

F.No. 8-10/2010-Admn. II (A)
Government of India
Office of the Medical Superintendent
Safdarjang Hospital & VMMC
New Delhi-110029

Applications are invited from the eligible candidates for filling up various posts of Group 'C, Group 'B' (Non-Gazetted) on Direct recruitment/Deputation basis in VMMC & Safdarjang Hospital, New Delhi. Details of posts including number of vacancies, pay band and grade pay, category, age, requisite qualification, experience are as under:

S.No.	Name of the post	Mode of recruitment	No. of vacancies	Age limit	Educational Qualification
1.	Craft Instructor PB-1 (5200-20200) + Rs. 2400/- GP (pre-revised)	By Direct Recruitment	01-UR, post will be filled by PWD i.e. OL (One Leg), BL(Both Leg), LV (Low Vision), HH(Hearing Impaired effected)	21-28 years	Essential: Matriculation or its equivalent qualification from a recognized Board. Diploma or certificate in craft work. Desirable: Preference will be given to persons knowing more than 2 crafts.
2.	Statistical Assistant PB-1 (5200-20200) + Rs. 2800/- GP (pre-revised)	By Direct Recruitment	01-UR, post will be filled by PWD i.e. OL (One Leg), BL (Both Leg), B(Blind), LV (Low Vision), HH(Hearing Impaired effected)	Between 18 & 25 years (relaxable for Govt. servants upto 40 years)	Bachelors' Degree in any discipline with Statistics or Mathematics as one of the subject from a recognized University.
3.	Pharmacist PB-1 (5200-20200) + Rs. 2800/- GP (pre-revised)	By Direct Recruitment	01-OBC, post will be filled by PWD i.e. OL (One Leg), BL (Both Leg)	20-30 years	Degree in Pharmacy Or Matriculation or equivalent qualification from a recognized Board and qualified and registered Compounder, Pharmacist or eligible for registration under Pharmacy Act, 1948.
4.	Carpenter PB-1 (5200-20200) + Rs. 1900/- GP (pre-revised)	By Direct Recruitment	01-UR	Between 20 to 30 years (relaxable for Govt. servants upto 35 years)	Matric or equivalent qualification from a recognized Board with certificate in Carpentry from I.T.I.
5.	Remedial Gymnaster PB-2 (9300-34800) + Rs. 4200/- GP (pre-revised)	By Direct Recruitment	01-UR	Not exceeding 30 years (relaxable for Govt. servants upto 40 years)	Essential: 1.10+2 or its equivalent qualification from a recognized Board/ University. 2.Diploma in Physical Education from a recognized institute. 3.Three years experience in the related field.

