



**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 each posts in annexure -I for filling up the existing vacancies by transfer on deputation basis:-

| S.No | Name of the post               | No. of Vacancies |
|------|--------------------------------|------------------|
| 1.   | Medical Social Welfare Officer | 7                |
| 2.   | Housekeeper                    | 1                |

2. Interested applicants may send their applications through proper Channel in the enclosed proforma in duplicate to the undersigned with in 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.
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-II) 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.**

Annexure-I

**Medical Social Welfare Officer.**

|    |                      |  |
|----|----------------------|--|
| 1. | Name of Post         | <b>Medical Social Welfare Officer (General Central Service, Group 'B', Non- Gazetted, Non-Ministerial</b>  |
| 2. | Number of posts      | <b>(07) Seven</b>  |
| 3. | Pay Matrix Level     | <b>Level -6 (Rs. 35400- Rs. 112400)</b>  |
| 4. | Eligibility          | <b>Officers of the Central Government or State Governments or Union territories-</b><br><b>(a)</b> (i) holding analogous post on a regular basis in the parent cadre or Department ;or<br>(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<br><b>(b) Possessing the <u>Educational Qualifications</u> and <u>Experience</u> as mentioned below:-</b><br>(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<br>(ii) Two years' experience in the field of Medical Social work in Government recognized hospital or institution<br><b>OR</b><br>(i) Master's Degree in Social Work or Sociology from a recognized University or institute; and<br>(ii) One year experience in the field of medical social work in Government recognized hospital or institution. |
| 5. | Period of Deputation | <b>Note 1:</b> 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..<br><b>Note 2:</b> The maximum age-limit for appointment by deputation shall be not exceeding <b>fifty-six years</b> as on the closing date of receipt of applications.  |



## Housekeeper

|    |                      |  |
|----|----------------------|--|
| 1. | Name of Post         | <b>Housekeeper (General Central Service, Group 'C', Non- Gazetted, Non-Ministerial.</b>  |
| 2. | Number of posts      | <b>01 (One)</b>  |
| 3. | Pay Matrix Level     | <b>Pay Matrix Level-2 (Rs. 19900-63200/-)</b>  |
| 4. | Eligibility          | <b>Deputation (including short term contract):</b><br><b>(1)</b> Officers under the Central or State Government or Union Territories or Autonomous or Statutory Organisations or Public Sector undertakings or University or recognised research institutions:-<br><b>A.</b> (i) holding and analogous posts on regular basis; or<br>(ii) with three years' regular service, Level- 1 in the pay matrix (Rs 18000 -56900), and<br><br><b>(b) Possessing the Qualifications and Experience Prescribed for direct recruitment as mentioned below:-</b><br><br>12 <sup>th</sup> pass from a recognized Board and three years experience in running hospital or Canteen by recognised Institution. |
| 5. | Period of Deputation | <b>Note 1:</b> The Period of deputation <b>(including short term contract)</b> including period of deputation <b>(including short term contract)</b> 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.<br><br><b>Note 2:</b> The maximum age-limit for appointment by deputation <b>(including short term contract)</b> shall be not exceeding <b>fifty-six years</b> as on the closing date of receipt of applications.  |

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## BIO DATA PROFORMA

|   |  |    |    |                               |   |   |   |   |
|---|--|----|----|-------------------------------|---|---|---|---|
| 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. |  |    |    |                               |   |   |   |   |

| <b>8. Details of employment, in chronological order, enclose a separate sheet, duly authenticate by your signature, if the space below is insufficient:-</b>           |           |      |    |              |                            |
|--|-----------|------|----|--------------|----------------------------|
| Office/Instt./ Organization  | Post Held | From | To | Scale of Pay | Name of duties & basic pay |
| 1.   |           |      |    |              |                            |
| 2.   |           |      |    |              |                            |
| 3.   |           |      |    |              |                            |
| 4.   |           |      |    |              |                            |
| <b>9. Nature of present employment (Ad-hoc/temp./permanent/quasi-permanent)</b>  |           |      |    |              |                            |
| <b>10. In case present employment held on deputation please state: -</b>   |           |      |    |              |                            |
| a) The date of initial appointment: -  |           |      |    |              |                            |
| b) Period of appointment on deputation: -  |           |      |    |              |                            |
| c) Name of the parent office/organization: -   |           |      |    |              |                            |
| <b>11. Additional details about present employment:</b>  |           |      |    |              |                            |
| <b>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.</b>                        |           |      |    |              |                            |
| <b>13. Total emolument per month drawn now:</b>  |           |      |    |              |                            |
| <b>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.</b> |           |      |    |              |                            |
| <b>15. Whether belongs to SC/ST: -</b>   |           |      |    |              |                            |
| <b>16. Remarks: -</b>  |           |      |    |              |                            |

Date: -

Place: -

Signature of Candidate

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

Tel. No:- \_\_\_\_\_