

Director, Lady Hardinge Medical College & Smt. S.K. Hospital, New Delhi invites applications in the prescribed performa, for recruitment for TWO POSTS of Library & Information Assistant (Group B, Non-Gazetted, Non-Ministerial) on regular basis. Eligible candidates who fulfil the eligibility criteria, as mentioned below, apply in the prescribed format (**Annexure –I**)

Name of the Post	No. of Vacancies	Age Limit	Educational Qualification
Library & Information Assistant Pay Matrix Level 6 (Rs. 35400-112400)	2 (UR)	Not exceeding thirty years. (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government)	Essential Qualification: Bachelor Degree in Library Science or Library and Information Science from recognised University or Institute. Desirable: Diploma in Computer Application from a recognised University or Institution. Essential Experience: Two years professional experience in a Library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or University or recognised research or educational institution.

GENERAL CONDITIONS


1. Applicant must fulfil the educational qualification, experience and age limit and other criteria for the said 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. This Institution will not enter into any correspondence on their ineligibility.
2. If, 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. Application forms duly completed in all respects, must sent **by Speed/Registered post only to Director, LHMC & SSKH, Shaheed Bhagat Singh Marg, New Delhi** within 30 days from **the date of publication of this advertisement in Employment News and 37 days for the candidates in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Jammu, Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar and Lakshadweep Islands.** Applicants should write the name of the post on the left corner of the envelop clearly.
4. Applications received after the last date or without relevant documents incomplete documents/unsigned application/without passport size photograph pasted at the appropriate place in the form or without application fee shall be summarily rejected. The hospital authorities shall not be responsible for any postal delay.
5. **Application Fee: Rs. 300/-**

Application Fee shall be paid through NTR portal bharatkosh.gov.in and must enclose the copy of the receipt with their application. The details regarding the same is mentioned in **Annexure – II**. No personal cheques are accepted. The Application fees will be non-refundable. Application without the prescribed fee would not be considered and summarily rejected. However, all the applicants are advised to keep a copy of payment slip with them, for their record.

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6. **Essential documents:** All the candidates must attach one set of self attested photocopy of the certificate for age, educational qualifications and experience certificate and other required documents.
7. The maximum age indicated above is for all category candidates. Upper age limit is relax able for Government Servants up to thirty five years in accordance with the instructions or orders issued by the Central Government. The upper age limit shall be determined as on the last date of application as specified.
8. Those who are in regular employment with State/Central Government/PSU, must submit a “NO OBJECTION CERTIFICATE” from the employer at the time of verification of documents.
9. In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully 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.
10. Candidates shall be governed by the newly restricted defined contributory pension scheme as notified by the Central Government.
11. No correspondence or personal inquires shall be entertained.
12. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts alone.
13. 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.
14. The applicant should visit the website of LHMC & SSKH <http://lhmc-hosp.gov.in> at regular intervals for update or any other information.
15. The Government (Central/State) servants working on regular basis should send their applications through proper channel.

Note: Candidates who seek age relaxation must submit requisite certificate from the competent authority, in the prescribed format in **Annexure –III**.


(SUNIL KS BHADORIA)
DEPUTY DIRECTOR (ADMN).

PERFORMA OF APPLICATION FORM

APPLICATION 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. If applied under PWD category, mentioned the category of the disability: _____
7. Sex _____ Male _____ Female _____
8. Marital Status : _____
Contact Details: Land line (With STD Code) _____
Mobile _____ Fax no. _____
E-Mail _____
9. Postal/Mailing Address : _____
10. Permanent Address with Pin code:- _____
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. List of enclosures.

DECLARATION
(To be signed by all the candidates)