6.	Respiratory Laboratory Assistant PB-1 (5200-20200) + Rs. 2000/- GP (pre-revised)	By Direct Recruitment	01-UR	Between 18-25 years (relaxable for Govt. servants upto 35 years)	1. Matriculation or equivalent from a recognized Board/University. 2. Two years' experience in handling fibre-optic bronchoscope and various lung function test machines in respiratory laboratory of a Government Hospital/ Teaching Institution/ Nursing Home.									
7.	Instructor (Prosthetics & Orthotics) PB-1 (5200-20200) + Rs. 2800/- GP (pre-revised)	By Direct Recruitment	01-UR	Between 18 and 25 years (relaxable for Govt. servants upto 5 years)	Essential: 1. Matric or equivalent qualifications from a recognized board/ University. 2. Three years' Diploma/ Two years certificate in Prosthetic and Orthotic from a recognized Institution. 3. Two years practical experience in manufacturing and assembling of artificial limbs for diploma/degree holders or three years' experience for certificate holders.									
S.No.	Post and pay scale (revised)	No. of vacancies	Mode of recruitment	Qualification and experience										
8.	Senior Orthotist PB-1 (5200-20200) + Rs. 2800/- GP (pre-revised)	01	Transfer on deputation (short term contract)	Eligibility:- Officers of the Central Government <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">(a)</td> <td style="width: 5%; text-align: center;">(i)</td> <td>Holding analogous posts on a regular basis;</td> </tr> <tr> <td></td> <td style="text-align: center;">(ii)</td> <td>With three years' regular service in posts in the scale of Rs. 1350-2200 [revised as PB-1 (5200-20200) + Rs. 2800/- GP]</td> </tr> <tr> <td style="text-align: center;">(b)</td> <td></td> <td> Possessing the following qualifications and experience: Essential: (i) Matriculation or equivalent qualification from a recognized Board. (ii) Three years' Diploma/Two years certificate in Prosthetic & Orthotic from a recognized institution. (iii) Two years practical experience in pre-fabricating and fitting of appliances for diploma holders and three years practical experience for certificate holders. </td> </tr> </table>		(a)	(i)	Holding analogous posts on a regular basis;		(ii)	With three years' regular service in posts in the scale of Rs. 1350-2200 [revised as PB-1 (5200-20200) + Rs. 2800/- GP]	(b)		Possessing the following qualifications and experience: Essential: (i) Matriculation or equivalent qualification from a recognized Board. (ii) Three years' Diploma/Two years certificate in Prosthetic & Orthotic from a recognized institution. (iii) Two years practical experience in pre-fabricating and fitting of appliances for diploma holders and three years practical experience for certificate holders.
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9.	CSR Assistant PB-1 (5200-20200) + Rs. 1900/- GP (pre-revised)	01	By Deputation/ Absorption	Officers under the Central or State Government: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">(a)</td> <td style="width: 5%; text-align: center;">(i)</td> <td>Holding analogous posts on regular basis; or</td> </tr> <tr> <td></td> <td style="text-align: center;">(ii)</td> <td>With three years regular service in posts in the Pay Band-1, Rs.5200-20200 + 1800/- GP.</td> </tr> <tr> <td style="text-align: center;">(b)</td> <td></td> <td>Possessing the qualifications and experience prescribed for direct recruits as</td> </tr> </table>		(a)	(i)	Holding analogous posts on regular basis; or		(ii)	With three years regular service in posts in the Pay Band-1, Rs.5200-20200 + 1800/- GP.	(b)		Possessing the qualifications and experience prescribed for direct recruits as
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				<p>under: Essential: (i)Matriculation or equivalent with Science as a subject from a recognized Board. (ii)Training in Sterilization techniques from a recognized Hospital or Medical Institute. Or One year experience in Central Sterilization Services Department of a Hospital or Medical Institute.</p>															
10	Vocational Counsellor PB-2 (9300-34800) + Rs. 4600/- GP (pre-revised)	01	By deputation	<p>Officers under the Central Government:-</p> <table border="1"> <tr> <td>(a)</td> <td>(i)</td> <td>Holding analogous posts on regular basis; or</td> </tr> <tr> <td></td> <td>(ii)</td> <td>With three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre/department; or</td> </tr> <tr> <td></td> <td>(iii)</td> <td>With six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5000-8000/- or equivalent in the parent cadre/department; or</td> </tr> <tr> <td></td> <td>(iv)</td> <td>With eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4500-7000 or equivalent in the parent cadre/department; and</td> </tr> <tr> <td>(b)</td> <td colspan="2"> Possessing the following qualification and experience: Essential: 1.Master's degree in Psychology from a recognized University or equivalent. 2.Diploma in Vocational Guidance from a recognized University or equivalent. 3.Two years' experience in vocational counseling, vocational training and placement of handicapped persons. </td> </tr> </table>	(a)	(i)	Holding analogous posts on regular basis; or		(ii)	With three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre/department; or		(iii)	With six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5000-8000/- or equivalent in the parent cadre/department; or		(iv)	With eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4500-7000 or equivalent in the parent cadre/department; and	(b)	Possessing the following qualification and experience: Essential: 1.Master's degree in Psychology from a recognized University or equivalent. 2.Diploma in Vocational Guidance from a recognized University or equivalent. 3.Two years' experience in vocational counseling, vocational training and placement of handicapped persons.	
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11.	Technical Supervisor (Radiography) PB-2 (9300-34800) + Rs. 4600/- GP (pre-revised)	01	Promotion/ Transfer on deputation	<p>Officers under the Central Government:-</p> <table border="1"> <tr> <td>(a)</td> <td>(i)</td> <td>Holding analogous posts on regular basis; or</td> </tr> <tr> <td></td> <td>(ii)</td> <td>with 3 years regular service in the scale of Rs.1640-2900 as per 4th CPC corresponding to Pay Band Rs.9300 – 34800 + Rs.4200 (G.P.) as per 6th CPC or equivalent in the parent cadre / department ; or</td> </tr> <tr> <td></td> <td>(iii)</td> <td>With 5 years regular service in the posts in the scale of pay of Rs.1640-2660 as per 4th CPC corresponding to pay scale Rs.9300 – 34800 + Rs.4200 (GP)</td> </tr> </table>	(a)	(i)	Holding analogous posts on regular basis; or		(ii)	with 3 years regular service in the scale of Rs.1640-2900 as per 4 th CPC corresponding to Pay Band Rs.9300 – 34800 + Rs.4200 (G.P.) as per 6 th CPC or equivalent in the parent cadre / department ; or		(iii)	With 5 years regular service in the posts in the scale of pay of Rs.1640-2660 as per 4 th CPC corresponding to pay scale Rs.9300 – 34800 + Rs.4200 (GP)						
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					as per 6 th CPC or equivalent .
				(b)	Possessing the following qualification and experience: Essential: i) Diploma in Radiology from a recognized University /Institution or equivalent ; ii) 2 years experience of imaging work in a department of imaging services

