



**UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
DILSHAD GARDEN, DELHI-110 095**

Advt. No. MC/CCS/NT-II/2022

Date: 21.11.2022

Applications are invited in the prescribed Application Form from eligible candidates for appointment to the post of Lady Medical Officer on regular basis: -

Post	Pay Level	No. of Posts/ Category
Lady Medical Officer	Level – 10 Group A, Medical	01 – OBC (Non Creamy Layer)

The last date for receipt of online application is 12.12.2022 or two weeks from the date of publication of the advertisement in the Employment News, whichever is later. For details, please visit the website of the University of Delhi, www.du.ac.in and click “Jobs and Opportunities” under the Head “Work with DU” and on the website of the College, www.ucms.ac.in under “Notifications”. The last date of receipt of duly completed hard copy of online submitted application along with self-attested documents in the College is 22.12.2022 upto 1500 hrs.

Any addendum/corrigendum shall be posted only on the website of the University of Delhi and the College as detailed above.

PRINCIPAL

Important Note:

The details regarding qualifications, experience, general guidelines, general instruction and the list of documents to be attached with the printed copy of the online submitted application form are available on the website of the University and the College as detailed above along with this advertisement. The applicants are required to read these details carefully before filling up the Application form.

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The details with regard to the post of Lady Medical Officer are as under: -

Post	Pay Level	No. of Posts/ Category	Age Limit
Lady Medical Officer	Level – 10 Group A, Medical	01 – OBC (Non Creamy Layer)	35 years

Educational & other qualification

Essential:

MBBS Degree from a recognized University with at least three years of experience after obtaining the degree out of which at least 01 year hospital experience in Obstetrics and Gynaecology ward.

Desirable:

Post-Graduate qualifications/ MBA (Hospital Administration) and/ or hospital experience will be preferred.

The Selection will be based on written examination and personal interview. The Scheme of Examination will be as indicated in Appendix.



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General Guidelines for Applicants:

1. Applicants must possess a basic University or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956). They must also be registered in a State Medical Register or Indian Medical Register wherever applicable.
2. The Post-Graduate Medical Qualifications awarded by Indian Universities, must have been included in the Schedules to the Indian Medical Council Act, 1956 (102 of 1956), if any.
3. Applicants, who are registered with the Medical Council of India or State Medical, shall be entitled to non-practicing allowance as per rates decided by the Government of India from time to time.
4. All applicants are required to apply online in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of submitted information. Applicants are required to fill the application form as available on the website of the College, www.ucms.ac.in. The details regarding qualifications, experience and general guidelines are available on the website of the college, www.ucms.ac.in along with this advertisement. The applicants are required to read these details before filling up the form.
5. Candidate must enclose the self-attested documents/certificates/testimonials relating to educational qualification, date of birth, experience etc. and any other relevant information, as claimed in the online application along with a hard copy of the online application duly self-attested. Please refer to Annexure-I for this purpose. In case the information/documents are found to be false/incorrect by way omission or commission, the responsibility shall be solely of the applicant and the applicant shall be liable for action as per law.
6. The applicant is required to submit the hard copy of the online submitted application along with all supporting documents (self-attested) in a sealed envelope with inscription 'APPLICATION FOR THE POST OF LADY MEDICAL OFFICER, to the, Principal, University College of Medical Sciences, Room No. 107, (1st Floor, College Block), Dilshad Garden, Delhi-110 095 on or before 22.12.2022 upto 1500 hrs.
7. The Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

8. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
9. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notice available on the website of the College.
10. In order to avoid last minute rush, the applicants are advised to apply early. The College will not be responsible for any network related issue while submitting the online application. However, in case of any persistent technical issue, the applicants can mail their problem at the email id recruitment@ucms.ac.in
11. Applicants are advised to fill their complete, correct and active e-mail address in their online application form as all the correspondences including interview letters will be sent by the College through e-mail only.
12. Pay Scale: Pay Level-10 of 7th Central Pay Commission Pay Matrix. Allowances as admissible will be paid.
13. Age limit : Not exceeding 35 (thirty five) years (Relaxable for Government servants up to five years in accordance with the instructions issued by the Government of India). Age relaxation for OBC applicant will be as per Government of India norms as applicable from time to time.
14. The age limit, qualification and experience for all the posts shall be determined as on the closing date of the submission of online application. Applicants should possess the prescribed age, qualification and experience as on the closing date of application.
15. The applicants are required to submit Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age.
16. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier.
17. The Shortlisted candidates called for interview should report along with the following documents at the time of interview: -
 - All the certificates/testimonials in original as per Annexure-I
 - Valid Photo ID (AADHAR/Voter ID/Driving License/Passport).
 - A set of self-attested photocopy of certificates/testimonials with respects to the qualification, experience and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.
18. No. TA/DA is admissible for attending the examination/ interview.
19. The College reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
20. The decision of the College in all matters shall be final. No correspondence, whatsoever, will be entertained in connection with the process of selection/interview.

21. Canvassing in any form will be treated as a disqualification.
22. The applicants are required to visit the website of the College regularly as any subsequent corrigendum/addendum/intimation etc. will be uploaded on the website of the College only.
23. The College will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the College.
24. In case of the any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the College reserves right to modify/withdraw/cancel any communication made to the applicants.
25. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
26. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form.
27. The last date for submission of the form shall be as specified in the advertisement. Any addendum/corrigendum shall be posted only on the website of the University of Delhi and the College as detailed above.
28. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.



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List of documents to be submitted along with the printed copy of the online application: -

1. Proof of Date of Birth (Class 10th Certificate)
2. Caste Certificate, if applicable
3. MBBS Degree + Marksheet
4. Postgraduate Degree
5. Experience certificate.
6. Valid certificate of registration with MCI/State Medical Council of UG and PG degrees.
7. No Objection Certificate from the employer, if applicable.
8. Any other certificate mentioned in the application form.
