

**Recruitment Examination for Administration  
and Finance & Accounts cadre for ICMR, NEW  
DELHI through Direct Recruitment**



**Notice No. 323/2025 dated: 11/10/2025**

**Recruitment Examination for the post of Administrative Officer  
and Accounts Officer for ICMR, New Delhi**

**Conducted by  
Examination Section**

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**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
1st Floor, Convergence Block,  
Ansari Nagar, New Delhi – 110029, India**

**On behalf of ICMR New Delhi, AIIMS New Delhi** invites Online Applications in the prescribed form through online mode for filling up the post of Administrative Officer & Accounts Officer of ICMR Headquarters / Centers/ Institutes through direct recruitment

## Important Dates

Closing Date (Last date) for Online Registration		31 <sup>st</sup> October, 2025 (Upto 5:00 PM)
<p style="text-align: center;"><b>IMPORTANT NOTICE</b></p> <ul style="list-style-type: none"> <li>• Please fill the online application carefully. It may not be possible to make changes as indicated.</li> <li>• All applicant must go through the detailed advertisement, posts and eligibility and ensure that they are eligible in all respect before applying.</li> <li>• The eligibility of the candidate will be provisional and merely filling the application form and appearing in examination shall not be treated as validity of eligibility and Candidature shall stands cancelled in case any ineligibility detected at any stage of recruitment process including after joining on an offered post.</li> <li>• Examination, Section, AIIMS New Delhi is merely an examination conducting body and appointment is subject to decision of ICMR, New Delhi.</li> </ul>		
Description	Start On	Closes On
Date of uploading of Detail Advertisement & Commencement of online registration of application	11 <sup>th</sup> October, 2025	31 <sup>st</sup> October, 2025 (upto 5:00 p.m.)
Date of uploading of status of application form for acceptance to appear in examination	5 <sup>th</sup> November, 2025	
Date of Correction in application form as allowed	5 <sup>th</sup> November, 2025	7 <sup>th</sup> November, 2025 (upto 5:00 p.m.)
Date of Issue of Admit Card	10 <sup>th</sup> November, 2025	
Date of CBT Examination	<b>15<sup>th</sup> November, 2025 (Saturday)</b>	

## APPLICATION FEES:

- A) General/OBC Candidates - Rs.3000/- (Rupees Three Thousand only)  
 B) SC/ST Candidates/EWS - Rs.2400/- (Rupees Twenty-Four Hundred only)  
 C) Persons with Disabilities - Exempted

- The candidate can pay the prescribed application fee through DEBIT CARD/CREDIT CARD/ NETBANKING. Transaction / Processing fee, if any, as applicable, will be payable to the bank by the candidate.
- Application fee, once remitted, shall not be refunded under any circumstances.
- Applications without the prescribed fee would not be considered and summarily rejected.

