

No. 14/Admn-II/Tech.2018/ 2632

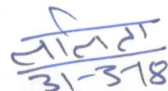
Dated:- 31-3-18



Applications are invited to fill up Three post of Dark Room Assistant in the Pay Matrix Level 3 in Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on regular basis from suitable candidates. The particulars of the post and eligibility conditions etc. are given in Annexure-I.

2. Application in the given proform (Annexure-II) along with required documents may be sent to the Director , Lady Harding Medical College & Smt. S.K. Hospital, New Delhi on or before 30.4.2018 for the candidates in India and on or before 7.5.2018 for the candidates in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the Union territory of the Andman and Nicobar Islands or the Union territory of Lakshadweep.

3. Applications received after the last date or found incomplete will not be considered.


31-3-18
ADMINISTRATIVE OFFICER.

Annexure – I

Director, Lady Harding Medical College & Smt. Sucheta Kriplani Hospital, New Delhi invites applications from eligible Indian nationals in the prescribed Performa, for recruitment for the post of Dark Room Assistant on regular basis. Eligible candidates who fulfill the eligibility criteria as mentioned below may apply.

Name of the post/ Pay Matrix	No. of Post	Age Limit	Qualifications & Experience
Dark Room Assistant (Group "C" - Non-Gazetted) Pay Matrix- Level-3	3 (OBC-1 UR-2- including , 1 post reserved for Ex-service man) *As per orders relating to recruitment	Between 18 to 25 Years (Relax-able for Govt. servant up to the age of forty years in case of general candidates and up to forty five years in case of candidate belonging to the Scheduled Caste or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time) Note:- The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub- Division of Chamba District of Himachal Pradesh, the Union territory of the Andman and Nicobar Islands or the Union territory of Lakshadweep.)	(a) 12 th Class pass with Science from a recognized Board. (b) Certificate or Diploma in Radiography (Two Years duration) from a recognized Institute. Note 1: Qualifications are relax-able at the discretion of the competent authority for reasons to be recorded in writing in case of candidates otherwise well qualified. Note2: The qualification regarding experience is relax-able at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to the Scheduled Caste or the Scheduled Tribes , if at any state of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them. Note3: According to rule 10 of the Official Languages Rules, 1976, made under the official Languages Act, 1963(19 of 1963), the candidate should have the working knowledge of Hindi, if he does not have the knowledge of Hindi, he must have to acquire the same during his period of probation.

Eligibility conditions:-

1. Applicant must fulfill the educational qualifications, experience and age limit and other criteria for the post applied for as on the last date of receipt of the application, failing which the application shall be summarily rejected and no correspondence will be entertained in this regard. Candidates are therefore, advised to satisfy themselves before applying for the said post that they possess the requisite essential qualifications and experience. The Institute will not enter into any correspondence on their ineligibility.
2. Selection to the posts will be considered on the prescribed essential qualification mentioned, and the same are the bare minimum and the mere possession of the same does not entitle candidates to be considered for the post and the higher qualifications will be preferred. However, if the number of applications received for a particular post is large, then the Institution Authority reserves the right to lay down any criteria for the purpose of short listing of the candidates.
3. Candidates applying for the post mentioned above must attach a certificate from the Competent Authority stating that the Diploma certificate possessed by them are recognized by the All India Council of Technical Education or any other statutory body authorized by the Govt. for this purpose.
4. Application fee **Rs.300/-** shall be paid through Demand Draft/ Banker Cheque/IPO in favour of Director, Lady Hardinge Medical College and Smt. S.K. Hospital, Shaheed Bhagat Singh Marg, New Delhi. The Application fees will be non refundable. No personal cheques are acceptable.
5. Candidates are required to paste his/her latest passport size photograph on the right hand corner of the application in the prescribed proforma as given at Annexure-I.
6. **Essential documents:-** All the candidates must attach the one set of self attested photocopy of the following documents:
 - i) Secondary School certificate showing the Date of Birth.
 - ii) Certificate showing the qualification from a Recognized Institute.
 - iii) Certificate of OBC in the prescribed format issued by the Govt. of India.
 - iv) NOC in case of Central / State Govt./PSU/UT employees only.
7. According to rule 10 of the Official Languages Rules, 1976, made under the official Languages Act, 1963(19 of 1963), the candidate should have the working knowledge of Hindi, if he does not have the knowledge of Hindi, he/she must have to acquire the same during his period of probation.
8. Candidates applying under any reserved category will be considered subject to submission of caste certificate on a prescribed format, issued by the Govt. of India.
9. The maximum age indicated above is for general category candidates. Upper age limit is relaxable for OBC and Ex- service man as per Govt. of India Policy/ instruction issued from time to time. The age relaxable for reserved category candidates are admissible only in the case of vacancies who apply against the post meant for reserved categories. The reserved candidates

