

# LADY HARDINGE MEDICAL COLLEGE, CONNAUGHT PLACE, NEW DELHI

## VACANCY NOTICE

Following posts are to be filled on purely temporary basis under the project entitled "O-PMD Hub", A National Resource Centre, under the NOHP, a MoHFW funded project.

**Place of deployment:** Department of Dental & Oral Surgery, Lady Hardinge Medical College, New Delhi.

**Tenure:** One year, extendable up to 3 years subject to satisfactory performance, suitability to work and requirement.

### **Multi-Tasking Staff: One Post**

**Remuneration:** Rs. 19,845/- per month consolidated. Nothing is admissible over and above the remuneration.

**Upper age limit:** 40 years

### **Eligibility Criteria:**

- a) Higher Secondary school degree (12" pass) with previous experience in data entry work will be preferred.
- b) Typing skills with 30 wpm, and excellent knowledge of word processing tools
- c) Minimum 2 years of experience with spreadsheets (MS Office Word, Excel, etc.)
- d) Basic understanding of databases, and work experience in computer applications
- e) Good command of English both oral and written.

### **Nature of work:**

- a) Data management and handling on regular basis as directed by Principal Investigator
- b) Assisting the Hub's staff in carrying out activities as per objectives
- c) Assisting in hosting meetings or conferences as directed by supervising authority.
- d) Transfer data from paper formats into database systems or type in data provided directly.
- e) Create and manage spreadsheets with large numbers of figures.
- f) Update existing data, produce reports, and retrieve data as requested.
- g) They will also carry out other jobs and responsibilities as assigned to them from time to time by the Principal Investigator.

### **Terms and conditions**

- The post is to be filled on purely temporary basis till the project lasts. The appointment can be terminated with one-month notice from either side without assigning any reason. The candidate will have to execute a bond of 6 months, if they leave within this period, they will have to refund the 3 months' salary.

- Since the post is purely temporary, the incumbents selected will have no claim for regular appointments under LHMC/ MOHFW or continuation of his/her services in any other project, benefit of provident fund, HRA, CCA, Leave Travel Concession, Medical Claim etc. is not applicable.
- The candidate should do work full time in the project and get the remuneration from one source only.
- Canvassing in any form will be a disqualification.
- No TA/DA etc. will be given to attend the walk-in-interview.

- All application in the prescribed format, CV and photocopies of the educational and work experience and other relevant documents and addressed to:  
The Director LHMC, for the post of Multi-Tasking Staff/DEO for National Resource Centre O-PMD Hub should be submitted to the **R & I section, LHMC latest by 20<sup>th</sup> September 2024 by 4 pm**. All candidates should provide a valid e-mail ID and mobile number for further communication.
- No application by any means shall be entertained after **20th September 2024 by 4 pm**.
- The documents shall be scrutinized by the competent authority and a list of eligible candidates shall be displayed on the LHMC Website subsequently.
- Any further information regarding the above posts shall be displayed on the LHMC Website.
- Details of application form are available at the official website of Lady Hardinge Medical College, New Delhi

The decision of the competent authority shall be final in all regards.



**Principal Investigator  
PMD Hub**

डॉ. राकेश शर्मा / Dr. Rakesh Sharma  
एच.बी.एस. (H.B.S.)  
आचार्य (मुख एवं मैक्सिलोफेशियल सर्जरी)  
**Professor (Oral Maxillofacial Surgery)**  
विभागाध्यक्ष, दन्त एवं मुख शल्यक्रिया विभाग  
**HOD, Deptt of Dental & Oral Surgery**  
ले.हा.मे.का. एवं सह-अस्पताल, नई दिल्ली-1  
LHMC & Associated Hospitals, New Delhi-1

## 1. Mode of selection

The selection will be made based on consolidated marks obtained in interview. However, LHMC may invite other modes of recruitment if found desirable before the interview. The selection is purely temporary and for a specified time period only.

## 2. Terms & Condition of Recruitments

Eligible candidates will present themselves for registration at 9.30 am to 10.30 am in Vice-Principal office on the day specified for interview with all relevant documents in original together with self-attested copies of all documents in support of their candidature to the post, two passport size photographs and complete Bio Data duly filled and a Photo ID. No application of candidate will be received after 10:30 A.M.