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## 1. GENERAL CONDITIONS

1. All candidates who wish to apply for recruitment to the post of **Administrative Officer & Accounts Officer post for ICMR** conducted by AIIMS New Delhi are required to apply online by clicking on **Recruitment Tab** on the website [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in).
2. The eligibility criteria for each posts as defined in ANNEXURE-I and vacancy position as published in ANNEXURE-II read with any subsequent notices, corrigendum, addendum will be applicable.
3. The posts carry the usual allowance as admissible to Central Government Servants of similar status stationed at respective cities.
4. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The Online applications can be done through the website [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in) from **11<sup>th</sup> October,2025 to 31<sup>st</sup> October,2025 upto 5:00 P.M.** No documents, including the online application form, are required to be sent in Physical form. Any kind of Physical document regarding registration will be treated as null and void and will be destroyed. **However, all the applicants are advised to keep a copy of the Application Form with them, along with proof of payment, for their records. Correction in registration will not be considered through any mode i.e. Email/letter. Hence, candidates are advised to fill their registration form carefully as no correction will be allowed after specified dates as per the procedure.**
5. The On-line portal for application will be closed by **05:00 PM on 31<sup>st</sup> October, 2025**. The candidature of applicants who fails to complete the online application by the stipulated date and time will not be considered and rejected. No correspondence in this regard will be entertained. However, those who have paid the examination fee by the closing date may be allowed to edit during the opening of the edit panel.
6. **Reason for rejection/Status of application:** Only for candidates requiring correction during status in Registration OR Completion of application form only for those who had made payment, the edit panel will be available from **5<sup>th</sup> November, 2025 to 7<sup>th</sup> November, 2025 (upto 5:00 p.m.)**. Applicants may note that further correspondence will NOT be entertained in this regard. Change in reservation categories applied is not allowed once registration fees are submitted. Candidature will be cancelled in case found incorrect information at any stage of recruitment process.
7. The edit window is not an extension of the date, and the last date of online registration as published shall be treated as the last/closing date for application form. Candidates are advised to **self-check their eligibility** before applying to any post to escape from denial after selection.
8. As the examination will be conducted without any scrutiny of eligibility, a candidate will be treated as disqualified from beginning in case ineligibility detected at any stage of recruitment process.
9. Those applying in response to this advertisement should satisfy themselves regarding their eligibility for the posts applied for. They must fulfil all the eligibility criteria as on closing date of online submission of applications, failing which their application will be summarily rejected. Required educational qualification/experience should be completed on or before the last date of the online submission of the application. Likewise, the candidate must have completed the duration of desired experience on or before the cut-off date, i.e. last date of submission of the online application. Candidature of applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice.
10. The candidate must ensure that images of the photo, signature and thumb impression should be as per the guidelines mentioned in the '**Upload Image Instructions**' given in the **General links** and are visible clearly in the preview at the time of filling out an application in online mode. If the photo/signature/thumb impression image is not as per instructions given in the '**Upload Image Instructions**' in that case, your application will be rejected. Due diligence and care should be taken while uploading images of photo, signature and thumb impression.
11. Educational qualification certificates/Category Certificates etc. must be submitted as and when required by ICMR and also on the day of document verification, failing which candidature will be

cancelled. No additional time will be allowed for submission and no correspondence will be entertained in this regard.

12. The detailed information viz. (date of uploading of Status of application, date of uploading of Admit card etc.) related to conduct of Examination and result of CBT Examination will be uploaded by the Examination Section, AIIMS, New Delhi in due course of time on the website [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in). Candidates are advised to download their Admit Card from AIIMS website [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in) as no admit card will be sent by post.
13. The candidates are advised to bring Admit Card downloaded from AIIMS website at the time of Online (CBT) mode Examination and hand over the same to the Invigilator after completing the Examination, failing which their candidature/performance in the Online (CBT) mode Examination will not be considered.
14. The original certificates/documents of provisionally qualified candidates will be verified by ICMR. All candidates must note that ***it is assumed that you are in possession of all required certificates to substantiate your eligibility on the day of the online application/day by which is required to be submitted by ICMR as per validity published in this advertisement, including category certificate/ employer NOC, qualifying certificates etc., and are mandatorily required to submit as and when demanded. No additional time will be granted to obtain a certificate from issuing authority. The decision of the ICMR at the allocated Institute shall be final in this regard.***
15. Canvassing in any form will be a disqualification.
16. After selection on any advertised posts, place of posting will be subject matter of competent authority of ICMR .
17. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria, category certificate etc. may not be undertaken at the time of Recruitment Examination. Based on the declaration made by the candidate in their Online Application Form, they will be provisionally declared eligible to appear for Online (Computer Based Test) Recruitment Examination .However, a preliminary scrutiny will be made based on information provided in the application form before CBT (Online Test)/Interview/Result. Therefore, the applications are accepted provisionally only. The candidates are advised to go through the requirements of educational qualification, age, experience etc. and satisfy themselves that they are eligible as mentioned in the advertisement before applying. Candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by ICMR.
18. All Selection will be made in order of merit obtained in Written and Interview Examination. Qualified/Selected candidates are subject to document verification in online/offline mode as prescribed including verification by ICMR from original & others.
19. If anyone is found not fulfilling the prescribed qualification / experience and any other eligibility criteria as per the advertisement/Recruitment Rules, at any stage of process, his/her candidature will be treated as cancelled without any further notice and post will be forfeited.
20. In case where a candidate is claimed any reservation category in his/her application form and allotted post and fails to produce valid category certificate as and when required, the candidature will be cancelled without any further notice and seat will be forfeited. No claim on any post will be entertained.
21. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