who apply against post meant for UR category are not entitled to get age relaxation. The upper age limit shall be determined as on the last date of application as specified above.

10. OBC Candidates should not belong to Creamy Layer. The Non- Creamy Layer Certificate would be applicable to OBC candidates who are covered under Income/Wealth Test Criterion. The income limit is decided on the basis of income earned during three previous financial years preceding the year of appointment. Their Sub-caste should be tallied with the Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR.
11. Candidates in Central / State Govt./PSU/UT services whether in permanent or temporary capacity are required to submit their applications through proper channel along with NOC.
12. Application forms duly completed in all respects, must reach to **Director, Lady Hardinge Medical College & Smt. S.K. Hospital, ND on or before 30.4.2018 for the candidates in India and on or before 7.5.2018 for the candidates in** Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the Union territory of the Andman and Nicobar Islands or the Union territory of Lakshadweep by post only. Applicants should write the name of the post on the left corner of the envelop clearly.
13. Applications(s) received after the last date or without relevant documents/incomplete documents/ unsigned application or without application fee shall be summarily rejected. The hospital authorities shall not be responsible for any postal delay.
14. In case, any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to his/her appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
15. Candidates shall be governed by the newly restricted defined contributory Pension Scheme as notified by the Central Government.
16. No correspondence or personal inquiries shall be entertained.
17. 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.

Note:- All Government Servants working on regular basis, including the officials working in this Institution, shall apply after obtaining the age relaxation certificate (Copy of age relaxation certificate to be enclosed) from their concerned Department/Ministry for claim for age relaxation.

ANNEXURE-II

Performa of Application Form

APPLIED FOR THE POST OF _____

Paste your Passport size
photograph recently

1. Name in full (As recorded in Matriculation or equivalent Certificate) _____
2. Father's /Husband's Name: _____
3. Date of Birth (As recorded in Matriculation or equivalent Certificate) _____
4. Nationality _____
5. Category (UR, SC, ST, OBC): _____
6. Sex _____ Male _____ Female _____
7. Marital Status: _____
8. Contact Details: Land line (With STD Code) _____ Mobile _____
Fax no. _____
E-Mail _____
9. Postal/Mailing Address: _____
10. Permanent Address with Pincode:- _____
11. Age as on closing date of receipt of application _____ years _____ Months _____ Days _____
12. Academic/technical/professional qualifications
{Beginning with Matriculation level) attach attested photocopies of certificates}

Examination passed	Division	Univ./Board	Years	Duration of course	Percentage of marks obtained	Remarks
Academic						

13. Details of academic achievement, extracurricular activities, professional achievements, etc.

14. Details of Bank Draft attached:-

15. Bank Draft No. _____ Dated _____
Amount _____ Bank _____ Branch _____

16. List of enclosures.

Contd.../-

DECLARATION
(To be signed by all the candidates)

2. I have not submitted any other application for this recruitment I am aware that if I contravene this rule my application will be rejected summarily by the Institution.
3. I have read the provisions in the Notice of the advertisement carefully and I hereby undertake to abide by them.
4. I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for the post. I have enclosed attested copies (Photocopies) of certificate in support of my claim for education qualifications, age, and age relaxation.
5. I also declare that I have never been convicted by any court of law.
6. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature /appointment is liable to be cancelled.

Signature of the candidate

Name_____

Phone No_____

E-Mail Address_____

Place:_____

Date:-

Note: -Application not signed by the candidate or not containing bank draft of the requisite amount and as per specifications mentioned above or not containing attested copies of certificates in support of academic/technical qualifications/experience or without passport size photograph pasted at the appropriate place in the form or not fulfilling eligibility criteria as laid down in the advertisement will be **REJECTED**.