

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
(Recruitment Cell)

No. 2-18/2024 Estt(RCT)(pt.)

Ansari Nagar, New Delhi-29.

Dated :-

07 DEC 2024

CIRCULAR

**Subject: Recruitment to the post of Senior Administrative Assistant (erstwhile UDC) in Level-4 in the Pay Matrix to be filled in under the mode of 25% by Limited Departmental Competitive Examination at the AIIMS, New Delhi.**

Applications are invited from amongst the eligible departmental Junior Administrative Assistant (erstwhile LDC) who have put in two years of regular service in the grade to fill up the 23 (14- UR [including 01 UR for PWBD-LV], 07-SC, 02-ST ) vacant posts of Senior Administrative Assistant in the Level-4 in the pay matrix (Pre-revised PB-1 Rs. 5200-20200+Grade Pay Rs. 2400), under the mode of 25% by Limited Departmental Competitive Examination. After scrutiny of applications, eligible candidates who are meeting the requirement as per laid down criteria will have to appear for written examination.

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.

The Employees who possess the above qualifications and are desirous of being considered for the post of **Senior Administrative Assistant** may submit their applications through proper channel in enclosed format along with the recent passport size photograph duly attested.

The application duly completed should reach the undersigned latest by 31.12.2024 through their respective Establishment Section. Applications received after the stipulated date, incomplete application and applications not received through proper channel, will not be entertained. Cut-off date to determine eligibility will be the last date of submission of application form.

The concerned Establishment Section is required to forward applications of only those applicants who fulfill the eligibility conditions as mentioned above.

The vacancies reflected above are tentative and may change.

The Institute also reserves the right to cancel this recruitment process.

  
(VISHWESH CHATURVEDI)  
ADMINISTRATIVE OFFICER

**Copy to:-**

1. All centers
2. All Departments/ Sections/ Units
3. All Notice Boards
4. CRHS Project, Ballabgarh
5. NDDTC, Ghaziabad
6. NCI Badsa, Jhajjar
7. Hindi Officer:- with request to provide the Hindi version of the same
8. Computer Facility – with request for uploading on the Institute website.

**ALL INDIA INSTITUTE 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. Complete Office Address :

6. Office Internal Number :

7. Mobile Number :

8. Educational/ Technical  
Qualification :

**Photograph**

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

9. Details of post held on regular basis only:-

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

(Signature of Candidate)

\_\_\_\_\_  
Signature Head/Incharge 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 :

1. नाम स्पष्ट अक्षरों में :

2. पिता / पति का नाम :

3. जन्मतिथि :

4. वर्ग (सामान्य/ एस.सी./ एस.टी./ ओ.बी.सी) :

5. कार्यालय का पूरा पता (स्पष्ट अक्षरों में) :

6. आंतरिक दूरभाष नं. :

7. मोबाइल नं. :

8. शैक्षिक / तकनीकी योग्यताएं :

फोटो

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

9. केवल नियमित आधार पर धारित पद का विवरण:-

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

(उम्मीदवार के हस्ताक्षर)

विभागाध्यक्ष/प्रभारी के मोहर सहित हस्ताक्षर

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