## 2. AGE RELAXATION:-

- Crucial date to determine eligibility in terms of the age of candidates will be the last date for Online submission of applications.
- SC/ST/OBC candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut-off marks otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC) who become eligible by age relaxation applicable in their case will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.
- In pursuance of guidelines contained in DOPT OM No. 1667569393892 dated 06.09.2022, the age concession to the persons with disability shall be admissible irrespective of the fact whether the post is reserved for person with disability or not, provided the post is identified suitable for relevant category of disability.
- PWBD candidates with disabilities mentioned in Section 34 (1) of Rights of Persons with Disability Act, 2016, and as identified by the Institute for the advertised posts as above, provided they have benchmark disability of equal to or more than 40%.
- Age relaxation is permissible to various applicants is as under: -

S.No.	Category	Age Relaxation permissible beyond the Upper age limit
1.	SC/ST	5 years
2.	OBC	3 years
3.	PWBD	10 years, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
4.	PWBD + OBC	13 years, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
5.	PWBD + SC/ST	15 years, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
6.	Ex Servicemen and commissioned Officers including ECO/SSCOs	5 years (Pls. see Annexure-III)
<b>Central Govt. Civilian Employees – for Group A posts</b>		
	1) Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt for online submission of application	5 years
	2) Central Govt. Civilian Employees (OBC)) who have rendered not less than 3 years regular and continuous service as on closing date for online submission of application.	8 (5 +3) years
	3) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for online submission of application.	10 (5+5) years

Note:

- No relaxation other than those mentioned in the table above shall be applicable.**
- The upper age limit in respect of Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons etc. shall be relaxable in accordance with the orders issued by the Government of India from time to time.

### 3. No Objection Certificate for Government Employees Applicants

1. No Objection Certificate to be uploaded while filling the online application form from the present employer (In case of candidates working in Government/Semi or Quasi Government/PSUs/Autonomous Bodies or any institution funded by Government) is mandatory, otherwise, candidature will not be considered for any post. Therefore, candidates are requested to obtain the same before applying. Further, it is mandatory to produce the same NOC at the time of document verification.
2. For claiming the benefit of age relaxation, they shall invariably submit, the requisite certificate as per Format at Annexure-I from the Competent Authority and also submit a declaration as and when called for by the ICMR, otherwise their claims for age-relaxation shall not be considered. Further, they would require furnishing "No Objection Certificate" along with Vigilance Clearance and Integrity Certificate" from their Employer at the time of document verification, failing which their candidature is liable to be cancelled at any stage of recruitment process.

### 4. Caste/Category Certificates

- (i) Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36011/1/12-Estt.(Res.) dated 14.03.2016. The certificate must mention the non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993). The OBC applicants who belong to the 'Non-Creamy Layer' and whose caste appears in the Central List of the OBCs (notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes available at the website <http://ncbc.nic.in>, shall be eligible to be considered under the OBC category (Validity period of OBC Certificate in respect of non-creamy layer status of the applicants as per DOPT Office Memorandum No. 36036/2/2013-Estt. (Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be issued for the financial year 2025-2026 for the certificate issued from 01.04.2025 to 31.10.2025 (i.e. last date of application) (which is the year of advertisement).  
If the applicant does not have the OBC non-creamy layer certificate valid for the financial year 2025-2026 at the time of registration, the applicant must upload the previously issued (older) OBC non-creamy layer certificate along with the acknowledgement slip of the OBC non-creamy layer certificate application for renewal. However, at the time when asked to submit/upload the valid certificate, the applicant must produce the applicable certificate valid for financial year (2025-2026) within the date as mentioned above as applicable. This additional certificate (if any) must have a reference of his/her already issued original caste certificate.
- (ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. In pursuance to DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, a EWS certificate issued in prescribed format for employment in Central Government on the basis of income of financial year 2024-2025 issued from 01.04.2025 to last date of application i.e. 31.10.2025 and valid for the year 2025-2026 will be considered valid. Any Certificate issued before 01-04-2025 and issued after last date of application i.e 31.10.2025 will not be considered valid.
- (iii) Eligibility under SC/ST category will be applicable as per Govt. of India guideline.
- (iv) Candidates who fail to produce valid category certificate OBC/EWS/SC/ST/PWBD etc. during document verification or as and when required to produce the same, the candidature will be

cancelled. **All candidates are advised to obtain required valid category certificate in advance to avoid cancellation of candidature at any stage of the recruitment process.**

