



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 Stenographers 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 |
|------------------|----------------------|---|---------------------------|---|
| Stenographers | Rs. 26775/- | 16 (SC-2,ST-1, OBC-4 & UR-9) Out of 16 posts, 1 earmarked for persons with disabilities of B,LV having minimum 40% disability. Incumbent shall be considered with aids and appliances. | Between 18-27 years | 1.12 th Class pass or equivalent from a recognized Board or University. 2. Skill Test Norms Dictation: 10mts @ 80 w.p.m. Transcription: 65mts (Eng.) 75mts (Hindi) (On Manual Typewriter) or 50mts (Eng) 65mts (Hindi) (On Computer) |

Instructions & other formalities for Contractual appointment:-

1. Applicant must fulfill the educational qualifications, 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/-** For SC/ST candidates **Rs. 100/-**. Persons with disabilities shall be exempt for payment of application fee who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness and who enclose with the application form, necessary certificate from a competent authority in support of their claim of disability. 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 reach **on or before 2nd July, 2018** by post only.
4. The consolidated remuneration will remain same for the entire contract period. If the contract is extended due to any reasons, the consolidated remuneration will remain same for the extended contract period.
5. **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 certificates issued by the Competent Authority in the prescribed format for SC, ST & OBC Candidates.**
 - iv) **Medical Certificate in case of PWD (Person with Disability) issued by the Competent Authority.**
 - v) **"No Objection Certificate" if in employment.**
 - vi) **Experience Certificates if any.**
6. **No TA/DA will be paid to the candidates.**
7. 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.
8. 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.
9. 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.
10. Candidates applying under any of the reserved category viz SC/ST/OBC & PWD will be considered subject to submission of caste certificate/Medical 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 SC/ST/OBC & PWD as per Govt. of India policy. The age relaxable for reserved category candidates are admissible only in the case of vacancies who apply against the post meant for reserved categories. The reserved candidates who apply against post meant for UR category are not entitled to get age relaxation. 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 at the time of selection /appointment.

N
3-15/18

(NEERAJ SACHDEVA)
DEPUTY DIRECTOR (ADMN).

PERFORMA OF APPLICATION FORM

APPLICATION FOR THE POST OF _____

| |
|--|
| Paste your Passport size photograph recently |
|--|

1. Name in full (As recorded in Matriculation or equivalent Certificate)_____
2. Father's /Husband's Name:_____
3. Date of Birth (As recorded in Matriculation or equivalent Certificate)_____
4. Nationality_____
5. Category (UR, SC, ST, OBC):_____
6. If applied under PWD category, mentioned the category of the disability: _____
7. Sex _____ Male _____ Female _____
8. Marital Status:_____ Contact Details:
Land line (With STD Code) _____ Mobile_____
Fax no. _____
E-Mail _____
9. Postal/Mailing Address:_____
10. Permanent Address with Pin code:-_____
11. Age as on closing date of receipt of application ___years__ Months__ Days____
12. Academic/technical/professional qualifications
{Beginning with Matriculation level} attach attested photocopies of certificates}

| Examination passed | Division | Univ./Board | Years | Duration of course | Percentage of marks obtained | Remarks |
|--------------------|----------|-------------|-------|--------------------|------------------------------|---------|
| Academic | | | | | | |

13. Details of academic achievement, extracurricular activities, professional achievements, etc.

14. List of enclosures.

Contd.../-

DECLARATION
(To be signed by all the candidates)

1. I have not submitted any other application for this recruitment I am aware that if I contravene this rule my application will be rejected summarily by the Institution.
2. I have read the provisions in the Notice of the advertisement carefully and I hereby undertake to abide by them.
3. I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications etc., prescribed for the post. I have enclosed attested copies (Photocopies) of certificates in support of my claim for education qualifications, age, and age relaxation and category).
4. I also declare that I have never been convicted by any court of law.
5. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature /appointment is liable to be cancelled.

Place:_____
Date:-

Signature of the candidate
Name_____

Phone No _____