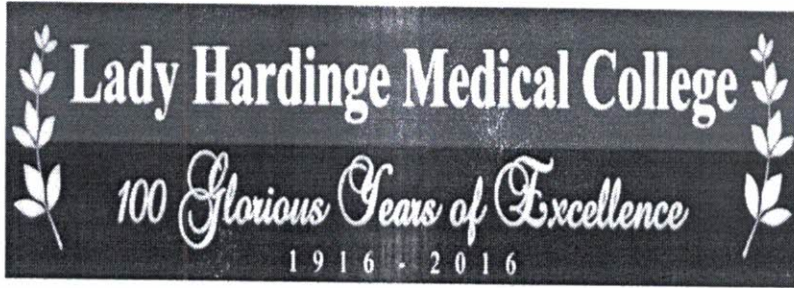


/966/2024

F.No. A/LHMC/2023-Recruitment Cell/ 755

Dated:-01.01.2024.



With reference to this institution's advertisement **F.No. A/LHMC/2023-Recruitment Cell/626 dated 09.11.2023** published in the Employment News edition on 25 November-1 December, 2023 and detailed advertisement **F.No.A/LHMC/2023-Recruitment Cell/668 dated 06.12.2023** uploaded on Website in this institution regarding filling up of various posts **Administrative Officer (04) , Library & Information Assistant (01), Medical Social Welfare Officer (06) , Medical Record Technician (02)** by transfer on deputation basis. The last date of receiving applications as mentioned in the Advertisement is within 30 days from the date of publication of the advertisement in Employment News.

2. The last date of submission of applications is now extended upto 15.02.2024. Applicants are requested to send their applications through proper channel only.

Signed by
Senior Administrative Officer
LHMC & Smt. S.K Hospital
New Delhi.
 Date: 24-01-2024 10:34:3



Subject: Filling up the various posts by transfer on deputation basis in the Lady Hardinge Medical College & Smt S.K Hospital, New Delhi.

Applications are invited to fill up the following posts in the Lady Hardinge Medical College & Smt. S.K Hospital, New Delhi by transfer on deputation basis from suitable candidates. Eligible Candidates who fulfill the eligibility criteria, as mentioned below may apply:-

1. Administrative officer.

1.	Name of Post	Administrative Officer (General Central Service, Group 'B', Gazetted, Ministerial)
2.	Pay Matrix Level	Level -8 (Rs. 47,600 -1,51,100)
3.	Eligibility	<p>By transfer on deputation basis from amongst the officers of the central government.</p> <p>A) . (i) Holding analogous post on regular basis Or (ii) With 02 years regular service in posts in the pay matrix level No - 07 (Rs. 44,900 - 1,42,400) or equivalent. Or (iii) With 05 years regular service in posts in the pay matrix level no. -6 (Rs 35,400 - 1,12,400) or equivalent. AND B) Possessing 03 years experience in administration, accounts and establishment matters.</p>
4.	Period of Deputation	The period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or same other organisation / Department of the central government shall not exceed three years. Persons above 56 years of age (as on closing date of receipt of applications) shall normally not be considered for the above posts.

2. Library & Information Assistant.

1.	Name of Post	Library & Information Assistant (General Central Service, Group 'B', Non- Gazetted , Non-Ministerial)
2.	Pay Matrix Level	Level -6 (Rs. 35400- Rs. 112400)
3.	Eligibility	<p>By Deputation (Including short term Contract.) Officers under Central Government or state Government or Union territories or Autonomous or statutory organisation or</p>

		<p>Public sector undertakings or Universities or recognised research institutes:</p> <p>a) (i) Holding analogous post on regular basis in the parent cadre or department</p> <p>OR</p> <p>(ii) with six years of service in the grade rendered after appointment there to on a regular basis in posts in the pay level- 5 of the pay matrix (Rs.29200-92300) or equivalent in the parent cadre or department</p> <p>And</p> <p>Possessing the educational qualifications and experience prescribed for given below:-</p> <p>Essential Qualifications:</p> <p>Bachelor Degree in Library science or library and information science from recognized university or Institute.</p> <p>Desirable:</p> <p>Diploma in computer application from a recognized university or Institution.</p> <p>Essential Experience:</p> <p>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 educational institution.</p>
4.	Period of Deputation	<p>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 not ordinarily exceed three years. The maximum age limit for appointment by transfer on Deputation/transfer shall be not exceed 56 years, as on the closing date of receipt of application.</p>

3. Medical Social Welfare Officer.

1.	Name of Post	Medical Social Welfare Officer (General Central Service, Group 'B', Non- Gazetted, Non-Ministerial
2.	Pay Matrix Level	Level -6 (Rs. 35400- Rs. 112400)
3.	Eligibility	<p>Officers of the Central Government or State Governments or Union territories -</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or Department ;or</p> <p>(ii) with six years' service in the grade rendered after appointment there to on a regular basis in level- 5 in the pay matrix (Rs 29200 - 92300) or equivalent in the parent cadre or Department ; and</p> <p>(b) Possessing the educational qualifications and experience as mentioned below:-</p>

		<p>(a) (i) Bachelor Degree in Social Work or Sociology from a recognized University or institute or Degree in any discipline with at least one year diploma in Social Work from a recognised University or institute; and</p> <p>(ii) Two years' experience in the field of Medical Social work in Government recognized hospital or institution, or</p> <p>(b) (i) Master's Degree in Social Work or Sociology from a recognized University or institute; and</p> <p>(ii) One year experience in the field of medical social work in Government recognized hospital or institution.</p> <p>Note 1: The Period of deputation including 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 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>
4.	Period of Deputation	The Period of deputation including 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 exceed three years.

4. Medical Record Technician.

1.	Name of Post	Medical Record Technician (General Central Service, Group 'C', Non- Gazetted, Non- Ministerial)
2.	Pay Matrix Level	Pay Matrix Level-4 (Rs. 25500-81100/-)
3.	Eligibility	<p>Officers of the Central Government or State Government or Union Territories or Universities or recognised research institutions or public sector Undertakings or Semi-Government or Statutory or autonomous organisations:</p> <p>a. (i) holding analogous post on regular basis; or (ii) holding post in Level 1 (Rs. 18000-56900) in the pay matrix with eight years regular service in the grade; and</p> <p>b. Possessing the following educational qualification and experience:</p> <p>i. Diploma or Certificate in Medical Record Technician from a recognised University or Institution and</p> <p>ii. Five years experience in Medical Records Department in a Government Hospital or Institute.</p>

4.	Period of Deputation	The period of Deputation (including Short-Term Contract) in other ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall not exceed three years. Persons above 56 years of age (as on closing date of receipt of applications) shall normally not be considered for the above post.
----	----------------------	--

3. Interested applicants may send their applications through Proper Channel in the enclosed **Proforma** in duplicate to the undersigned within a period of one month from the date publication of this **advertisement in the Employment News**. **Application received after the last date or otherwise incomplete are not likely to consider.**


4. 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.

5. 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 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 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**.

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.


 Assistant Administrative Officer
 LHMC & Smt. S.K Hospital .
 New Delhi - 110001.



BIO DATA PROFORMA
APPLICATION FOR THE POST OF -

1. Name (In Block Letters):-							
2. Address (In Block Letters):-							
3. Date of Birth (in Christianera):- (DD/MM/YYYY)							
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 1) 2) 3)							
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/Inst./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: -					
16. Remarks: -					

Date: -

Place: -

Signature of Candidate

Name:- _____

Address:- _____

Tel. No:- _____