- (v) Candidates who have claimed the reservation category and failed to produce a valid category certificate as applicable as per published criteria the candidature shall be cancelled in the reserved category, and allocated seats shall be forfeited.
- (vi) Reservation for PwBD will be as per the guidelines/Instruction contained in DoP&T OM No.36035/02/2017-Estt (Res) dated 15.01.2018 with regard to reservation for persons with disabilities. Only such persons would be eligible for reservation under PwBD quota in service/posts who suffer from not less than 40% of physical disability. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate as issued by a Competent Authority in prescribed format. However, the candidature of PwBD applicant is subject to evaluation by a Medical Board duly constituted by the Executive Director of respective AIIMS or by the respective institute. This Medical Board will evaluate suitability of candidates for the post he/she is being considered for. All the instructions of Govt. of India as amended and as applicable in this matter will be followed. The advertised posts for this recruitment is already identified/earmarked for **applicable PwBD** category, that the candidates with such disabilities may apply for the post identified under PwBD quota and mentioned against such posts. **Abbreviations of above categories are as under:** -

OAL= One Arm and One Leg,

BLOA=Both Leg & One Arm,

BLA = Both Legs Arms,

CP= Cerebral Palsy,

LC= Leprosy Cured,

Dw= Dwarfism,

AAV= Acid Attack Victims, MDy= Muscular Dystrophy.

**See ANNEXURE-IV for important guidelines**

## 5. Centre of Examination

The Recruitment Examination will be conducted in Delhi / NCR only.

## 6. Admit Card

- I. Admit card will be issued 5 days before the date of examination.
- II. The admit card will be released on Examination Section (AIIMS, New Delhi) website [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in) . Candidates are required to download their admit card from the website [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in) by login with credentials. No admit card will be sent by post.
- III. Candidates are required to bring their admit card downloaded from the website on the day of Exam at Examination Centre & handover to invigilator to mark your attendance in the examination, failing to do so may result in cancellation of candidature.

## 7. Pattern , Scheme & Syllabus of Examination

### Scheme of Examination

1. **Stage-I: Written/CBT Examination;**
2. **Stage-II: Interview .**

#### 1. **Stage-I: Written/CBT Test – 80 marks**

- The Recruitment Examination will be conducted in a computer based test (CBT) mode.
- The CBT Examination consists of 80 MCQs of 80 marks.
- Duration of CBT Examination will be 80 minutes
- The Medium of Written/CBT Examination will be English only.

**Syllabus of CBT Examination:-** The syllabus will be in accordance with the level of education qualification and experience as mentioned in the advertisement.

1.	Administrative Officer	<b>Out of 80 MCQs:-</b> <ul style="list-style-type: none"><li>- <b>60 MCQs</b> shall be related to General Administration, CCS Rules, FR/SR.</li><li>- <b>20 MCQs</b> shall be from General English, Aptitude, Awareness , Basic Computer</li></ul>
2.	Accounts Officer	<ul style="list-style-type: none"><li>- <b>60 MCQs</b> shall be related to General Financial Rules (GFR), Accounts and Book Keeping.</li><li>- <b>20 MCQs</b> shall be from General English, Aptitude, Awareness , Basic Computer</li></ul>

- Each correct response will get a score of 1 mark and wrong will be awarded 1/3 negative marking.
- No marks will be awarded for the unanswered questions or marked for review.
- **Qualifying criteria:**
  - 50% for UR/EWS
  - 45% for OBC
  - 40% for SC/ST/PwBD

*No clarification will be offered on technical aspect of questions during examination. If any discrepancy in any question is found in the Recruitment Examination, the candidate is advised to raise a query through the link enabled in their MyPage under section Representation for Questions (RFQ). The link will remain enabled for 24 hours after the completion of the Examination.*

2. **Stage II: Interview - Interview will be conducted by ICMR, New Delhi.** The Interview will carry 20 marks and final document verification will be done at the time of document verification by ICMR, New Delhi.  
The total number of candidates eligible to be called for the interview will be five (5) times the number of post advertised in various categories (UR/EWS/SC/ST/OBC/PWBD) based on merit in Stage-I.

