

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

No.F.12-2/2018 Estt (RCT)

Dated the : **27 JUL 2019**

OFFICE MEMORANDUM

Subject: Rationalization of existing posts and amendment in Recruitment Rules of Administrative Cadre at AIIMS, New Delhi.

In pursuance of approval of the HFM conveyed by the Ministry of Health & Family Welfare, Govt. of India vide letter No.F.V-16020/40/2019-INI-I dated 19th July, 2019 and in anticipation of approval of the Governing Body of AIIMS, New Delhi, the following details of rationalization existing posts and amendment in recruitment rules of Administrative Cadre at the AIIMS, New Delhi is notified herewith:-

Existing Recruitment Rules Administrative Cadre					Amended Recruitment Rules and Rationalization of Administrative			
S.N	Name of post	Pay Matrix Level (as per 7 th CPC)	S.S.	Mode of Recruitment	Name & number of posts	Pay Scale / Grade Pay 7 th CPC (Rs.)	S.S.	Mode of Recruitment
1	Chief Administrative Officer	Level - 12	01	100 % by promotion failing which by deputation In Case of Recruitment by Promotion: Sr. Administrative Officer with 5 years of regular service in the grade. In case of Deputation grades and Sources from which deputation to be made and period of deputation: Officers of Central Government (including Delhi Administration) or Central Statutory / Autonomous Bodies holding analogous posts or with at least 5 years of service in the posts in the pay scale of Rs.3000-4500 or equivalent and having experience in administration establishment and preferably in accounts matters Officers with MBA or PG Diploma in Personnel Management or Labour Law or Degree in Law, shall be given preference. (Period of deputation shall be ordinarily not exceed 3 years)	Chief Administrative Officer	Level - 12	01	No Change
2	Sr. Administrative Officer	Level - 11	03	100 % by promotion failing which by deputation In case of Recruitment by Promotion: Administrative Officer with 5 years of regular service in the grade of Rs.2375-3500 or 8 years of regular service in the grade of RS.2000-3500. In case of Deputation grades and Sources from which deputation to be made and period of deputation: Officers under the Central / State Government / U.T. Administrations of the Central Statutory / Autonomous Bodies holding analogous posts on regular basis or with at least 5/8 years of regular service in a post in the pay scale of Rs.2200-4000/2000-3500 respectively or equivalent and having a Degree and experience in administration and establishment matters and also preferably in accounts matters. Officers having MBA or Post Graduate Diploma in Personnel Management shall be given preference. (Period of deputation shall not ordinarily exceed 3 years).	Sr. Administrative Officer	Level - 11	03	No Change
3	Administrative Officer	Level - 10	14	100 % by promotion failing which by deputation In case of Recruitment by Promotion: Assistant Administrative Officer with 3 years of regular service in the grade.	Administrative Officer	Level - 10	14	100 % by promotion failing which by deputation In case of Recruitment by Promotion: Assistant Administrative Officer with 3 years of regular service in the grade.

Pl. upload on Institute Website



Mr. Sangeet 21/7/2019

[Signature]

