs
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			attached offices and general financial services rules duly taking into account the requirement of relevant category of services.				
			3	Noting and Drafting, precis writing	Subjective	200	3 hrs
			4	Evaluation of record of service		100	
			Total Marks			600	
			b. A qualifying shorthand test in Hindi or English at 100 w.p.m.				
	(b) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	:	Not applicable Department Competitive Examination Eligibility All P.As. with 5 years of regular service in the grade. Examination 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		
8.	Period of probation	:	2 years		-		

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NAME OF THE POST: PERSONAL ASSISTANT

		Existing Recruitment Rules	Revised Recruitment Rules										
1.	Classification	: Group 'B'	Group 'B'										
2.	Scale of pay	: Level – 07 in Pay Matrix	Level – 07 in Pay Matrix										
3.	Method of recruitment	: 50% by a Limited Departmental Competitive Examination failing which by promotion 50% by promotion	<ul style="list-style-type: none"> • 50 % post by Promotion (seniority quota) • 50 % post by Limited Departmental Competitive Examination 										
4.	Age limit for direct recruits	: Not applicable	Not applicable										
5.	Educational and other qualifications for direct recruits and Departmental candidates	: Not applicable	Not applicable										
6.	In case of recruitment by promotion												
(a)	Grade from which promotion is to be made and eligibility condition	<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) under 50% by promotional mode.</p> <p><u>Limited departmental competitive examination for 50% of vacancies.</u> All stenographers of AIIMS with 3 years of regular service in the grade.</p> <p><u>Method of Selection</u> The select list of the eligible candidates shall be prepared 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 12th class or equivalent or a Diploma in</p>	<p>50% by promotion (seniority quota) <u>Condition of Eligibility:</u> Stenographer with 10 years of service in the grade.</p> <p>50 % by Limited Departmental Competitive Examination (LDCE)</p> <ul style="list-style-type: none"> • Stenographers with 6 years of regular services in the grade, and • Qualifying a Departmental Test for a speed of 100 w.p.m. <p>Scheme of Examination: The subjects of the Computer based examination and the maximum marks for each subject will be as follows:-</p> <p style="text-align: center;">PART-A: COMPUTER BASED EXAMINATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Subject</th> <th style="width: 10%;">Max. Questions</th> <th style="width: 10%;">Max. Marks</th> <th style="width: 15%;">Duration and Timing General Candidates</th> <th style="width: 40%;">Duration and Timings for VH/ OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Subject	Max. Questions	Max. Marks	Duration and Timing General Candidates	Duration and Timings for VH/ OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of					
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		<p>Secretarial Practice or equivalent) 20% : for ACRs 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.A select list containing names of successful 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 qualification and for ACRs as above.</p> <p>Note 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.</p>				<p>slowing down the performance of the candidates)</p>	
			<p>Paper: (Objective Type)</p>				
			<p>(a) General Awareness</p>	100	100	2 hours	2 hours 40 minutes
			<p>(b) Comprehension and writing ability of English language</p>	100	100	(Single Session)	(Single Session)
			<p>Note I:- Questions relating to General awareness will be set both in Hindi and English. There will be no Question Paper in Braille for Visually Handicapped candidates.</p>				
			<p>Note II:- There will be negative marking of 0.25 marks for each wrong answer in the examination.</p>				
			<p>PART-B: SCHEME OF SHORTHAND TEST The Stenography/ Shorthand test in English will comprise Dictation Test at 100 words per minutes for 10 minutes with a transcription time of 40/55 minutes for English/Hindi respectively, on computer.</p>				
			<p>For VH/OH (afflicted by Cerebral Palsy or locomotor disability): The VH/ OH (afflicted by Cerebral Palsy or locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate candidates with disability of forty (40%) percent will be given) required to transcribe the matter in 70 minutes for English Shorthand test and in 95 minutes for Hindi Shorthand Test.</p>				
	(b) Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	:	Not applicable				Not applicable
7.	Period of probation	:	Nil				One year

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NAME OF THE POST: STENOGRAPHER

		Existing Recruitment Rules	Revised Recruitment Rules
1.	Classification	: Group 'C'	Group 'C'
2.	Scale of pay	: Level – 04 in Pay Matrix	Level – 04 in Pay Matrix
3.	Method of recruitment	: 33.1/3%- by limited departmental competitive examination 66.2/3% - by direct recruitment	100 % by direct recruitment
4.	Age limit for direct recruits	: Between 18 and 27 years of age (relaxable upto 40 years of age for the AIIMS employees Note: The crucial date for determining the age limit shall be as advertised).	Between 18 and 27 years of age
5.	Educational and other qualifications for direct recruits	: 12 th class pass or equivalent qualification from a recognized board or university Or Matriculation or equivalent qualification from a recognized board or university with 5 years' service (regular or ad-hoc) as stenographer in Govt. Organization/ Institution. Skill test norms <u>Dictation: 10 mts @ 80 w.p.m.</u> <u>Transcription: 50 mts (English) & 65 mts (Hindi) [only on computers]</u>	12 th class pass or equivalent qualification from a recognized board or university. <u>Skill test norms:-</u> <u>Dictation: 10 mts @ 80 w.p.m.</u> <u>Transcription: 50 mts (English) & 65 mts (Hindi) [only on computers]</u>
6.	Educational and other qualifications for Departmental Candidates	: Not applicable	Not applicable
7.	In case of recruitment by promotion		
(a)	Grade from which promotion is to be made and eligibility condition	: Limited departmental competitive examination (LDCE) for 33.1/3% of vacancies I. Eligibility: All groups 'C' employees of AIIMS possessing the following 12 th class pass or equivalent qualification from a recognized board or university Skill test norms <u>Dictation: 10 mts @80 w.p.m.</u> <u>Transcription:50 mts (English)65 mts (Hindi)[only on computers]</u> II. Method of selection: Selection of eligible candidates shall be made by a test in stenography in the following manner:-A stenographic test (English/Hindi) for 10 mts@ 80 w.p.m. will be conducted by an	Not applicable

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		expert agency such as Institute of secretariat & training & Management. A transcription time of 50 mts (English) and 65 mts (Hindi) on computer may be given. The candidate (s) placed on the merit list should also be cleared by the DPC concerned before he/she is appointed to the post.	
8.	Period of probation	: 2 years	2 years

Authority:- Ministry of Health & Family Welfare Vide letter No. V-16020/125/2023/INI-1 (e-8237592) dated 26-09-2024



**[VISHWESH CHATURVEDI]
ADMINISTRATIVE OFFICER**

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4. All Notice Board
5. The Guard File
6. Sr. Hindi Officer, Hindi Section – with request to provide Hindi version of the same.
7. PIC, Computer Facility – with request to upload the amended Recruitment Rules on Institute's Website.