## 8. Preparation of Merit & Resolution of Tie cases.

### **For Administrative Officer and Accounts Officer post-**

- The final merit list(s) for all categories i.e. UR/EWS/SC/ST/OBC/PWBD shall be prepared on the basis of combined marks obtained in Stage-I (CBT/Written Test) and Stage-II (Interview) of the candidates who appeared in both stages of selection process.

- Candidature will be treated as cancelled if candidate who have been called for Stage-II based on performance in Stage-I and remain absent in Stage-II (Interview)

**Resolution of Tie cases for Group-A (Non-Faculty) posts**

In cases where more than one candidate secures equal marks, tie cases will be resolved

- I. First by (i) the number of wrong answers / negative marks will be used, wherein those with fewer wrong answers / negative marks will be placed higher ;
- II. If not resolved by (i) then using date of birth with older candidates placed higher.

## 9. Rules of Scribe and Compensatory Time

The rules for scribe and compensatory time as per the OM of the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment dated 29<sup>th</sup> August 2018, corrigendum dated 8<sup>th</sup> February, 2019 and OM dated 10<sup>th</sup> August 2022.

**Eligibility for Scribe and/or compensatory time:**

- I. **The persons with Benchmark Disabilities (PwBD) defined under section 2(r) of the RPWD Act, 2016.**
  - A. Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arms affected – BA) and cerebral palsy will be provided with the facility of a scribe if desired by the person against self-undertaking as per Appendix A Part A-1.
  - B. The PwBD candidates in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy are allowed Compensatory Time of twenty minutes per hour of the examination if desired by the person against self-undertaking as per Appendix A Part A-1.
  - C. In the case of other categories of Persons with Benchmark Disabilities as defined under section 2(r) of the RPWD Act, 2016, the facility of scribe / Compensatory time will be allowed to such applicants on the production of a certificate to the effect that the person concerned has physical limitation in to write, and scribe is essential to write the examination on his behalf from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per the prescribed proforma (Appendix A Both part A-1 and A-2).
  - D. Scribe may be required to register on AIIMS portal as per instruction of AIIMS.
- II. **The persons with specified disabilities covered under the definition of section 2(s) of the RPWD Act, 2016 but not covered under the definition of section 2 (r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**
  - A. In the case of those with less than Benchmark disabilities as defined under section 2(r) of the RPWD Act, 2016, the facility of scribe and or / Compensatory time shall be granted solely to those having difficulty in writing subject to the production of a certificate to the effect that the person concerned has physical limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government Health Care institution as per prescribed proforma (Appendix A Both part A1 and A-3).

Note: -

1. All required certificates must be uploaded at the time of registration, failing which no facilities will be provided on the day of examination.
2. The applicants have the discretion of opting for his/her scribe or requesting the Examination Section for the same and should indicate their choice at the time of Completion of the Application for the Test.

3. In case the applicant opts for his/her own scribe, then additional information related to the scribe will be sought from the applicant before the examination. The qualification of the own scribe will be one step below the minimum qualification criteria of the Test. However, the qualification of the scribe will always be matriculated only. If the applicant has opted for his/her own scribe and does not bring own scribe on the day of the examination, then it will not be possible for AIIMS to arrange a new scribe.
4. AIIMS reserve the right to not allow own scribe.
5. If the applicant has opted for his/her own scribe, the Remuneration/Honorarium/TA will be the applicant's sole responsibility.
6. The Scribe can render only assistance to the candidate, i.e., reading instructions, test paper and mouse clicks, if the candidate is not able to do so. Explanation/Interpretation of question paper is strictly prohibited and may result in cancellation of the candidature and legal action against scribe.
7. All persons eligible for scribe and/or compensatory as described above shall be provided compensatory time of not less than 20 minutes per hour of examination.

**GUIDELINES/INSTRUCTIONS TO FILL APPLICATION FORM:-** See the Help Manual available online at [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in). For Contact detail see **ANNEXURE-V**.

