



Date:01.08.2020

RECRUITMENT NOTICE

Advertisement of Assistant Administrative Officer advertised vide Advt. No. 21/05/2016(RIS)/ADMIN/0784dated 29.04.2017 has been RE-OPENED

Online Applications are invited for filling up the posts of Assistant Administrative Officer on **DIRECT RECRUITMENT BASIS** in All India Institute of Medical Sciences, Rishikesh, Uttarakhand-249203. The qualification and experiences etc. are as under: -

Name of Post: Assistant Administrative Officer

Group: 'B'

Pay Scale:Rs.9300-34800 with Grade pay of Rs.4600/- [Level 7 as per 7th CPC (Rs.44900-142400)]

Age Limit:Upto40 years

No. of Posts*: 2 (UR-1, OBC-1)

Essential Qualification:

- (i) Degree of recognized University or its equivalent.
- (ii) 5 years of experience as Office Supdt. or in equivalent posts; and working knowledge of Govt. rules & regulations

Desirable:

Post Graduate Diploma in Personnel Management / Labour Laws / Administrative Law.

*The number of posts is tentative and is liable to change based on the Institute's requirements.

** The candidates who had already applied earlier in response to advt. No. 21/05/2016(RIS)/ADMIN/0784 dated 29.04.2017 need NOT TO APPLY AGAIN.

Director
AIIMS Rishikesh



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश All India Institute of Medical Sciences, Rishikesh

www.aiimsrishikesh.edu.in

Date:01.08.2020

INSTRUCTION

- (I) Date for on-line registration of Applications Form is **01-08-2020**.
- (II) Last date of submission of Application Form is **31-08-2020**.
- (III) Date of Examination and centres of examination and any information recruitment will be uploaded on AIIMS, Rishikesh website i.e. www.aiimsrishikesh.edu.in.
- (IV) Date of Downloading of Admit Card etc. will be uploaded on website in due course.
- (V) In case of any queries, assistance or clarifications please contact:
- (VI) Email : it@aiimsrishikesh.edu.in

If any query not addressed please contact from 10:00 AM to 05:00 PM on all working days:

Email : job@aiimsrishikesh.edu.in

Phone No. : 0135-2462953

GENERAL CONDITIONS

1. Aspiring applicants satisfying eligibility criteria in all respect can submit their ONLINE application only. On-line application(s) will be available on AIIMS, RISHIKESH web site www.aiimsrishikesh.edu.in w.e.f 01.08.2020 10.00 hrs to 31.08.2020 23:59hrs.
2. Applicants must fulfill all essential eligibility criteria (educational qualification, age limit, etc.) **by last date of submission of application forms** in respect to that post for which they are applying.
3. Amount of non-refundable fee to be paid in respect of one post is asunder:-non-refundable fee to be paid in respect of one post is asunder:-

| Category | Total Amount Payable |
|-----------------------|----------------------|
| For all others | Rs.2000/- |
| SC / ST / PWD / WOMEN | NIL |

4. Individual application and application fee is required to be submitted/remitted for each post (s) (in case of candidates applying for more than one post).
5. On-line Registration and Submission process will be **terminated by 23:59hrs on 31.08.2020**. Candidature of such applicants who fail to complete online submission of application form by stipulated date and time will not be considered and no correspondence in this regard will be entertained.
6. Age relaxation for SC/ST candidate up to a maximum period of 05 years, and in case of OBC candidates up to a maximum period of 03 years **as on last date of submission of application** as specified above.
7. In case of Orthopaedic Physical Handicapped (OPH) candidates, relaxable up to maximum period of 10 years for General Category, 13 years for OBC category and 15 years for SC/ST category candidates **as on last date of submission of application** as specified above.
8. In case of Permanent Government Employees who have rendered not less than 3 years regular and



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continuous service in the relevant field as on closing date for receipt of application, relaxable up to maximum period of 5 years.

9. Relaxation in upper age limit in favour of Contractual employees of AIIMS Rishikesh considered for a period of his or her continuous service in AIIMS Rishikesh in equivalent post or up to 5 years, whichever is less, as a one-time dispensation.
10. Relaxation to upper age limit in favour of Ex-servicemen will be as per Govt. of India rule.
11. No documents including printed/hard copy of online application form are required to be sent by post. However, applicants are advised to keep one printed/hard copy of their application forms for submission at time of Interview.
12. Candidates are required to give their preferences amongst three choices of centres. Exact centre will be given at time of issue of admit card. Effort will be made to allot centre to a candidate according to their given preferences. However, in case of non-availability of a slot at their preferred choices, closest other centres will be allotted. Decision of AIIMS, Rishikesh will be final in this regard.
13. Applicants in regular employment must submit a "NO OBJECTION CERTIFICATE" from employers at time of Interview.
14. Candidates with valid application shall be issued **call letter & admit card**. These can be downloaded by candidates directly from the AIIMS, Rishikesh website www.aiimsrishikesh.edu.in by entering their Registration Number/application Number, Date of Birth. **Call letters will not be sent by post**. This facility would be available on **website 15 days before actual date of examination**.
15. No TA/DA shall be admissible for appearing in Written Test / Skill Test / Interview.
16. Period of Probation shall be of 2 years.
17. Director AIIMS, Rishikesh reserves rights to fill any or all of advertised posts or not to fill same without assigning any reason.