



Director, Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi invites applications from eligible Indian nationals in the prescribed proforma, for recruitment to the post of Office Assistant in Central Library on contractual capacity for a period of one year at a consolidated remuneration as per the details given below:-

Name of the post	Monthly remuneration	No. of posts	Age	Qualification
Office Assistant (Library)	Rs. 25363/-	6 (UR-5 & OBC-1)	Between 20—30 years	1. Graduate in any discipline. (B. Sc/B.Com/B.A) 2. Bachelor of Library & Information Science. 3. One year experience of library automation/digitization.

Instructions & other formalities for Contractual appointment:-

1. Applicant must fulfill the educational qualifications, experience and age limit and other criteria for the post applied for **on the last date of receipt of the applications**, failing which the application shall be summarily rejected and no correspondence will be entertained in this regard.
2. **Application Fee:** Application fees for General /OBC candidates **Rs.300/-**. Fee 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 cheque will be accepted.
3. The completed Application in the prescribed proforma as given at **Annexure-I** addressed to the Director, Lady Harding Medical College & Smt. S.K. Hospital, New Delhi-110001 should be reached on or before **31.7.2018** by **SPEED POST ONLY**.
4. **Essential documents:-** All the candidates must attach one set of self attested photocopy of the following documents:
 - i) Certificate showing the Date of Birth.
 - ii) Certificates regarding educational qualifications.
 - iii) Caste certificate if applied under OBC category issued by the Competent Authority.
 - iv) "No Objection Certificate" if in employment.
 - v) Experience Certificate regarding library automation/digitization.
5. No TA/DA will be paid to the candidates.

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.

7. Scheme of selection:-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 and experience will be preferred.** However, if the number of applications received for the post is large, then the Institution Authority reserves the right to lay down higher criteria for the purpose of short listing of the candidates.
8. 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.
9. The candidate upon selection to the above post (strictly for one year only) cannot stake any claim for regularization.
10. Candidates applying under the reserved category OBC will be considered subject to submission of caste certificate on a prescribed format, issued by the Govt. of India.
11. 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 preceeding 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.
12. Upper age limit is relaxable for OBC as per Govt. of India policy. The upper age limit shall be determined as on the last date of application as specified above.
13. Only such candidates who will be able to join the post immediately are advised to apply.
14. 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.
15. No correspondence or personal inquiries shall be entertained.

Note : Number of vacancies is likely to be changed depending upon the vacancy position at the time of selection / appointment.

N. Sachdeva
(NEERAJ SACHDEVA)
DEPUTY DIRECTOR (ADMN).

ANNEXURE-II

Proforma of Application Form

APPLICATION FOR THE POST OF _____

Paste the
photograph

1. Name (In Block Letters)
2. Father's /Husband's Name
3. Date of Birth (As per SSLC/Matriculation Certificate)
4. Category
5. Nationality
6. Sex -Male/Female
7. Marital Status
8. Contact Details: Land line (With STD Code) Mobile
9. Fax no.
10. E-Mail
11. Postal Address
12. Permanent Address
13. Age as on closing date of receipt of application____years____Months ____ Days
14. Academic/technical/professional qualifications
a){ Beginning with Matriculation level) attach photocopies of certificates}

S. No.	Name of Exam	Year of Passing	Univ./Board	Div./Class Grade	Subjects	Percentage of marks

15. Experience (Attach attested photocopies of certificates in support of experience)

S. No.	Name of Employer/Org.	Period		Designation	Pay Scales/ Pay	Natures of Duties	Reasons for leaving
		From	To				

16. Details of academic achievement, extracurricular activities, professional Achievement
17. List of Enclosures:

Signature of the Candidates

Name

Note:-Application not signed by the candidate 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