## 10. Legal and disciplinary action

**Legal and disciplinary action will be initiated by AIIMS, New Delhi against persons who are found to be guilty of misconduct for reasons mentioned below (including but not limited to)**

- A. Obtaining support for his/her candidature by the following means, namely: —offering illegal gratification to; or applying pressure on; or blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or
- B. Impersonation; or Procuring impersonation by any person; or
- C. Any act or attempt to act or assistance in any act or attempt to act in any manner by any one including candidate from computer console/question paper etc; to transmit question outside or talking or looking into computer screen of other or moving question with fast speed without any intention to read question, or
- D. Submitting fabricated documents or documents which have been tampered with; or
- E. Providing false information regarding educational qualifications and/or experience (such as internship completion) for the sole purpose of appearing in the examination for practice or any other purposes; or
- F. Uploading irrelevant photos in the application form in place of actual photo/signature/left thumb impression; or
- G. Uploading morphed/digitally modified photos for the purpose impersonation; or
- H. Making statements which are incorrect or false or suppressing material information; or
- I. Resorting to the following means in connection with his candidature for the examination, namely: obtaining questions through improper means; finding out the particulars of the persons connected with secret work relating to the examination; influencing the personnel involved with conduct of examination.
- J. Being in possession of items prohibited or using unfair means during the examination or intoxicated.
- K. Copying the questions, misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
- L. Harassing or doing bodily harm to the staff deputed by Examination Section, Staff employed by Vendors for the purpose of conduct of examination.
- M. Being in possession of or using any mobile phone, (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart

watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or

- N. Violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or
- O. Changing seats/question paper/any devices and changing computer screen/Mouse/keyboard without proper permission.
- P. Disputing terms of advertisement after participation in the examination.
- Q. Any scribe found solving the question in place of assisting as described i.e., reading instructions, test paper and mouse clicks.
- R. Any candidate found to be participating having incident of using unfair means in any examination conducted by AIIMS, the candidature will be cancelled without any further notice.
- S. Attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself liable to criminal prosecution, be liable: —
  - i. And shall be disqualified by the AIIMS, New Delhi from this/or other Examinations for which he/she is a candidate; and/or
  - ii. Shall be liable to be debarred either permanently or for a specified period: —
    - a. By the Examination Section, AIIMS, New Delhi, from any examination or selection held by them;
    - b. Any other penalty as per discretion of competent authority.
  - iii. If he/she is already in service under Government to disciplinary action under the appropriate rules.

Provided that no penalty under this section shall be imposed except after: —

- i) Giving the candidate an opportunity of making such representation in writing as he/she may wish to make in that behalf; and
- ii) Taking the representation, if any, submitted by the candidate within the period allowed to her/him into consideration.
- iii) However, depending upon the seriousness of the matter, AIIMS reserves the right to cancel candidature without issuing notice/assigning reasons for the use of Unfair means during and examination at the discretion of the Director, AIIMS, New Delhi, and no correspondence will be entertained.

Any person who is found by the AIIMS, New Delhi to be guilty of colluding with a candidate (s) in committing or abetting the commission of any of the misdeeds listed at Clauses 24A to 24R above render himself liable to action in terms of the Clause 24S.

## 11. Legal Jurisdiction

After selection on any advertised posts place of posting will be subject matter or respective AIIMS/Institute as per applicable rule in respective AIIMS/Institute, where AIIMS, New Delhi is only examination conducting body and seats are allocated based on merit and choice of provisionally qualified candidate against vacancy reported by respective Institute. AIIMS, New Delhi is not responsible for any issues on recruitment rules, relaxation, delay in joining, rejection on grounds on eligibility, document verification, extension of time, withdrawal of seats etc.

Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts alone.

## 12. ANNEXURE-I : Eligibility

S.No.	Post Name	Age Limit	Qualifications
1	Administrative Officer Level -10 (Rs.56,100 – 1,77,500) (7 <sup>th</sup> CPC scale)	Not exceeding 35 years	<u>Educational qualification:</u> I. Minimum three year bachelor's degree in any discipline from a recognized university / Institute.  II. Three years working experience in administration in Central / State Govt./ Autonomous Organisation/ PSU as section Officer or equivalent.  <u>Desirable:-</u> i. MBA degree or equivalent or PG Diploma from recognized University / Institution in HR. ii. Knowledge of Computer Application especially for HR activities.
2.	Accounts officer Level -10 (Rs.56,100 – 1,77,500) (7 <sup>th</sup> CPC scale)	Not exceeding 35 years	<u>Educational qualification:</u> I. Minimum three year bachelor's degree in any discipline from a recognized university / Institution..  II. Three years working experience in Finance & Accounts in Central / State Govt./ Autonomous Organisation/ PSU as section Officer or equivalent.  <u>Desirable:-</u> i. CA (Inter)/ICWAI (Inter)/ MBA (Finance)/ M.Com. ii. Training in Cash & Accounts from ISTM or other recognized Institute.  iii. Knowledge of Computer Applications especially on Accounts related software.

