



Filling up the two posts of Administrative Officer on deputation basis in the Lady Hardinge Medical College & SSK Hospital, New Delhi.

Applications are invited from suitable candidates as per the criteria mentioned against the advertised post in Annexure-II for filling up the existing vacancies by deputation basis:-

S.N.	Name of the post	Level in pay matrix or pay scale	No. of Vacancies
1.	Administrative Officer	Level 8 (Rs. 47600-151100)	2

2. Interested applicants may send their applications through proper Channel in the enclosed proforma in duplicate to the undersigned within period of one month from the date of publication of this advertisement in the Employment News. Application received after the last date or otherwise incomplete will not be considered.

3. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training's OM No. 2/29/91-Estt. (Pay-II) dated 05.01.1994 and OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

4. The following papers/documents may also please be sent along with nomination.

- i. **Statement of Bio-data in the prescribed Proforma (as per Annexure-I) in the duplicate duly signed and forwarded through concerned Cadre Controlling Authority. The Cadre Controlling Authority should carefully check the applications and ensure that the particulars mentioned there in are correct.**
- ii. **Attested copies of the APAR dossiers for the last five years i.e. upto 31st March 2025 (attested on each page) by an Officer not below the rank of Under Secretary to the Govt. Of India.**
- iii. **Vigilance Clearance Certificate.**
- iv. **Integrity Certificate.**
- v. **A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.**
- vi. **Cadre clearance certificate.**

5. **The last date of submission of applications** through Proper Channel for deputation to the said post will be **fifteen days from the date of publication of the advertisement** in Employment News.

6. 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.

Digitally Signed by
Vinay Kumar
Date 24.06.2026
15:18:25
(Vinay Kumar)
Deputy Director (Admn.)



ANNEXURE-I



BIO DATA PROFORMA

NAME OF THE POST APPLIED FOR-

1. Name (In Block Letters):-								
2. Address (In Block Letters):-								
3. Date of Birth (in Christian era):-	D	D	M	M	Y	Y	Y	Y
4. Date of retirement under Central Govt. rules								
5. Educational Qualifications	Educational Qualifications Possessed by the Officer:							
6. Experience								
Exp. Required				Exp. Possessed by the Officer				
i) Essential								
7. Please state clearly whether in the light of Entries made by you above, you meet the Requirements of the post.								
8. Details of employment, in chronological order, enclose a separate sheet, duly authenticate by your signature, if the space below is insufficient:-								

Office/Instt./ Organization	Post Held	From	To	Scale of Pay	Name of duties & basic pay
1.					
2.					
3.					
4.					
9. Nature of present employment (Ad-hoc/temp./permanent/quasi-permanent)					
10. 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: -					
11. Additional details about present employment:					
12. 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.					
13. Total emolument per month drawn now:					
14. 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.					
15. Whether belongs to SC/ST/OBC/EWS					
16. Remarks: -					

Date: -

Place: -

Signature of Candidate

Name : _____

Address : _____

Tel No. : _____

Email : _____

ADMINISTRATIVE OFFICER

1.	Name of Post	Administrative Officer (General Central Service, Group 'B', Gazetted, - Ministerial)
1.	Number of posts to be advertised	2 (Two)
2.	Pay Matrix Level	Pay Level 8 in pay matrix (Rs. 47600-151100)
3.	Eligibility Criteria	Officers under the Central Government (a) (i) Holding analogous posts on regular basis; or (ii) With two years' regular service in posts in the Pay Matrix Level 7 (Rs. 44900-142400) or equivalent; or (iii) With five years' regular service in posts in the Pay Matrix Level 6 (Rs. 35400-112400) or equivalent; and (b) Possessing Three years' experience in administration, accounts and establishment matters.
2.	Period of Deputation	Note 1: 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 or department of the Central Government shall ordinarily not to exceed three years. Note 2: The maximum age-limit for appointment by deputation shall be not exceeding Fifty-six years as on the closing date of receipt of applications.
