

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
(RECRUITMENT CELL)**

No. F.2-32/2023-Estt (RCT)

Ansari Nagar New Delhi  
Dated the:

**01 AUG 2025**

**MEMORANDUM**

**Subject: Filling up vacancies of Private Secretary (under 33.33% of Limited Departmental Competitive Examination) at the AIIMS, New Delhi.**

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Applications are invited from eligible P.As who are completed 3 year of services to fill up 07 posts (UR-5, SC-01 & ST-01) of Private Secretary in level-8 of pay matrix under mode of Limited Departmental Competitive Examination. The eligibility criteria /method of selection for the post of Private Secretary as prescribed existing recruitment rules has been attached.

Interested candidates may submit their applications in the attached proforma, along with one recent passport size photograph, through proper channel, after getting their particulars verified from the concerned Establishment Section to the Recruitment Cell.

The last date of receipt of application is **30 days** from the date of issue of this memorandum. Incomplete applications and /or those received late and/ or not routed through proper channel and verified by concerned Establishment Section, would be summarily rejected.

  
[VISHWESH CHATURVEDI]  
ADMINISTRATIVE OFFICER

Copy Encl: Existing Recruitment Rule of the post

**Distribution:-**

- 1) All Centres / Department / Sections / Units
- 2) All Sr. Admn. Officers/Admn. Officers/Asstt. Admn. Officers of Establishment Sections
- 3) All Notice Boards
- 4) Professor-in-Charge (Computer Facility)- **with the request to upload this on Institute website.**

**ALL INDIA INSITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI – 110029**

**Application for the post of**

1. Name (Block letter) : \_\_\_\_\_  
 2. Father's/Husband Name : \_\_\_\_\_  
 3. Date of Birth : \_\_\_\_\_  
 4. Category (UR/SC/ST/OBC) : \_\_\_\_\_  
 5. 3 years of service completed on \_\_\_\_\_ as P.A.  
 6. Complete Office Address : \_\_\_\_\_  
 7. Office Internal Number : \_\_\_\_\_  
 8. Mobile Number : \_\_\_\_\_  
 9. Educational/ Technical Qualification : \_\_\_\_\_

**Photograph**

S.N.	Educational/ Technical Qualification	Year of passing	Borad/ University	Subject
1				
2				
3				
4				
5				

**10. Details of post held on regular basis only:-**

S.N.	Name of the Department/ Section/ Centre	Post hold	Date of Joining	Place of posting
1				
2				
3				
4				

(Signature of Candidate)

\_\_\_\_\_  
Signature Head of the Department  
with seal

\_\_\_\_\_  
Signature of the certifying officer  
with seal (Establishment Section)



**अखिल भारतीय आयुर्विज्ञान संस्थान**  
**अंसारी नगर, नई दिल्ली**

आवेदित पद का नाम	:		फोटो
1. नाम स्पष्ट अक्षरों में	:		
2. पिता / पति का नाम	:		
3. जन्मतिथि	:		
4. वर्ग (सामान्य/ एस.सी./ एस.टी/ ओ.बी.सी)	:		
5. पी.ए. के रूप में 3 वर्ष की सेवा	— — — — —	को पूरी हुई।	
6. कार्यालय का पूरा पता (स्पष्ट अक्षरों में)	:		
7. आंतरिक दूरभाष नं.	:		
8. मोबाइल नं.	:		
9. शैक्षिक / तकनीकी योग्यताएं	:		

क्र.सं.	शैक्षिक / तकनीकी योग्यताएं	उत्तीर्ण करने का वर्ष	बोर्ड विश्वविद्यालय	विषय
1				
2				
3				
4				
5				

**10. केवल नियमित आधार पर धारित पद का विवरण:-**

क्र.सं.	विभाग अनुभाग केंद्र का नाम	धारित पद का नाम	कार्यग्रहण की तिथि	नियुक्ति का स्थान
1				
2				
3				
4				

(उम्मीदवार के हस्ताक्षर)

विभागाध्यक्ष के मोहर सहित हस्ताक्षर

प्रमाणित करने वाले अधिकारी के मोहर  
सहित हस्ताक्षर (स्थापना अनुभाग)



**RECRUITMENT RULES**

1)	Name of post	:	PRIVATE SECRETARY										
2)	No. of posts	:	48 (2024)										
3)	Classification	:	Group 'B'										
4)	Scale of pay	:	Level – 08 in Pay Matrix										
5)	Method of recruitment	:	<ul style="list-style-type: none"><li>• 66.67% post by promotion (Seniority quota)</li><li>• 33.33% post by Limited Departmental Competitive Examination (LDCE)</li></ul>										
6)	Age limit for direct recruits	:	Not applicable										
7)	Educational and other qualifications for direct recruits	:	Not applicable										
8)	Educational and other qualifications for Departmental Candidates	:	<ul style="list-style-type: none"><li>• Not applicable under 66.67% by promotion</li><li>• Bachelor's degree from recognized university under 33.33% by LDCE</li></ul>										
9)	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972.	:	Not applicable										
10)	In case of recruitment by promotion												
(a)	Whether by seniority-cum-fitness, i.e., non-selection, or by merit-cum-seniority i.e., selection	:	Seniority-cum-Fitness										
(b)	Grade from which promotion is to be made and eligibility condition	:	<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></p> <p>a. Written examination carrying maximum of 500 marks in the subjects as shown hereunder:</p> <table><tr><th>Paper No</th><th>Subject</th><th>Type of paper</th><th>Max. marks</th><th>duration</th></tr><tr><td>1</td><td>General studies &amp; 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></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
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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 attached offices and general financial services rules duly taking into account the requirement of relevant category of services.	Objective	150	2 hrs	
		3	Noting and Drafting, precis writing	Subjective	200	3 hrs	
		4	Evaluation of record of service		100		
		Total Marks				600	
		A qualifying shorthand test in Hindi or English at 100 w.p.m.					
(c)	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	:	Not applicable				
11)	If a DPC exists, what is its composition						
(1)	Dean/Chief of a Centre/M.S. (to be nominated by the Director).	:	Chairman				
(2)	Chief Admin. Officer	:	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 organization.	:	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 organization	:	Member				
(5)	Administrative Officer/Sr. Administrative Officer	:	Member - Secretary				
12)	In case of deputation grades and sources from which deputation to be made and period of deputation	:	Not applicable				
13)	Period of probation	:	--				

कमल भट्ट/KAMAL BHATT  
प्रशासनिक अधिकारी/Administrative Officer  
भर्ती प्रकोष्ठ/Recruitment Cell  
अ. भा. आ. सं., अंसारी नगर, नई दिल्ली-२६  
A.I.I.M.S., Ansari Nagar, New Delhi-29