



NOTICE

With reference to the advertisement published in leading newspapers and the Employment News (Edition 26 July–1 August), No. CBC 17148/12/0004/2526 dated 26.07.2025, for filling up the posts of Administrative Officer (AO), Assistant Administrative Officer (AAO), and Library and Information Assistant (LIA) on a deputation basis, it is informed that the interview for the post of "Administrative Officer (AO)" for the below-mentioned provisionally shortlisted candidates is scheduled to be held on 18.12.2025.

S.N.	Name of the Candidate	Designation	Currently working at	APAR Required, if any
1.	Sh. Kapil	Assistant Section Officer (ASO)	(Establishment Section, Ministry of Skill Development and Entrepreneurship), Kaushal Bhawan, New Moti Bagh, Chankyapuri, ND.	Provide attested copy of APAR for the period 2019-20.
2.	Sh. Hitesh Pareek	Section Officer (SO)	(Establishment Section, Ministry of Coal), Shastri Bhawan, New Delhi.	-----
3.	Sh. Jai Prakash Meena	Assistant Section Officer (ASO)	(DGQA/Admin Division, Ministry of Defence), A Block, Africa Avenue, Near Sarojini Nagar Bus Depot, ND	Provide the attested copy of APAR for the period 2019-20.
4.	Sh. Vipin Yadav	Assistant Section Officer (ASO)	(Establishment II, Ministry of Health and Family Welfare), Nirman Bhawan, ND	-----
5.	Sh. Anil Kumar Verma	Assistant Section Officer (ASO)	Prime Minister's Office (PMO), South Block, New Delhi.	Provide the attested copy of last 5 years' APAR from the period 2019-20 onwards.

Further, no candidate found eligible for the posts of Assistant Administrative Officer (AAO) and Library & Information Assistant (LIA).

Interview Schedule

- Date: 18.12.2025
- Time: 11:00 AM

- **Venue:** Office of the Deputy Director, LHMC & SSKH, New Delhi.

1. All the above-mentioned candidates are requested to report to the venue at least **30 minutes before the scheduled time** along with:

- i. All relevant **original documents**, and
- ii. A set of **self-attested photocopies** for verification.

2. The interview and final selection are subject to fulfilling all requirements as laid down in the relevant advertisement and verification of the documents furnished by the applicants.

3. While every care has been taken in preparing the list of provisionally eligible candidates, **LHMC & SSKH reserves the right to rectify** any factual, inadvertent, or typographical error.

4. **No TA/DA will be provided** for attending the interview.

5. This call letter **does not confer any right to appointment**.

6. Failure **to appear** for the interview at the scheduled time **may result in forfeiture of candidature**.

This issues with the approval of the Competent Authority.

Digitally signed by
Kamala Kalyanaraman
Date: 15-12-2025
13:59:28
(K. Kamala)

ASSISTANT ADMINISTRATIVE OFFICER
Recruitment Cell, LHMC & SSKH.