## 13. ANNEXURE-II: Number of Post

S.N.	Name of the post	No. of vacancies	Reservation points
1.	Administrative Officer	10	UR-6, OBC-2, SC-1, EWS-1 [PwBD-1; category (c )]
2.	Accounts Officer	5	UR-2; OBC-1; SC-1; EWS-1

#### 14. ANNEXURE-III: Age Relaxation for Ex. Serviceman category

5 years' age relaxation is allowed for all category Ex-Serviceman candidates

**NOTE-I:** Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation as per rules.

**NOTE-II:** The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.

**NOTE-III:** For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the time of submitting his/her application for the Post, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE FOR RECEIPT OF APPLICATION or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

**EXPLANATION:** An 'ex-serviceman' means a person –

- (i) Who 'has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the India Union, and
  - (a) Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
  - (b) Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - (c) Who has been released from such service as a result of reduction in establishment; or
  - (d) Who has been released from such service after completing the specific period of engagement, other than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
  - (e) Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
  - (f) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1988; or
  - (g) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
  - (h) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

**NOTE-IV:** AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

## 15. ANNEXURE-IV : Important Explanation for PWBD Candidate:

- PWBD candidates out of disabilities mentioned in Section 34 (1) of Rights of Persons with Disability Act, 2016, as identified by the Institute for PwBD category (c), following reservation under PWBD are eligible to apply under this category provided they have benchmark disability of equal to or more than 40%.

Abbreviations of above categories are as under: -

OAL= One Arm and One Leg,

BLOA=Both Leg & One Arm,

BLA = Both Legs Arms,

CP= Cerebral Palsy,

LC= Leprosy Cured,

Dw= Dwarfism,

AAV= Acid Attack Victims, MDy= Muscular Dystrophy

Any candidate other than identified category as mentioned above will not be eligible for seats reserved for PwBD candidate.

Please see the Notice regarding identification of posts suitable for PWBD as per guidelines of Govt. of India at URL <https://www.aiims.edu/images/pdf/notice/rectt-16-3-20.pdf>.

- As per Section 2(r) “person with benchmark disability” means a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. Accordingly, for posts identified suitable for PWBD quota and as indicated against posts reserved for them, applicant should make sure that they are eligible and has desired/required disability certificate.
- After any candidate qualifies the interview/written examination/, such candidates will be subjected to medical examination by a board constituted by ICMR to ascertain their suitability for the said post/job.
- As per DOPT office memorandum No. No.36035/02/2017-Estt (Res) dated 15.01.2018 Same relaxed standard should be applied for all the candidates with Benchmark Disabilities whether they belong to Unreserved/SC/ST/OBC/EWS. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

## 16. ANNEXURE-V :Contact Information

The information will appear in the website strictly as per time schedule laid down in the information brochure/advertisement. Telephonic queries / written requests prior to the scheduled date mentioned in the information brochure/advertisement regarding receipt of application, acceptance, hoisting of admit cards etc. will not be entertained.

**Enquiries relating to Examination shall be made through Mypage under “RAISE A QUERY” only. Any other mode of communication for applicant will be summarily rejected**

**Toll-Free Number 1800117898**

**(Timings 10:00 AM to 05:00 PM – Monday to Friday &  
10.00 AM to 1.00 PM - Saturday)**

[www.aiimsexams.ac.in](http://www.aiimsexams.ac.in)

**Assistant Controller (Exams)**

**Examination Section**

**All India Institute of Medical Sciences (AIIMS)**

**Ansari Nagar, New Delhi -110029**

(15)

*ICMR Recruitment Examination for Administrative Officer & Accounts Officer (Group-A post)*

## Appendix A: Certificate regarding physical limitation in an examinee taking Computer Based Test.

APPENDIX-A-1

### LETTER OF UNDERTAKING FOR USING SCRIBE/COMPENSATORY TIME

(To be submitted on or before the date as specified in Important Dates of this information brochure)

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

I request the following and undertake to follow the procedure of examination: -

(Choose/Tick for any one of the options A or B )

☐ A. FOR SCRIBE (Tick either Sl no. 1 or 3 as applicable):

1. ☐ I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.
2. I do hereby undertake that his qualification is \_\_\_\_\_. If, subsequently, it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post, certificate/diploma/degree and claims relating thereto.

