

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(Recruitment Cell)

No. 2-18/2024 Estt(RCT)

Ansari Nagar, New Delhi-29.

Dated :-

25 MAY 2026

Office Circular

Subject:- Inviting application for the post Junior Administrative Assistant (Level-2 in the pay matrix of 7th CPC) under the mode of 20% from amongst the Group 'C' staff in the Level-1 in the pay matrix (GP of Rs. 1800) at the AIIMS, New Delhi-110029.

Applications are invited for the post **Junior Administrative Assistant** (Level-2 in the pay matrix of 7th CPC) **from amongst the eligible Group "C" employees working at the Institute in the Level-1 in the pay matrix and have rendered 2 years of regular service in grade.** The qualification/ experience for the post of Junior Administrative Assistant is as under:-

Educational Qualification & Experience	20% of vacancies shall be filled on the basis of a Departmental qualifying examination from amongst the Group 'C' staff in the Level-1 in the pay matrix (GP of Rs. 1800) who possess 12th pass or equivalent qualification and have rendered 2 years of regular service in grade
No. of Vacancies	Total vacancies Clear Cut:- 43 (33 UR, 7 SC & 03 ST)
Age Limit	Not applicable
"The number of posts are tentative and may changed."	

The Employees who possess the above qualifications and are desirous of being considered for the post of **Junior Administrative Assistant** may submit their applications through proper channel in enclosed format along with the recent passport size photograph duly attested.

The application duly completed should reach the undersigned latest by 10.06.2026 through their respective Establishment Section. Applications received after the stipulated date, incomplete application and applications not received through proper channel, will not be entertained.

The concerned Establishment Section is required to forward applications of only those applicants who fulfill the eligibility conditions as mentioned above.

The Institute also reserves the right to cancel this recruitment process.

(VISHWESH CHATURVEDI)
ADMINISTRATIVE OFFICER

Copy to:-

1. All centers
2. All Departments/ Sections/ Units
3. All Notice Boards
4. CRHS Project, Ballabgarh
5. NDDTC, Ghaziabad
6. NCI Badsa, Jhajiher

वैश्वेश चतुर्वेदी / Vishwesh Chaturvedi
प्रशासनिक अधिकारी / Administrative Officer
भर्ती प्रकोष्ठ / Recruitment Cell
अ.भा.आ.सं., नई दिल्ली / A.I.I.M.S., New Delhi-29