



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA**  
JODHPUR ROMANA, MANDI DABWALI ROAD, BATHINDA, PUNJAB- 151001



**RECRUITMENT CELL**

AIIMS/BTI/Rect.Cell/1516

15 July 2024

**RECRUITMENT OF PRIVATE SECRETARY AT AIIMS BATHINDA ON DIRECT RECRUITMENT BASIS.**

All India Institute of Medical Sciences, Bathinda an Autonomous Institute of National Importance is one of the new AIIMS and apex healthcare Institute being established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) with the aim of correcting regional imbalance in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate, postgraduate and higher medical education and training.

Offline applications from Indian citizens as permissible under the applicable Act/Rules are invited for the following post on **DIRECT RECRUITMENT BASIS** in the All-India Institute of Medical Sciences, Bathinda (Punjab).

<b>AIIMS Bathinda (Group B Post)</b>				
<b>S. No.</b>	<b>Post</b>	<b>Number of posts</b>	<b>Pay Level</b>	<b>Category</b>
1.	Private Secretary	<b>01</b>	Level-7 as per Seventh CPC	UR-1

**Note:**

1. The above vacancies are provisional and subject to variation. The Executive Director, AIIMS, Bathinda reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India Rules/Circulars and requirements or otherwise.
2. Reservation will be as per Government of India Policy.
3. The cut-off date to determine the maximum age limit, essential qualification & experiences will be the last date of submission of offline application.
4. The period of experience wherever prescribed shall be counted after obtaining the prescribed qualification.

**The Essential Qualifications and Experiences for the Posts are as under: -**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Qualifications/ Experience</b>	<b>Age Limit</b>
1	Private Secretary	(i) Degree from recognized university (ii) Skill test norms <b>Dictation</b> – 7 Minutes @ 120 WPM <b>Transcription</b> – 45 Minutes English or 60 Minutes Hindi on computer <b>Experience:</b>	18-30 Years

		<p>Minimum 7 years of experience in the relevant field from any INI (Institution of National Importance) / recognized university. (Competency as per the required experience, may also be tested using a relevant mode of examination as approved by the competent authority.)</p> <p><b>Desirable:</b></p> <p>Diploma / Certificate in secretarial practice from a recognized institution.</p> <p>(i) Excellent command over Hindi and English (written and spoken)</p> <p>(ii) Ability to use computer</p>	
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### GENERAL CONDITIONS

1. The post carry usual allowances as admissible to Central Government Employees of similar status at Bathinda, Punjab.
2. **Application Process:** - The aspiring applicants satisfying the eligibility criteria in all respect can submit their application through Offline mode followed by submission of the hard copy of the offline filled form.
3. **The last date of offline submission of applications will be 30 days from the date of publication of the advertisement in Newspaper. In case the last date falls on weekly off or holidays, then the last date of submission of application will be shifted to the next working days (up to 5.00 PM).**
4. The hard copy of the off-line applications has to be sent along with self-attested copies of certificates/documents in support of fulfilling the essential criteria of age, educational qualification, experiences etc. besides others in support of their candidature within 15 days from the last date of receipt of offline application. The hard copy **of application form** shall be enclosed with self-attested copies of Matriculation Certificate, Degree Certificate/Mark-Sheets or equivalent certificates/Mark sheets, Experiences Certificates indicating teaching etc. The Experience Certificate should clearly show the period of experience, duration of experience ("from" to "to"), Nature of experience (either teaching or otherwise) etc. The candidates can only mention those teaching experiences which are recognized. The signed hard copy of off-line application along with all above mentioned certificates/documents should be sent through Speed Post/Registered post within stipulated period.

Address for sending the hard copy of the off-line application and relevant documents is as under: -

**The Recruitment Cell,  
All India Institute of Medical Sciences, Bathinda-151001**

The envelope containing the application should be **super-scribed** with “**Application for the post of .....**” **w.r.t. Advertisement No .....**

5. Candidates are advised to fill their correct and active-mail ID in the offline application, as all correspondences will be made by the Institute through e-mail. Test/Interview schedule will be mailed in due course to the candidate in their registered e-mail.

6. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of offline applications failing which their application will be rejected.

7. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through Off-line mode only followed by paying application fees as applicable is to be paid.

