



F. No. A/171/2022-ADMIN II/ 04

Dated: - 10/09/2022.

Filling up of four (04) posts of Administrative Officer (General Central Service Group 'B' Gazetted, Ministerial) in the Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on transfer on deputation basis.

2. Application are invited to fill up four (04) posts of Administrative Officer (General Central Service Group 'B' Gazetted, Ministerial) in the Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on transfer on deputation basis from suitable candidates. Eligible candidates, who fulfil the eligibility criteria, as mentioned below, may apply.

1.	Post	Administrative Officer (General Central Service Group 'B' Gazetted, Ministerial) LHMC & Smt. S. K. Hospital, New Delhi.
2.	Pay Matrix Level	Pay Matrix Level No. 8 (Rs. 47,600-1,51,100/-)
3.	Eligibility	By transfer on deputation basis from amongst the officers of the Central Government. a) (i) Holding analogous post on regular basis; or (ii) with 02 years' regular service in posts in the Pay matrix level No. 7 (Rs. 44,900-1,42,400/-) or equivalent; or (iii) With 05 years' regular service in posts in the Pay Matrix Level No. 6 (Rs. 35,400-1,12,400/-) or equivalent; and b) Possessing 03 years' experience in administration, accounts and establishment matters.
4.	Period of deputation	The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall not exceed three years. Persons above 56 years of age (as on closing date of receipt of applications) shall normally not be considered for the above posts.

3. Interested applications may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of one month from the date of publication of this advertisement in the Employment News. Application received after the last date or otherwise incomplete are not likely to be considered.

4. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training OM No. 2/29/91-Estt. (Pay-II) dated 05.01.1994 and OM No. 2/8/97-Estt.(Pay-II) dated 11.03.1998 as amended from time to time.

5. The following papers/document may also please be sent along with nomination (Annexure-I):-

- i. Statement of Bio-data in the prescribed proforma (as per Annexure-I) in duplicate duly signed and forwarded through proper channel.
- ii. Attested copies of the APAR dossiers for the last five years attested (on each page) by an Officer not below the rank of Under Secretary to the Govt. of India.
- iii. Vigilance Clearance Certificate.
- iv. Integrity Certificate.
- v. A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.
- vi. Cadre Clearance Certificate.

6. The last date for submission of applications through proper channel for deputation to the said post will be one month for the date of publication of the advertisement in Employment News.

7. 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.



(Kumar Sourabh)

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LHMC & Smt. S.K Hospital,
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BIO DATA PROFORMA
APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER

1. Name (In Block Letters):-							
2. Address (In Block Letters):-							
3. Date of Birth (in Christian era):-							
4. Date of retirement under Central Govt. rules							
5. Educational Qualifications							
6. Experience							
Exp. Required				Exp. Possessed by the Officer			
i) Essential		1)					
		2)					
		3)					
7. Please state clearly whether in the light of Entries made by you above, you meet the Requirements of the post.							
8. Details of employment, in chronological order, enclose a separate sheet, duly authenticate by your signature, if the space below is insufficient:-							
Office/Instt./Organization	Post Held	From	To	Scale of Pay	Name of duties & basic pay		
1.							
2.							
3.							
4.							

9. Nature of present employment (Ad-hoc/temp./permanent/quasi-permanent)	
10. In case present employment held on deputation please state: -	
a) The date of initial appointment: -	
b) Period of appointment on deputation: -	
c) Name of the parent office/organization: -	
11. Additional details about present employment:	
12. Are you in a revised scale of pay? If yes, the date from which date the revision took place and also indicate the pre-revised scale.	
13. Total emolument per month drawn now:	
14. Additional information, if any, which would you like to mention for your suitability for the post, enclosed a separate sheet, if the space is insufficient.	
15. Whether belongs to SC/ST: -	
16. Remarks: -	

Date: -
Place: -

Signature of Candidate

Name:- _____
Address:- _____
Tel. No. _____

CERTIFICATE

1. Certified that particulars furnished by Sh./Smt./Kum._____ have been verified from his/her record and found correct.
2. No vigilance case is either pending/contemplated against Sh./Smt./Kum._____. His/Her integrity is certified.
3. No major or minor penalty was imposed on Sh./Smt./Kum._____ for last ten years as per records in the Ministry/Department.

Date: -
Place:-

Signature of Head of the Office