



Filling up of vacancies in various posts by transfer on deputation in the Lady Hardinge Medical College & SSK Hospital, New Delhi.

Applications are invited from suitable candidates as per the criteria mentioned against posts in annexure -I, II & III for filling up the existing vacancies by deputation basis:-

S.No	Name of the post	Level in pay matrix or pay scale	No. of Vacancies
1	Administrative Officer	Level-8 (Rs. 47600-151100/-)	4
2.	Assistant Administrative Officer	Level-7 (Rs. 44900-142400)	4
3.	Library and information Assistant	Level-6 (Rs. 35400-112400)	1

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 are not likely to consider.
3. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training OM No. 2/29/92-Estt. (Pay-II) dated 05.01.1994 and OM No. 2/8/97-Estt.(Pay-II) dated 11.03.1998 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) in the 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.

5. The last date of submission of applications through proper channel for deputation to the said post will be one month 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
GIAN SINGH THAKRAN
Date: 09-07-2025
NOB-58
SENIOR ADMINISTRATIVE OFFICER
LHMC & SSKH, New Delhi.

ANNEXURE-I**Administrative Officer (04)**

1.	Name of Post	Administrative Officer (General Central Service, Group 'B', Gazetted, -Ministerial.
2.	Number of posts	04 (four)
3.	Pay Matrix Level	Pay Matrix Level-8 (Rs. 47600-151100/-)
4.	Eligibility	<p>Officers under the Central Government</p> <p>(a) (i) Holding analogous posts on regular basis ,</p> <p>or</p> <p>(ii) With two years regular service in posts in the Pay Matrix Level-7 (Rs. 44900-142400/-) or equivalent</p> <p>or</p> <p>(iii) With five years regular service in posts in the Pay Matrix Level-6 (Rs. 35400-112400/-) or equivalent</p> <p>and</p> <p>(b) Possessing Three years experience in administration, accounts and Establishment matters.</p>
5.	Period of Deputation	<p>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.</p> <p>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.</p>

Assistant Administrative Officer (04)



1.	Name of Post	Assistant Administrative Officer (General Central Service, Group 'B', Gazetted, -Ministerial.
2.	Number of posts	04 (four)
3.	Pay Matrix Level	Pay Matrix Level-7 (Rs. 44900-142400/-)
4.	Eligibility	<p>Officers of the Central Government or State Government or Union Territories Administration or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research Institution</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department, or</p> <p>(1) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 (Rs. 35,400-1,12,400) in the parent cadre or department</p> <p>and</p> <p>(b) possessing the following educational qualifications and experience</p> <ol style="list-style-type: none"> 1. Bachelors degree from a recognized University. 2. Two years experience in accounts/Establishment/administration work.
5.	Period of Deputation	<p>Note 1: The departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment deputation. Similarly, deputationist shall not be eligible for appointment by promotion.</p> <p>Note 2: 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.</p> <p>Note 3: The maximum age-limit for appointment by deputation shall be not exceeding Fifty-six years as on the closing date of receipt of applications.</p>

ANNEXURE-III**Library and Information Assistant (01)**

1.	Name of Post	Library and Information Assistant (General Central Service, Group 'B', Non- Gazetted, Non-Ministerial.
2.	Number of posts	01 (One)
3.	Pay Matrix Level	Pay Matrix Level-6 (Rs. 35400-112400/-)
4.	Eligibility	<p>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research Institutes:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department, or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 of the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department</p> <p>and</p> <p>(b) possessing the following educational qualifications and experience prescribed for Direct Recruitment :-</p> <p>Essential Qualification: Bachelor degree in Library Science or Library and information Science from a recognized University or Institute.</p> <p>Desirable: Diploma in Computer Application from a recognized University or Institution.</p> <p>Essential Experience: Two years professional experience in a Library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or University or recognised research or education institution.</p>
5.	Period of Deputation	<p>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.</p> <p>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.</p>



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								
1. Educational Qualifications	Educational Qualifications Possessed by the Officer:							
1. Experience								
Exp. Required					Exp. Possessed by the Officer			
i) Essential 1) 2) 3)								
5. Please state clearly whether in the light of Entries made by you above, you meet the Requirements of the post.								
2. 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	of	Name of duties & basic pay		

1.	
2.	
3.	
4.	
3. Nature of present employment (Ad-hoc/temp./permanent/quasi-permanent)	
4. 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: -	
5. Additional details about present employment:	
6. 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.	
7. Total emolument per month drawn now:	
8. 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.	
9. Whether belongs to SC/ST: -	
10. Remarks: -	

Date:

Place:

Signature of Candidate-

Name: - _____

Address: - _____

Tel. No: - _____