

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(Recruitment Cell)**

No. F.2-26/2020-Estt (RCT)

Ansari Nagar New Delhi
Dated the:

MEMORANDUM

29 JUN 2021

Subject: Filling up vacancies of Personal Assistant (under 50% of Limited Departmental Competitive Examination) at the AIIMS, New Delhi.

Applications are invited from amongst eligible departmental Stenographers to fill up 14 posts (UR-12 & ST-02) of Personal Assistant, in level 06 of pay matrix under mode of Limited Departmental Competitive Examination. The eligibility criteria /method of selection for the post of Personal Assistant, as prescribed existing recruitment rules is as under:-

Eligibility criteria:-

Stenographer (Regular /permanent) of AIIMS, New Delhi with 3 Years of regular service in the grade.

Method of Selections:-

1. The selection will be made 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 Secretarial Practice or equivalent)
20% : For ACRs.
2. 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.
3. 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 qualifications and for ACRs as above subject to vigilance / legal clearance and fitness for the posts.

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.

Those 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. Cut-off date to determine eligibility will be the last date of submission of application form.

Those stenographers (Regular) of AIIMS, New Delhi who had applied earlier, need not to apply again.

Hindi version will follow.




[R.SANTHOSH KUMAR]
ADMINISTRATIVE OFFICER

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29/6/21