- i. Undertaking in application form must be signed by the candidate.
- ii. Crucial date of determination of eligibility with reference to age, educational qualification and experience etc. will be the date of registration of the candidates.
- iii. The candidate who is already in Govt. Service should submit NO OBJECTION CERTIFICATE from the present employer at the time of registration.
- iv. Inter-hospital/ Inter-Institution transfer shall not be permitted.
- v. Candidate must bring the following original certificates with photocopies of self-attested at the time of registration/counselling/interview:
  - a) Certificate In support of age (10\* Certificate)
  - b) Experience certificate, If any.
  - c) Higher Secondary School (12th pass) Certificate
  - d) Undergraduate/Post graduate attempt certificate (As per the post requirement).
  - e) Proof of prize/medal/Distinction during Under-Graduation and Post-Graduation.
  - f) Aadhar Card, Voter Card, Driving license, Passport etc. as Personal ID

3. The candidate must bring the filled application form as per format given (Annexure-I) and paste recent passport size photograph.

4. The candidates are advised to ensure that they fulfil the eligibility criteria as mentioned in the advertisement.

5. No Mobile Phone, any other Electronic Gadgets is allowed during the interview.

6. The selected candidates will report for duty within the period of 03 days from the date of issue of the appointment letter. Candidature may be cancelled in case of noncompliance of reporting in prescribed time.

7. All the selected candidates will have to produce their original certificates at the time of joining. Any type of discrepancy may invite cancellation of appointment and legal action as per the rules.

8. The Competent Authority reserves the right to verify the veracity of the Certificates submitted. If found incorrect, the candidature will be cancelled without any further notice.



Principal Investigator

PMD Hub

डॉ. राकेश शर्मा / Dr. Rakesh Sharma  
एच.डी.एस. (एच.डी.एस. 2010-11)  
आचार्य (मुख एवं मैक्सिलोफेशियल सर्जरी) में  
Professor (Oral Maxillofacial Surgery)  
विभागाध्यक्ष, दन्त एवं मुख शल्यक्रिया विभाग  
HOD, Deptt. of Dental & Oral Surgery  
ले.हा.मे.का. एम्स सह-अस्पताल, नई दिल्ली-1  
LHMC & Associated Hospitals, New Delhi-1

*Application form for post on purely temporary basis under the project entitled "PMD Hub"  
A National Resource Centre, a MOHFW funded project at the Department of Dental Oral Surgery,  
Lady Hardinge Medical College, New Delhi-110001.*

POST APPLIED FOR : \_\_\_\_\_

Affix Passport Size  
Photograph  
Attested by  
Gazetted officer

1. Name of the applicant (In Capital Letters) \_\_\_\_\_

2. Name of the applicant in Hindi \_\_\_\_\_

3. Sex (Male /Female) \_\_\_\_\_

4. Date of Birth & Age \_\_\_\_\_

5. Father's/Husband's Name \_\_\_\_\_

6. Nationality \_\_\_\_\_

7. Residential Address (In Capital Letters) \_\_\_\_\_

8. Permanent Address (In Capital Letters) \_\_\_\_\_

9. Tick correspondence address: . Residential  Permanent

10. Particulars of exam passed (10th and Onwards)

Name of Examination	Month & Year of Passing	Class/ Division	No. of attempts	Name & place of the Institute/College	Name & place of the University
10 <sup>th</sup>					
12 <sup>th</sup>					
Others					

11. Mobile No.: \_\_\_\_\_ Email : \_\_\_\_\_

12. Aadhar No. \_\_\_\_\_

13. EXPERIENCE

S.No.	Designation	Name of Institution/ Employer	From.....to	Key Responsibilities

14. Prize /Medals /Attended etc, it any  
(copies of attested certificate to be enclosed):

15. Extra-Curricularactivities, if any (copies of attested certificate to be enclosed)

16. Previous Experience. if any, details there of:

17. Whether at present employed if so, details of employment  
and date of joining etc. to be mentioned

Name of Employer	Designation	Pay Scale	Nature of Duties	Period to stay		Last pay Drawn	Reason for Leaving
				From	To		

18. Checklist (Please Enclose Certificate In The Following Order and Tick In the Box Given Below As Proof Of Enclosures)

Secondary School Certificate (10th Class)	Higher Secondary School Certificate (12th Class)	Whether Self arrested photographs of Certificate / Degree are enclosed with applicant

19. UNDERTAKING:

I solemnly verify and declare that the above-mentioned statements made by me are correct to the best of my knowledge and belief. In the event of any information found incorrect, my candidature shall stand cancelled and the authorities of LHMC & Assoc. Hospital may take necessary action against me.

Dated:

Signature of Candidate