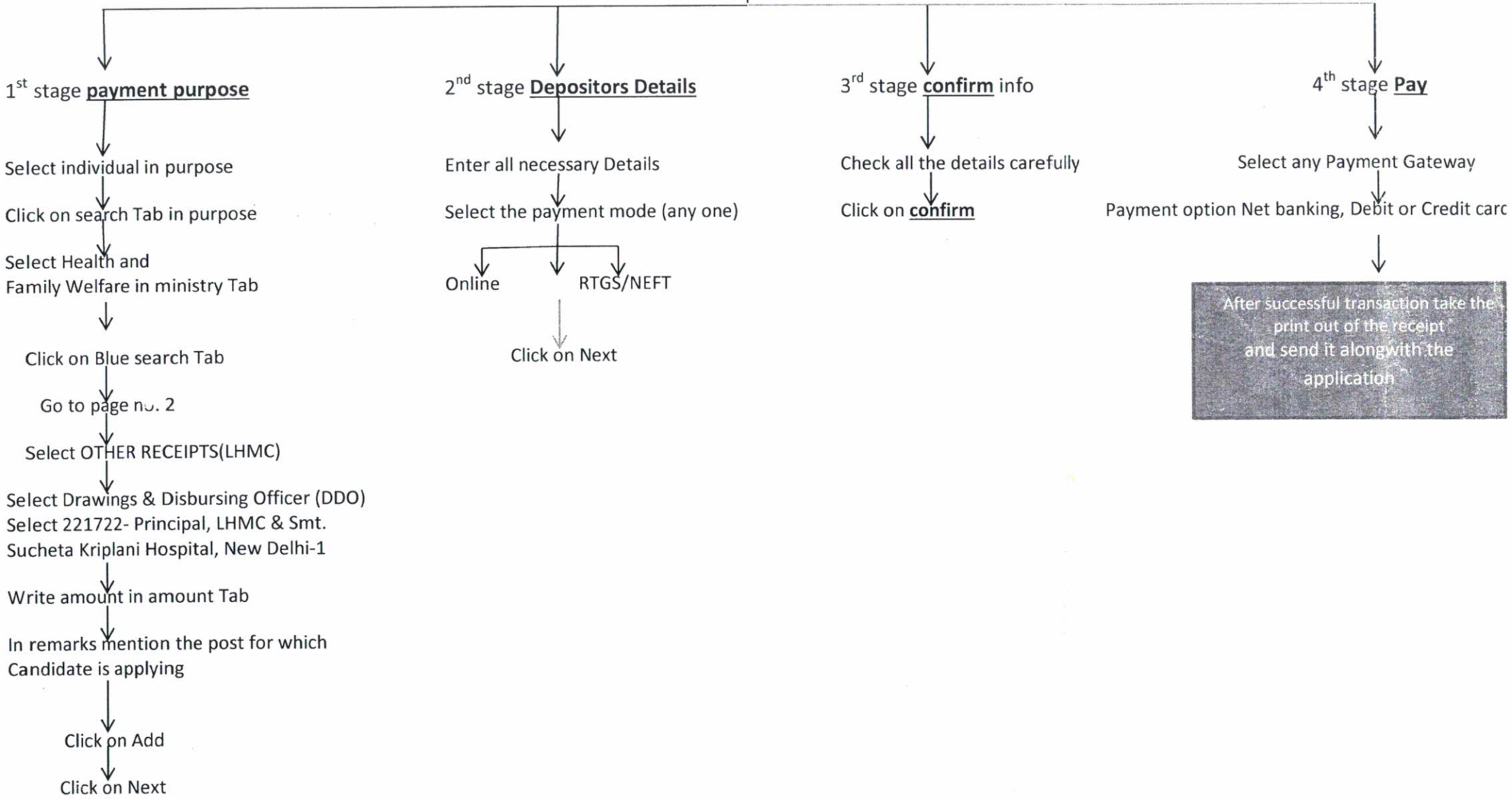
1. I have not submitted any other application for this recruitment I am aware that if I contravene this rule my application will be rejected summarily by the Institution.
2. I have read the provisions in the Notice of the advertisement carefully and I hereby undertake to abide by them.
3. I further declare 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 certificates in support of my claim for education qualifications, age, and age relaxation and category).
4. I also declare that I have never been convicted by any court of law.
5. 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.

Place: _____
Date:- _____

Signature of the candidate
Name _____
Phone No _____

Annexure- II

Payment through Bharat Kosh



ANNEXURE -III

Certificate to be submitted by Central/State Government Civilian Employees seeking age-relaxation

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

It is certified that * Shri/Smt/Km. _____ is a Central Government Civilian employee holding the post of _____ in the Pay Matrix Level _____ with 3 years regular service in the grade as on closing date.

Signature: _____

Name: _____

Office Seal: _____

Place:

Date:

(*Please delete the words which are not applicable).