

# LADY HARDINGE MEDICAL COLLEGE, CONNAUGHT PLACE, NEW DELHI

## VACANCY NOTICE

Following posts are to be filled on purely temporary basis under the project entitled "*PMD Hub*", A *National Resource Centre, under the NOHP*, a MoHFW funded project.

**Place:** Department of Dental & Oral Surgery, Lady Hardinge Medical College, New Delhi.

**Tenure:** One year, extendable up to 3 years based on Annual performance.

**1. Administrative Assistant:** One post

**Remuneration:** Rs. 32,000/- per month consolidated. Nothing is admissible over and above the remuneration.

**Upper age limit:** 55yrs

**Eligibility Criteria:**

- a) High School degree; additional qualification as an Administrative Assistant or Secretary will be a plus.
- b) Proven experience as an Administrative Assistant, Virtual Assistant or Office Admin Assistant
- c) Proficiency in MS Office (MS Excel and MS PowerPoint, in particular), Knowledge of office management systems and procedures and Working knowledge of office equipment, like printers, xerox machines etc.
- d) Additionally the person should have experience in web designing and experience in making, uploading and maintaining a website/ web domains.

**Nature of work:**

- a) Plan meetings and take detailed minutes
- b) Should be able to carry out all documentation, communication, co-ordination of activities assigned to him/ her by the Principal Investigator.
- c) Write and distribute email, correspondence, memos, letters, faxes and forms
- d) Assist in the preparation of regularly scheduled reports
- e) Develop and maintain a filing system, and maintenance of all records
- f) Update and maintain office policies and procedures
- g) Order office supplies, maintain contact lists and submit and reconcile expense reports
- h) Provide general support
- i) They will also carry out other jobs and responsibilities as assigned to them from time to time by the Principal Investigator

## **Terms and conditions**

- The post is to be filled on purely temporary basis till the project lasts. The appointment can be terminated with one-month notice from either side without assigning any reason. The

candidate will have to execute a bond of 6 months, if they leave within this period they will have to refund the 3 months salary.

- Since the post is purely temporary, the incumbents selected will have no claim for regular appointments under LHMC/ MOHFW or continuation of his/her services in any other project, benefit of provident fund, HRA, CCA, Leave Travel Concession, Medical Claim etc. is not applicable.
- Age relaxation is for SC, ST and OBC candidates as per Govt. Rules.
- Canvassing in any form will be a disqualification.
- No TA/DA etc. will be given to attend the walk-in-interview

A walk in interview for the above mentioned post will be held on 17<sup>th</sup> January 2022

The candidate must be present by 230pm and bring the filled application in the prescribed format, CV and photocopies of educational qualifications and work experience to the **Office of the HoD, Dental Oral Surgery, LHMC.**

All candidates should provide a valid E- mail ID and mobile number for further communication.

The interview will be conducted following all necessary COVID 19 precautions (Hand hygiene/ mask/ social distancing)

The candidates should bring with them

1. All certificates/ testimonials in original along with one attested copy each of all the certificates.
2. Four copies of brief curriculum vitae as per Performa enclosed
3. One recent passport size color photograph
4. Filled application form in the prescribed format
5. Details of application form are available at the official website of Lady Harding Medical College, New Delhi



LADY HARDINGE MEDICAL COLLEGE & ASSOCIATED  
HOSPITALS, NEW DELHI  
WALK-IN-ASSESSMENT

**1. Mode of selection•** The selection will be made on the basis of consolidated marks obtained in interview. However, LHMC may invite other modes of recruitment if found desirable, before the interview.

**2. Terms & Condition of Recruitments**

Eligible candidates will present themselves for registration at 9.30 am to 10.30 am in Vice-Principal office on the day specified for interview with all relevant documents in original together with self-attested copies of all documents in support of their candidature for the post, two passport size photographs and complete Bio Data duly filled and a photo ID. No application of candidate will be received after 10:30 A.M.

Undertaking in application form must be signed by the candidate

- ii. Crucial date of determination of eligibility with reference to age, educational qualification and experience etc. will be the date of registration of the candidates.
- iii. Candidates must be registered with Dental Council of India (as per the post requirement).
- iv. The candidate who is already in Govt. Service should submit **NO OBJECTION CERTIFICATE** from the present employer at the time of registration.
- v. Inter-hospital/ Inter-Institution transfer shall not be permitted.
- vi. Candidate must bring the following original certificates with photo copies of self-attested at the time of registration/counselling/interview:
  - a. Certificate In support of age (10\* Certificate)
  - b. Experience certificate, If any.
  - c. Registration certificates with Delhi Dental Council or other Dental Council/receipt of registration. (As per the post



requirement).

