

No. 3 (A)/Admn-II/Office Superintendent /Deputation/2021/5756 Dated: 18 30/06/21



CIRCULAR

Subject: Filling up the post of Office Superintendents in the Pay Matrix Level 6 (Pre Revised PB-II Rs. 9300-34800 + 4200 (GP)) in Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on deputation basis.

Applications are invited to fill up four posts of Office Superintendents in the Pay Matrix Level 6 (Pre-Revised PB-II 9300-34800+4200(GP)) in Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on deputation basis from. Officers under the Central Government:

- (a) (i) Holding analogous posts on regular basis in the Pay Matrix Level 6 (Rs. 35400-112400)

OR

- (ii) with 10 years regular service in posts in the Pay Matrix Level 4 or equivalent

and

- (b) Possessing two years experience of Administration, Accounts and establishment matters.

2. 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 transfer on deputation shall not be exceeding 56 years as on closing date of receipt of applications.

3. Interested applications may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of 30 days from the date of publication of this advertisement in the Employment News. Application received after the last date or otherwise incomplete are not likely to be considered.

 23/06/2021

4. Pay of the selected officers shall be fixed in the scale of the post in accordance with rules prescribed by the Government.

5. The following papers/document may also please be sent along with nomination:-

i. Statement of Bio-data in the prescribed proforma (as per Annexure -I) in duplicate duly signed and forwarded through proper channel.

ii. Attested copies of the APAR dossiers for the last five years 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.

6. The last date for submission of applications through proper channel for deputation to the said post will be 30 days from the date of publication of the advertisement in Employment News.

7. 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.


(SUNIL KS BHADORIA)
DEPUTY DIRECTOR (ADMN.)

Enclosure: Proforma (Annexure -I).

Copy to:

All Notice Boards in Lady Hardinge Medical College & Smt. S.K. Hospital.

BIO DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian era)					
3 (i) Date of entry into service					
(ii) Date of retirement under Central/State Government Rules					
4. Educational Qualifications					
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
Qualifications/Experience required as mentioned in the advertisement/vacancy circular				Qualifications/experience possessed by the officer	
Essential				Essential	
(a) Qualification				(a) Qualification	
(b) Experience				(b) Experience	
Desirable				Desirable	
(a) Qualification				(a) Qualification	
(b) Experience				(b) Experience	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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/Institution	Post held on regular basis	From	To	Pay scale/Pay Matrix Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
Important: Pay matrix level granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Matrix Level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Matrix Level where such benefits have been drawn by the candidate may be indicated as below:					

Office/Institute	Pay, Pay Matrix Level drawn under ACP/MACP Scheme	From	To
8. Nature of present employment, i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is 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 to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate			
9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			

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12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic Pay with Pay Matrix Level	Dearness Allowance/Other Allowances etc.	Total Emoluments	
15 (A) Additional information: If any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)			
15 (B) Achievements:			
16. Whether belongs to SC/ST			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the Candidate)

Address: _____

Mobile No:

E Mail:

Date: _____



Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____.
- ii) His/Her integrity is certified.
- iii) His/Her photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned
(Employer/Cadre Controlling Authority with Seal)