OR

3. ☐ I hereby request the AIIMS, New Delhi, to provide a scribe to assist me in the above-said Examination.

Note: All persons taking scribe as above will be allowed compensatory time.

☐ B. FOR COMPENSATORY (WITHOUT SCRIBE):

My physical limitations hamper my writing capability, and I need compensatory time. In case it is found that the information declared by the undersigned, I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

*Please see that you must submit any other certificate (if applicable) within the due date as mentioned in the prospectus in addition to this, failing which the above facilities may not be provided.*

**Note: Unless otherwise mentioned in the advertisement Appendix-A-2/Appendix A-3 (As applicable) is mandatory alongwith this Undertaking (A-1). Please see clause Rules of Scribe and Compensatory Time of advertisement for more detail.**

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE**  
**(To be submitted on or before the date as specified in Important Dates of this information brochure)**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_  
 (name of the candidate with disability), a person with  
 \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of  
 disability), S/o/D/o \_\_\_\_\_, a  
 resident of \_\_\_\_\_ (Village/ District/ State) and to state that he / she has physical  
 limitations which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of  
 a Government health care institution.

Name of Government Hospital / Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream / disability (e.g. Visual impairment- Ophthalmologist, Locomotor disability- Prthopaedic specialist/ PMR).

*Please see that you must submit any other certificate (if applicable) within the due date as mentioned in the prospectus in addition to this, failing which the above facilities may not be provided.*

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2 (r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

\* \* \* \* \*

This is to certify that, we have examined Mr./Ms/Mrs \_\_\_\_\_ (name of the candidate), S/o / D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Vill/PO/PS/District/State), aged \_\_\_\_\_ yrs, a person with \_\_\_\_\_ (nature of disability/ condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate users aids and assistive device such as prosthetics & orthotics, hearing aid \_\_\_\_\_ (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/PM R specialist	Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist/Special Educator	Neurologist (If available)	Occupational therapist (If available )	Other Expert, as nominated by the Chairperson (If any)
Signature & Name				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

## Appendix B: Format for OBC certificate

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the State / Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ \*.Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate: \_\_\_\_\_

Deputy Commissioner etc.: \_\_\_\_\_

\_\_\_\_\_ Dated:

Seal:

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\*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\*As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

## Appendix C: Format for EWS certificate

### Proforma for Economically Weaker Sections (EWS) Certificate

(INCOME & ASSESSTS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS)

Government of \_\_\_\_\_

(Name & Address of the authority issuing the certificate)

Certificate No.: \_\_\_\_\_ Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt/Kumari \_\_\_\_\_ son / daughter /wife  
oF \_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/Street  
\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below to Economically Weaker Sections,  
since the gross annual income\* of his/her family\*\* is below Rs. 8 Lakh (Rupee Eight Lakh only) for the financial  
year \_\_\_\_\_ His/Her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq.ft. and above;
- III. Residential plot of 100 sq.yards and above in notified municipalities;
- IV. Residential plot of 200 sq.yards and above in areas other than the notified municipalities.

Shri/Smt/Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste  
which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Centre List)

Recent  
Passport size  
attested  
photograph of  
the applicant

Signature with seal of office

Name

Designation

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term "Family" for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his / her spouse and children below the age of 18 years.

**\*\*\*Note 3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The authorities competent to issue EWS Certificates are indicated below:

- (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate)
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar
- (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family resides.

Appendix-D: Format of certificate to be submitted by Government Employees seeking age relaxation

**(To be filled by the Head of the office or Department in which the candidate is working)**

1. It is certified that Shri/Smt/Kum ----- is a Central / State Government Civilian employee holding the post of ----- in the pay scale of Rs.----- with 03 years regular / continuous service in the grade as -----.
2. There is no objection to his / her applying for the post of ----- and Document verification for the said recruitment.

Signature-----

Name-----

Tel No-----

Office Seal-----

Place-----

Date-----

Email iD-----