- d. Mark Sheets of BDS/MDS all year).
  - e. High School (12th pass) Certificate
  - f. Experience Certificate - (As per the post requirement).
  - g. Undergraduate/Post graduate attempt certificate.
  - h. Proof of prize/medal/Distinction during Under-Graduation and Post-Graduation.
  - i. Proof of Publication/ Oral Health campaigns/Research.
  - j. Proof of Presenting Paper in the conference.
  - k. Aadhar Card, Voter Card, Driving license, Passport etc. as Personal ID
- 3.** The candidate must bring the filled application form as per format given Annexure-I and also paste recent passport size photograph.
  - 4.** No correspondence or personal inquiries shall be entertained.
  - 5.** The candidates are advised to ensure that they fulfil the eligibility criteria as mentioned in the advertisement.
  - 6.** No Mobile Phone, any other Electronic Gadgets is allowed during the interview.
  - 7.** The selected candidates will report for duty within the period of 03 days from the date of issue of the appointment letter. Candidature may be cancelled in case of non-compliance of reporting in prescribed time.
  - 8.** All the selected candidates will have to produce their original certificates at the time of joining. Any type of discrepancy may invite cancellation of appointment and legal action as per the rules.
  - 9.** The Competent Authority reserves the right to verify veracity of the Certificates submitted. If found incorrect, the candidature will be cancelled without any further notice.

### **JURISDICTION OF ANY DISPUTE**

In case of any legal dispute the jurisdiction of the court will be Delhi/New Delhi.

Principal Investigator

PMD Hub

## Annexure I

**Application form for post on purely temporary basis under the project entitled "PMD Hub"**  
***A National Resource Centre, a MOHFW funded project at the Department of Dental Oral Surgery,  
 Lady Hardinge Medical College, New Delhi-110001.***

POST APPLIED FOR :

Affix Passport Size  
 Photograph  
 Attested by  
 Gazetted officer

1. Name of the applicant (In Capital Letters) \_\_\_\_\_

2. Name of the applicant in Hindi \_\_\_\_\_

3. Sex (Male /Female) \_\_\_\_\_

4. Date of Birth & Age \_\_\_\_\_

5. Father's/Husband's Name \_\_\_\_\_

6. Nationality \_\_\_\_\_

7. Residential Address (In Capital Letters) \_\_\_\_\_

8. Permanent Address (In Capital Letters) \_\_\_\_\_

9. Tick correspondence address: 

Residential		Permanent	
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10. Particulars of exam passed (10th and Onwards)

Name of Examination	Month & Year of Passing	Class/ Division	No. of attempts	Name & place of the Institute/College	Name & place of the University
10 <sup>th</sup>					
12 <sup>th</sup>					
BDS					
MDS					

11. Mobile No. / email \_\_\_\_\_

12. Aadhar No.

13. EXPERIENCE

S. NO	Designation	Name of Institution/ Employer	From ..... To	Key Responsibilities

14. Prize /Medals /Publications /Conference Attended etc, if any

(copies of attested certificate to be enclosed):

15. Extra-Curricular activities, if any (copies of attested certificate to be enclosed)

16. Previous Experience. if any, details thereof:

17. Experience after BDS

18. Experience after MDS

19. Whether at present employed if so, details of employment

and date of joining etc. to be mentioned

Name of employer	Designation	Pay Scale	Nature of duties	Period of stay		Last pay drawn	Reason for leaving
				From	to		

20. Permanent DDC Registration No.:

(i) Yes

(ii) No

☐

Reg. NO. \_\_\_\_\_

Acknowledgment Registration no. \_\_\_\_\_

21. CHECK LIST (PLEASE ENCLOSE CERTIFICATE IN THE FOLLOWING ORDER  
AND TICK IN THE BOX GIVEN BELOW AS PROOF OF ENCLOSURES)

Permanent DDC Registration Certificate- BDS/ MDS	Secondary School Certificate ( 10* class)	Higher Secondary School Certificate (12 <sup>th</sup> Class)	BDS Degree
MDS Mark- sheet	MDS Degree	Whether self- attested photocopies of all Certificate/Degree are enclosed with applicant	

22. **UNDERTAKING:**

I solemnly verify and declare that the above-mentioned statements made by me are correct to the best of my knowledge and belief. In the event of any information found incorrect, my candidature shall stand cancelled and the authorities of LHMC & Assoc. Hospital may take necessary action against me.

Dated:

Signature of Candidate