



# ALL INDIA INSTITUTE OF MEDICAL SCIENCES, JODHPUR

Basni Phase-II, Jodhpur-342005 (Rajasthan)

Website: <http://www.aiimsjodhpur.edu.in>

Advertisement No: Admn/Estt/R(2)/151/2017-AIIMS.JDH

Dated: 17<sup>th</sup> July, 2017

## **Subject: Recruitment to the post of Private Secretary on DEPUTATION BASIS.**

Applications are invited in the prescribed proforma from Suitable candidates for filling up the post of Private Secretary on **DEPUTATION BASIS** in All India Institute of Medical Sciences, Jodhpur. The essential qualification experience etc. required for applying for these posts are as under:-

S. No.	Name of the Post	Group	Pay	Qualification / Experience	No. of Post
1.	Private Secretary	Group "B"	₹ 9300-34800 with Grade Pay of ₹ 4600/-	<b><u>Essential Eligibility Criteria:-</u></b> Officers of the State / Central Government or Central Statutory / Autonomous Bodies: (i) Holding analogous posts, <b>or</b> (ii) With at least 5 years of regular service in the Post with Grade pay of Rs. 4200/- or higher.	05

### **GENERAL CONDITIONS INFORMATION FOR THE CANDIDATES**

1. The number of posts is tentative and is liable to change based on the Institute's requirements.
2. Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application.
3. The initial period of deputation shall be 3 years.
4. The posts carry usual allowance as admissible to central Government Employees of similar status stationed at Jodhpur (Rajasthan).
5. The Officers, who fulfill the above qualifications / Eligibility may submit their application in the attached proforma through proper channel to the Deputy Director (Admin). All India Institute of Medical Sciences, Jodhpur – 342005 (Rajasthan) by speed post / Registered A.D. The last date of receipt of application in AIIMS, Jodhpur will be 45 days from the date of publication of this advertisement in the employment News i.e. on **30<sup>th</sup> August, 2017 at 1700 Hrs.**
6. The envelope containing the application(s) should be superscripted "**Application for the Post of Private Secretary on Deputation basis**". While forwarding their applications, it may be ensured that the particular of the candidates are verified and they fulfill the eligible conditions. Duly attested photocopies of their up to date 3 Confidentially Reports (at least for the latest 05 years) may also be enclosed with the applications. It may also be clearly stated that no vigilance / disciplinary proceedings is pending or contemplated against the candidates concerned. Application vigilance clearance and CR Dossiers will not be considered.

7. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training's O.M. No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. Link as follows for DoPT OM:-

**For English Version:-** [http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6\\_8\\_2009-Estt.Pay-II-B-17062010.pdf](http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6_8_2009-Estt.Pay-II-B-17062010.pdf)

**For Hindi Version:-** [http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6\\_8\\_2009-Estt%28Pay-II%29%28H%29.pdf](http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6_8_2009-Estt%28Pay-II%29%28H%29.pdf)

**Clarification & Enquires:-**

Mail to: [recruitment2@aiimsjodhpur.edu.in](mailto:recruitment2@aiimsjodhpur.edu.in)

Contact No: +91-291-2740741 (Only for Online Application Form Related Query)

**Administrative Officer  
AIIMS, Jodhpur**