



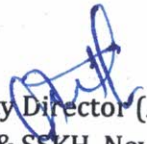
Subject: Filling up of One vacant post of Library & Information Assistant in Pay Matrix-6 (Rs. 35400-112400/-) by deputation basis.

Applications are invited to fill up one post of Library & Information Assistant (General Central Service, Group 'B', Non- Gazetted, Non-Ministerial) in the Lady Hardinge Medical College & SSK Hospital, New Delhi on deputation basis from suitable candidates. Eligible Candidates who fulfill the eligibility criteria, as mentioned below may apply:-

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>Officers under the Central Government or State Governments or Union Territories or Autonomous or Statutory organization or Public Sector Undertakings or Universities or recognised research institutes:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department: OR (ii) with six years of service in the grade rendered after appointment thereto 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>(b) Possessing the Educational qualifications and experience as under:</p> <p>Essential Qualifications: Bachelor Degree in Library Science or Library and Information Science from recognised University or Institute.</p> <p>Desirable: Diploma in Computer Application from a recognised 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 educational institution.</p>

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.
- Statement of Bio-data in the prescribed **Proforma** (as per annexure-I) in the duplicate duly signed and forwarded through proper channel.
 - 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.
 - Vigilance Clearance Certificate.
 - Integrity Certificate.
 - A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.
 - 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.


Deputy Director (Admn.)
LHMC & SSKH, New Delhi.


9/5/23



Lady Hardinge Medical College

100 Glorious Years of Excellence

1916 - 2016



F. No. A/431/2023-RR/422

Dated:- 09/05/2023

BIO DATA PROFORMA
APPLICATION FOR THE POST OF LIBRARY & INFORMATION ASSISTANT

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 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/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: -					
16. Remarks: -					

Date: -

Signature of Candidate

Place: -

Name:- _____

Address:- _____

Tel. No:- _____