**Maximum Age Limit: -**

Maximum age will be calculated as on the last date of the receipt of the offline application i.e., 30 days from the date of the publication of this advertisement in Newspaper.

(i) Upper age limit shall be determined as on last date of submission of offline applications.

(ii) No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.

8. The candidates are to satisfy all eligibility criteria before offline application. They must possess the educational qualification and experiences as recognized by the Govt. of India. Their candidature will be cancelled at any stage if it is found that their educational qualification or experiences is not recognized by the Govt. of India.

9. **Experience:** The experience will be counted as on last date of submission of offline application.

10. **Short Listing / Methods of the Selection:** The prescribed qualification is minimum and mere possessing the same does not entitle any candidate to be called for interview or for selection. Based on bio-data, the Screening Committee may short- list candidates for skill test and interview. If large number of eligible

candidates apply for the post, then the Competent Authority may hold a screening test to short-list candidates for interview. Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their application at the time of interview. They may also be asked to submit an affidavit/declaration as decided by the AIIMS, Bathinda at time of Interview. The methodology of Selection will be decided by the Selection Committee as deemed fit besides any other matter relating to the selection process.

11. **Site of Skill Test / Screening Test / Interview:** Skill test / Screening Test / Interview will be held at AIIMS Bathinda or any other place as decided by the Executive Director, AIIMS, Bathinda. No TA/DA will be paid for appearing in the skill test / screening test / interview.

12. **APPLICATION FEES:**

The Candidates will be required to pay prescribed Application Fees through Online Mode Only via Payment Gateway. Link mentioned Below.

**Payment Link.**

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=2322756>

The amount of fee to be paid is as under: -

Category	Total Amount Payable
UR / OBC / EWS	₹ 1,180/-
SC / ST	₹ 590/-
For Persons with disabilities	NIL

- a. Application fee once remitted shall not be refunded under any circumstances.
- b. Applications without the prescribed fee would not be considered and summarily rejected.

13. The applicants already in Government service shall have to produce **No Objection Certificate** from their present employer at the time of Interview. The No Objection Certificate should clearly state that the candidate will be allowed to join, if selected and not merely for appearing in the interview.

14. **AIIMS, Bathinda decision is final:** The decision of the AIIMS, Bathinda in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres if any, selection and allotment of post to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

15. Any corrigendum or revision of the advertisement or any other information regarding this recruitment will be posted on the Official website of AIIMS, Bathinda only in due course. Candidates are advised to visit our website regularly for updated information in this regard.

## **OTHER INFORMATION FOR THE CANDIDATES**

16. The All-India Institute of Medical Sciences is an autonomous body established under Act of Parliament.
17. Service under the Institute is governed by that Act and the Rules & Regulations framed there under.
18. The Institute strives to have a workforce which reflects gender parity and women candidates are encouraged to apply.
19. All the posts carry usual allowances as admissible to Central Government Employees of similar status at Bathinda, Punjab .
20. **Probation period:** The period of probation is of two (2) years. The appointing authority may declare successful completion or extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.
21. The applicants, who do not have requisite qualifications up to the last date for submission of offline applications, will not be considered and will be summarily rejected.
22. Incomplete application(s) will be summarily rejected. Applications received after the last date of submission of offline application will not be considered.
23. The period of experience, wherever prescribed, shall be counted after obtaining the prescribed educational qualification.
24. The employees of the Institute will be governed by the New Pension Scheme as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division). Notification No. 5/7/2003-ECB&PR dated 22.12.2003.
25. Last Date of the submission of offline application: 30 days from the date of publication of advertisement in Employment News/Rojgar Samachar.
26. AIIMS reserves the right to increase or decrease the number of vacancies.
27. While every effort will be made to provide residential accommodation to the employee appointed at the Institute subject to availability but in view of the paucity of the residential accommodation in the campus it may not be possible to provide accommodation in every case. In the event that no accommodation is provided, necessary H.R.A. as admissible to Central Government Servants of similar status stationed at Bathinda, Punjab will be provided.
28. Canvassing of any kind will be a disqualification.

29. The candidate should not have been convicted by any Court of Law.
30. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
31. The decision of the Competent Authority regarding interview, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
32. All disputes will be subject to jurisdiction of Court of Law at Bathinda.

**Sd/-**

**Executive Director & CEO AIIMS Bathinda**