

CIRCULAR

**Subject: Filling up of the post of Assistant Warden in the Pay Matrix Level 5 (Rs. 29200-92100) on deputation basis in Lady Hardinge Medical College & Smt. S.K. Hospital, New Delhi.**

It is proposed to fill two posts of Assistant Warden in Lady Hardinge Medical College & Smt. S.K. Hospital on deputation basis (including short term contract) for a period of three years initially from amongst Officers holding analogous posts on regular basis in the parent cadre or department; or Officers with five years' service in the grade rendered after appointment thereto on a regular basis in post in Level 4 of the pay matrix or equivalent in the parent cadre or department, working in Central Government or State Government or Union Territories or autonomous or statutory organizations or Public Sector Undertaking or University or recognized Research Institutions: and possessing the following educational qualifications and experience:-

(i) Degree from a recognized University.

(ii) Minimum six months experience of management or supervisor of Hostel in Government or Semi-Government Institutions preferable in a Hospital.

2. 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 applicants may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of 2 months from the date of publication of this circular in the Employment News. Application received after the last date or otherwise incomplete are not likely to be considered.

4. Pay of the selected officers shall be fixed in the scale of the post in accordance with rules prescribed by the Government.

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

- 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 CR dossiers for the last five years attested (on each page) by an Officer not below the rank of Under Secretary.
- 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 two months from the date of publication of the advertisement in Employment News.



(SONU KUMAR)  
DEPUTY DIRECTOR (ADMN).

Enclosure: Proforma.

Copy to:

All Notice Boards in Lady Hardinge Medical College & Smt. S.K. Hospital.

**BIO DATA PROFORMA**  
**APPLICATION FOR THE POST OF ASSISTANT WARDEN**

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Govt. rules
4. Educational Qualifications
5. Whether educational and other qualifications required for the post are satisfied,  
(if any qualification has been treated as equivalent to the one prescribed in the rules, state the Authorities for the same).

Qualifications and Experience required for the post	Qualifications and Experience acquired by the applicant

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient :

Office/Institution/ Organization	Post Held	From	To	Scale of Pay & Basic Pay	Nature of Duties.

8. Nature of present employment  
(ad-hoc/temp./permanent/  
Quasi-permanent)
9. In case present employment held on deputation/contract basis please state: -
  - a) The date of initial appointment
  - b) Period of appointment on deputation/contract
  - c) Name of the parent office/organization

10. Additional details about present employment:  
Please state whether working under:  
(a) Central Govt. (b) State Govt. (c) Union Territory  
(d) Autonomous Org. (e) Statutory Org. (f) Public Sector Undertaking  
(g) University (h) Recognised Research Institution
11. Are you in a revised scale of pay, if yes,  
The date from which date the revision took place
12. Total emoluments per month drawn now:
13. Additional information, in any, which would  
you like to mention for your suitability for the post.  
Enclosed a separate sheet if the space is insufficient.
14. Whether belongs to SC/ST.
15. Remarks

Signature of the candidate

Address \_\_\_\_\_

\_\_\_\_\_

Date:

Place:

Counter signed by the employer \_\_\_\_\_