

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

No.F.2-11/2011-Estt.(RCT)

CIRCULAR

Dated the:

19 MAR 2014

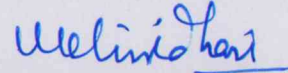
Subject: Recruitment to the post of Private Secretary in the pay scale of Rs. 9300-34800 + Grade Pay of Rs.4600/- under the mode of 50% by Limited Departmental Competitive Examination at the AIIMS, New Delhi.

Applications alongwith recent passport size photograph are invited from amongst the eligible departmental Personal Assistants who have put in five years of regular service in the grade to fill up the 10 (UR-06, 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 Skill Test in English or Hindi at the speed of 100 w.p.m. Other details regarding the scheme of examination will be communicated separately.

The candidates, who are desirous of being considered 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 **5th April, 2014**.

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

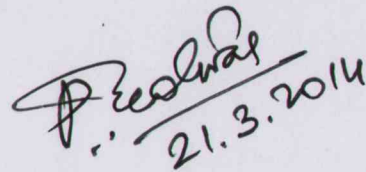


[K.K. GIRIDHARI]

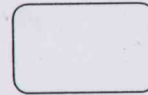
SR.ADMINISTRATIVE OFFICER

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.


21.3.2014

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 :
4. Whether belongs to SC/ST/OBC :
5. Address for Correspondence :

**Affix here duly
attested recent
passport size
photograph**

6. Employment Exchange Registration Number and valid upto :

7. Educational/Technical Qualifications:

Sr. No.	Name of the Examination	Board/University	Year of Passing	Division	Subjects
1.					
2.					
3.					

8. Experience:

Sr. No.	Name of Department Section / Centre	Name of the Post Held	Date of Joining	of	Date of Leaving
I.					
II.					
III.					
IV.					

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE HEAD OF THE
DEPARTMENT WITH OFFICE STAMP

SIGNATURE OF VERIFYING OFFICER WITH STAMP
(ESTABLISHMENT SECTION)