



# All India Institute of Medical Sciences, Rishikesh

Virbhadr Marg, Pashulok, Rishikesh, UK 249203

[www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in)

Date: 13<sup>th</sup> June, 2023

## **RE-OPEN NOTICE**

Procedure for On-line submission of application(s) for below mentioned Group B post is **REOPEN** and available on AIIMS, RISHIKESH website [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in) **w.e.f. 13.06.2023 10.00 Hrs to 03.07.2023 23:59 Hrs.**

Sl. No.	Advt. No.	Post Name	Group	No. of Posts*
1.	21/05/2016(RIS)/ADMIN/0784	Assistant Administrative Officer	B	2

\* Number of posts is tentative and is liable to change based on Institute's requirements.

The Candidates who had already successfully applied (with applicable application fees) in response to earlier advertisement **NEED NOT TO APPLY AGAIN.**

Other terms and conditions will remain same as per previous advertisement No. 21/05/2016(RIS)/ADMIN/0784 released on 29.04.2017.

In case of any queries, assistance or clarifications please contact:

Email : [aiimsmr@onlineregistrationform.org](mailto:aiimsmr@onlineregistrationform.org)

Phone No. : 022- 62507708

If any query not addressed, please contact from 10:00 AM to 05:00 PM on all working days (except Saturday):

Email : [job@aiimsrishikesh.edu.in](mailto:job@aiimsrishikesh.edu.in)

Phone No. : 0135-2462953

**Recruitment Cell,  
AIIMS, Rishikesh**



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Virbhadra Marg, Rishikesh-249203, Uttarakhand.**

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Advt. No. 21/05/2016(RIS)/ADMIN/0784

Dated: 29<sup>th</sup> April, 2017

**VACANCY NOTICE**

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

Sl. No.	Name of Post	Scale of Post	Age Limit	Qualification	No. of Posts
1	Assistant Administrative Officer <b>Group : 'B'</b>	Rs.9300-34800 + GP Rs. 4600	Upto 40 years	<b><u>Essential Qualification:</u></b> 1. Degree of recognized University or its equivalent. 2. 5 years of experience as Office Supdt. or in equivalent posts; and working knowledge of Govt. rules & regulations.  <b><u>Desirable:</u></b> Post Graduate Diploma in Personnel Management / Labour Laws / Administrative Law.	04 (UR-3, OBC-1)

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

**Director,**  
**AIIMS Rishikesh**



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Virbhadra Marg, Rishikesh-249203, Uttarakhand.**

*(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)*

**BASIC DETAILS**

- (I) Date of opening on-line registration for Applications Form is **10:00AM on 29-04-2017.**
- (II) Last date of submission of Application Form till **5:00PM on 28-06-2017.**
- (III) Examination related information will be uploaded on AIIMS, Rishikesh website i.e. [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in).
- (IV) Date of Downloading of Admit Card etc. will be uploaded on website in due course.
- (V) Helpline Desks: **7289060457** from 10:00 AM to 05:00 PM on all working days.

**GENERAL CONDITIONS**

1. The aspiring applicants satisfying the eligibility criteria in all respect can submit their ONLINE application. The On-line application(s) will be available on AIIMS, RISHIKESH web site [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in) w.e.f 29.04.2017 10.00 A.M. to 28.06.2017 5:00 P.M.
2. The amount of non-refundable fee to be paid in respect of one post is as under:-

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

3. The On-line Registration and Submission process will be **terminated by 05:00 PM on 28.06.2017**. The candidature of such applicants who fail to complete the online submission of application form by the stipulated date and time will not be considered and no correspondence in this regard will be entertained.
4. Upper age limit is relaxable by 5 years for SC/ST candidates, 3 years for OBC and 10 years for the Physically Handicapped Persons. The upper age limit shall be determined **as on the last date of submission of application** as specified above.
5. Those who are in regular employment must submit a "NO OBJECTION CERTIFICATE" from the employers at the time of Interview.
6. Candidates with valid application shall be issued **call letter & admit card**. These can be downloaded by the candidates directly from the AIIMS, Rishikesh website [www.aiimsrishikesh.edu.in](http://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 the actual date of examination.**

7. No TA/DA shall be admissible for appearing in the Written Test or Interview.
8. The period of Probation shall be of 2 years.
9. Director AIIMS, Rishkesh reserves the rights to fill any or all of the advertised posts or not to fill the same without assigning any reason.
10. In case of any assistance or clarifications please contact: **7289060457.**

**Director  
AIIMS Rishkesh**