				<p>In case of Deputation grades and Sources from which deputation to be made and period of deputation :</p> <p>Officers under the Central / State Government / U.T. Administrations of the Central Statutory / Autonomous Bodies holding analogous posts on regular basis or with at least 3/5 years of regular service in posts in the pay scale of Rs.2000-3500 / Rs.2000-3200 or equivalent respectively and having a Degree and experience in administration and establishment matters and also preferably in Accounts matters. Officers having MBA or PG Diploma in Personnel Management shall be given preference. (Period of deputation shall not ordinarily exceed 3 years).</p>				<p>OR</p> <p>Assistant Admn. Officer with 5 years of combined service in the grade of Assistant Admn. Officer & Office Superintendent</p> <p>In case of Deputation grades and Sources from which deputation to be made and period of deputation :</p> <p>Officers under the Central / State Government / U.T. Administrations of the Central Statutory / Autonomous Bodies holding analogous posts on regular basis or with at least 3/5 years of regular service in posts in the pay scale of Rs.2000-3500 / Rs.2000-3200 or equivalent respectively and having a Degree and experience in administration and establishment matters and also preferably in Accounts matters. Officers having MBA or PG Diploma in Personnel Management shall be given preference. (Period of deputation shall not ordinarily exceed 3 years).</p>
4	Assistant Administrative Officer	Level - 7	13	<p>Mode of Recruitment</p> <p>i) 60 % by Promotion ii) 40% by Direct Recruitment</p> <p>Grades from which Promotion is to be made and eligibility :</p> <p>Office Superintendent with 2 years of regular service in the grade</p> <p>Educational and other Qualification for Direct Recruit</p> <p>1) Degree of recognized University or its equivalent</p> <p>2) 5 years of experience as Office Superintendent or in equivalent post; and working knowledge of govt. rules & regulations</p> <p>Desirable :</p> <p>1. Post Graduate Diploma in Personal Management / Labour Laws/ Administrative Law</p>	Assistant Administrative Officer (Office Superintendent merged with AAO)	Level - 7	45	<p>Mode of Recruitment</p> <p>100 % by Promotion</p> <p>Grades from which Promotion is to be made and eligibility :</p> <p>Jr. Administrative Officer (erstwhile Assistant (NS) with 5 years of regular service in the grade</p>
5	Office Superintendent	Level - 6	27	<p>Mode of Recruitment</p> <p>i) 60 % by Promotion ii) 40% Limited Departmental Competitive Exam.</p> <p>Grades from which Promotion is to be made and eligibility :</p> <p>Head Clerks with 5 years of regular service in the grade</p> <p>Limited Departmental Examination :</p> <p>Eligibility : Head Clerks with 3 years of regular service in the grade;</p> <p>Method of Selection :</p> <p>66 2/3% :For written test 33 1/3% :For ACRs</p> <p>The Select list equivalent to number of vacancies shall be prepared in the order of merit based on total marks obtained in written test and evaluation of ACRs.</p>				
6	Assistant (NS)	Level - 6	66	<p>100 % by Promotion</p> <p>Grades from which Promotion is to be made and eligibility :</p> <p>UDCs with 5 years of regular service in the grade</p>	Jr. Administrative Officer (erstwhile Assistant (NS)]	Level - 6	120	<p>100 % by Promotion</p> <p>Grades from which Promotion is to be made and eligibility :</p> <p>Sr. Admn. Assistant with 5 years of regular service in the grade</p>
7	Upper Division Clerk	Level - 4	228	<p>Method of Recruitment</p> <p>75% by Promotion 25 % by Limited Departmental Competitive Examination from amongst LDCs with 2 years of regular service in the grade in the Institute</p>	Sr. Administrative Assistant (erstwhile UDC)	Level - 4	170	<p>Method of Recruitment</p> <p>75% by Promotion 25 % by Limited Departmental Competitive Examination from amongst Jr. Administrative Assistant (erstwhile LDCs) with 2 years of regular service in the grade in the Institute</p>

				Grades from which Promotion is to be made and eligibility: Lower Division Clerk with 5 years of regular service in the grade				Grades from which Promotion is to be made and eligibility:- Jr. Admn. Assistant with 5 years of regular service in the grade
8	Lower Division Clerk	Level - 2	248	<p>Method of Recruitment</p> <p>i) 85% by Direct Recruitment</p> <p>ii) 10% of the vacancies shall be filled from amongst the Group 'C' staff in the Grade Pay of Rs.1800 and who possess 12th pass or equivalent qualification and have rendered 3 years of regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST).</p> <p>(Note : If more of such employees than the number of vacancies available under Clause (ii) qualify at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination).</p> <p>iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees of Office Attendants cadre who must possess 12th pass or equivalent qualification and have 3 years regular service in posts with at least the Grade Pay of RS.1800.</p>	Jr. Administrative Assistant (erstwhile LDC)	Level - 2	202	<p>Method of Recruitment</p> <p>i) 65% by Direct Recruitment</p> <p>ii) 20% of the vacancies shall be filled from amongst the Group 'C' staff in the Grade Pay of Rs.1800 and who possess 12th pass or equivalent qualification and have rendered 3 years of regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST).</p> <p>(Note : If more of such employees than the number of vacancies available under Clause (ii) qualify at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination).</p> <p>iii) 15% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees of Office Attendants cadre who must possess 12th pass or equivalent qualification and have 3 years regular service in posts with at least the Grade Pay of RS.1800.</p>

The amendments mentioned above shall be applicable from the date of issue of this Office Order.

(Dr. Sanjay Kr. Arya)
Chief Administrative Officer (Actg.)

Distribution:

1. All Chiefs of Centers
2. The Medical Superintendent
3. All Departments / Units
4. PPS to Director
5. PS to Deputy Director (Administration)
6. PA to Sr. Financial Advisor/ Financial Advisor
7. PA to Chief Administrative Officer
8. Sr. Admn. Officer / Administrative Officer (DO) /RPC/CNC/Dr. BRAIRCH/Hospital / JPNATC/ CRHSP Ballabhgarh / NDDTC Ghaziabad / NCI Jhajjar
9. All Establishment Sections
10. The Accounts Section I, II, III
11. The concerned dealing assistant
12. The General Section / GPF Section / Estate Section
13. The Guard File
14. The Officer incharge Computer Facility – with the request to kindly upload on the institute website
15. The Sr. Hindi Officer – with the request to translate into Hindi
16. Officer Association, AIIMS / Karamchari Union, AIIMS / AIIMS Administrative Association