



Filling up of the post of Hindi Officer (General Central Service Group 'A' Gazetted, Ministerial) in the Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on transfer on deputation basis.

Applications are invited to fill up one post of Hindi Officer (General Central Service Group 'A' Gazetted, Ministerial) in the Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on transfer on deputation basis from suitable candidates. The particulars of the post eligibility conditions etc. are given in Annexure – I.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training OM No. 2/29/91-Estt.(Pay-II) dated 5.1.1994 and OM No. 2/8/97-Estt.(Pay – II) dated 11.3.1998 as amended from time to time.

3. The maximum age limit for appointment on transfer on deputation basis shall be 56 years as on closing date of receipt of applications.

4. Applications in the given below Proforma (Annexure – II) alongwith complete and up to date APARs dossiers of last five years of the officers who can be spared in the event of their selection, may be sent to the Director, Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi. The last date of receipt of application will be 23.04.2018. Applications received after the last date or without the APAR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also please be certified.

ANNEXURE – I.

1.	Post	Hindi Officer (General Central Service Group 'A' Gazetted, Ministerial), LHMC & Smt. S. K. Hospital, New Delhi.
2.	Pay Matrix Level No.	10 correspondence to Band Pay & Grade Pay: PB-3 (Rs. 15600-39100/-) & Rs.5400/-.
3.	Eligibility	By transfer on deputation basis from amongst the officers of the Central Government a) (i) holding analogous post on regular basis; or (ii) with 3 years regular service in posts in the Pay matrix level No. 6 correspondence to PB-3 (Rs. 9300-34800/-) with GP Rs.4200/- or equivalent; and b) possessing the educational qualifications & experience as under:- I. Master's degree of a recognized university or equivalent in Hindi with English as a subject at the degree level or

		<p>Master's degree of a recognized university or equivalent in English with Hindi as a subject at the degree level or</p> <p>Master's degree of a recognized university or equivalent in any subject with Hindi and English as a subject at the degree level or</p> <p>Master's degree of a recognized university or equivalent in any subject with Hindi medium and English as a subject at the degree level or</p> <p>Master's degree of a recognized university or equivalent in any subject with English medium and Hindi as a subject at the degree level or</p> <p>II. 5 years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature. Or</p> <p>III. 5 years' experience of teaching, research writing or journalism in Hindi.</p>
4.	Period of deputation	<p>The Departmental Officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.)</p>

(Neeraj Sachdeva)
DEPUTY DIRECTOR (ADMN.)

ANNEXURE – II.

BIO DATA PROFORMA

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central Govt. rules
4. Educational Qualifications
5. Experience

Exp. Required

Exp. Possessed by the
Officer

- i) Essential 1)
2)
3)

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/Instt./Orgn.	Post held	From	To	Scale of pay	Nature of duties & basic pay
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1.
2.
3

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

10. Additional details about present employment:

11. Are you in a revised scale of pay? If yes, the date from which date the revision took place and also indicate the pre-revised scale.
12. Total emoluments per month drawn now:
13. Additional information, if 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

Name _____
Address _____
Tel. No. _____

CERTIFICATE

1. Certified that particulars furnished by Sh./ Smt./Kum._____ have been verified from his/ her record and found correct.
2. No vigilance case is either pending/contemplated against Sh./ Smt./ Kum._____. His/her integrity is certified.
3. No major or minor penalty was imposed on Sh./ Smt./Kum._____ for last ten years as per records in the Ministry/ Department.

Signature of Head of the Office

Date:
Place: