

No. 11/Admn-II/Tutor in Hindi/Deputation/2018/4457



**IMPORTANT NOTE: THE PROCESS OF SUBMISSION/RECEIVING OF APPLICATIONS IS PURELY DETERMINED FROM THE DATE OF PUBLICATION OF THIS ADVERTISEMENT IN NEWSPAPER ONLY NOT FROM THE UPLOADING DATE OF THIS ADVERTISEMENT ON HOSPITAL WEB-SITE.**

Applications are invited to fill up one post of **Tutor in Hindi** in the Pay Matrix Level 6 (Pre-revised Pay Band PB-II 9300-34800+4200(GP) in the pay scale of **Rs. 5500-175-9000**) in Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on deputation basis from suitable candidates. The particulars of the post and eligibility conditions etc. are given in **Annexure-I**.

2. The pay of the selected officer will be regulated in accordance with Department of Personnel & Training OM No. 2/29/21-Estt. (Pay-II) Dt. 05.01.1994 and OM No. 02.08.1997-Estt (Pay-II) dated 11.03.1998 as amended from time to time.

3. Applications in the given proforma (**Annexure-II**) along with complete and up to date APAR dossiers 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 within a period of 45 days from the date of publication of this advertisement.

4. 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. The integrity of the officer may also please be certified.

N  
26/18  
(NEERAJ SACHDEVA)  
DEPUTY DIRECTOR (ADMN).

Annexure – I

1. Post: **Tutor in Hindi**, LHMC & Smt. S.K. Hospital, New Delhi.
2. Pay Band: Pay Matrix Level 6 (Pre-revised PB-II + 4200 (GP) in the pay scale of **Rs. 5500-175-9000**)
3. Eligibility: By transfer on deputation basis.  
Officers under the Central Govt. :
  - (a) (i) holding analogous posts on regular basis: or
  - (ii) with 5 yrs. regular service in the posts in the Pay Matrix Level 6 (Pre-revised PB-II + 4200 (GP) in the pay scale of **Rs. 5000-150-8000**) and
  - (b) Possessing educational qualifications prescribed for direct recruits I.e. Master's degree in Hindi of a recognized University.

Desirable:

- (i) Degree in Education.
- (ii) Three yrs. Experience in teaching.

Period of Deputation:

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department in the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**BIO DATA PROFORMA**

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).

	Qualification/Exp. Required	Qualification/Exp. Possessed by the Officer
i) Essential	1)	
	2)	
	3)	
(ii) Desirable	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 in sufficient: -

Office/Instt./ Orgn.	Post held	From	To	Scale of Pay & basic pay	Nature of duties
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- 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) Autonomous Org.
  - d) Govt. Undertaking
- 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 candidates  
Address \_\_\_\_\_

\_\_\_\_\_

Date:

Place:

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