



Applications are invited to fill up one post of Labour Supervisor in the Pay Matrix Level 4 (Pre-revised Pay Band PB-I 5200-20200+2400(GP)) in Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on deputation basis from suitable candidates. The particulars of the post and eligibility conditions etc. are given in **Annexure-I**.

2. The pay of the selected officer will be regulated in accordance with Department of Personnel & Training OM No. 2/29/21-Estt. (Pay-II) Dt. 05.01.1994 and OM No. 02.08.1997-Estt (Pay-II) dated 11.03.1998 as amended from time to time.

3. Applications in the given proforma (**Annexure-II**) along with complete and up to date APAR dossiers of the officers who can be spared in the event of their selection, may be reached to the Director, Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on or before 5.11.2018.

4. Applications received after the last date or without the APAR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him. The integrity of the officer may also please be certified.


ADMINISTRATIVE OFFICER.

1. Post: Labour Supervisor, LHMC & Smt. S.K. Hospital, New Delhi.
2. Pay Band: Pay Matrix Level 4 (Pre-revised PB-I + 2400 GP)
3. Eligibility: By deputation basis.

Officers under the Central Govt. :

- (a)
 - (i) Holding analogous post on regular basis; or
 - (ii) With five years regular service in post in the pay scale of Rs. 3200-4900) (i.e. Pay Matrix Level 3) or
 - (iii) With eight years regular service in posts in the pay scale of Rs. 3050-4590; (i.e. Pay Matrix Level 2) and
- (b) Possessing the following qualifications:

Essential:

- (i) Matriculation from a recognised Board;
- (ii) Three years experience in supervision of Group D employees and handling their problems.

Desirable: Preference will be for Ex-Servicemen and those with Training in Hospital Waste Management.

BIO DATA PROFORMA

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Govt. rules
4. Educational Qualifications
5. Whether educational and other qualifications required for the post are satisfied,
(if any qualification has been treated as equivalent to the one prescribed in the rules, state the Authorities for the same).

	Qualification/Exp. Required	Qualification/Experience Possessed by the Officer.
i) Essential	1)	
	2)	
	3)	
(ii) Desirable	1)	
	2)	
	3)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is in sufficient:

Office/Instt./ Orgn.	Post held	From	To	Scale of Pay & basic pay	Nature of duties

- 8 Nature of present employment
(ad-hoc/temp./permanent/
Quasi-permanent)
- 9 In case present employment held on deputation/contract basis please state: -
a) The date of initial appointment
b) Period of appointment on deputation/contract
c) Name of the parent office/organization
- 10 Additional details about present employment:
Please state whether working under:
b) Central Govt. b) State Govt. c) Autonomous Org.
d) Govt. Undertaking
- 11 Are you in a revised scale of pay, if yes,
The date from which date the revision took place
- 12 Total emoluments per month drawn now:
- 13 Additional information, in any, which would
you like to mention for your suitability for the post.
Enclosed a separate sheet if the space is insufficient.
- 14 Whether belongs to SC/ST.
- 15 Remarks

Signature of the candidates

Address _____

Date:

Place:

Counter signed by the employer _____