Eligible candidates should submit their application through ordinary/speed post in the prescribed proforma (Annexure-I) for posts at Sl. No. 1-7 (Posts to be filled by Direct Recruitment basis) and Annexure-II for posts at Sl. No. 8-11 (Posts to be filled by Deputation basis) along-with attested copies of the testimonials, mark-sheets, educational certificates, caste certificate (if applicable), experience certificate, date of birth certificate etc. to The Medical Superintendent, Safdarjung Hospital, New Delhi-110029 **within 30 days from the date of issue of advertisement in employment newspaper**. (However, if last date for submission of applications falls on national holiday, Sunday or any other holiday declared by Government of India, the next working day will be assumed as closing date).

2. The envelope containing application form must be super-scribed in bold letter name of the post applied for.

3. **Crucial date for determining the age limit shall be the closing date for receipt of application. Even if closing date will be extended due to national holiday or Sunday or any other holiday declared by Government of India, crucial date for determining the age limit remain calculated from the 30th day from the date of issue of advertisement.**

4. Candidates who wish to apply for more than one post should send separate application for each post.

5. Applications which are incomplete in any manner or not in prescribed format, would be summarily rejected. Candidates must ensure that application is complete in all respects and all the documents enclosed with application and photograph pasted on the application are attested by a Gazetted officer. No correspondence what so ever shall be entertained in this regard.

6. The hospital reserves the right to place a reasonable limit on the total number of candidates to be called for written test. The hospital reserves the right not to fill up the posts, cancel the advertisement in whole or part without assigning any reason and its decision in this regard will be final.

7. Persons having 40% or more disability would be considered eligible for reservation under Physically Handicapped quota as per rule.

8. The candidate who is already in Govt. service should apply through proper channel and have to submit 'No Objection Certificate' from the employer.

9. Upper age limit for direct recruitment is relaxable for OBC/Ex-servicemen/Physically Handicapped and Govt. servants as per rule of Govt. of India.

10. Candidate should note that the Date of Birth as recorded in the Matriculation Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by this hospital for determining the age and no subsequent request for its change will be considered or granted.

11. Central Government Civilian employees claiming age relaxation has to submit a certificate from their office, in respect of the length of continuous service which should be for not less than 3 years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment, in the event of their selection.

12. For Deputation posts (Sl. No. 8-10):

(a) Candidates who once applied for deputation posts will not allowed to withdraw their candidature.

- (b) The period of deputation shall ordinarily not exceed three years.
- (c) Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
- (d) Candidates who are applying for deputation posts should submit their applications through proper channel along-with copies of last five years ACRs/APARs, Vigilance Clearance and integrity certificate duly verified by the head of the institution.
- (e) NOC in the form of undertaking form for the employer to the effect that in the case of selection, the department will spare the candidate for joining service in the Hospital should be attached with the application.
13. Candidates must ensure that they have requisite academic qualification and experience from a recognized institution for the post applied for on or before the date of issue of advertisement.
14. If a candidate produces false documents, he/she will not only be disqualified/dismissed from services, if already appointed but may also be liable for criminal proceedings.
15. Candidates trying to use any influence or adopt any unfair means would be disqualified from the selection.
16. Failure to comply with any of the instructions contained in this notification may entail rejection of candidature.
17. Application Fees: **(Fee for Direct Recruitment Posts only)** Application fees for General candidates is Rs. 200/-, fees for OBC/SC/ST candidates is Rs. 100/-. Persons with disabilities are exempted from payment of application fee subject to submission of necessary certificate from a competent authority in support of their claim of disability. Fees shall be paid through Demand Draft drawn in favour of Medical Superintendent, Safdarjung Hospital, New Delhi, alongwith application form. The application fees will be non refundable. **No fee for applicants applying for Deputation posts.**

Sd/-
(C.S. Mishra)
Dy. Director (Admn.)
Safdarjung Hospital

FORMAT FOR APPLICATION FORM
(Must be filled properly by the candidate in his/her
Own handwriting in block letters only)

1. Name of the post applied for:
2. Full Name (IN BLOCK LETTERS)
(As mentioned in matriculation certificate)
3. Father's Name
4. Date of Birth (as mentioned in matriculation certificate)
5. Address (with phone no., E mail ID etc)
 - (i) Correspondence
 - (ii) Permanent
6. Whether SC/ST/OBC
7. Whether Ex-Serviceman
8. Whether Physically Handicapped (if so percentage & details of disability)
Whether seeking age relaxation
9. Whether Govt. Servant (if yes, please indicate name of the institution and length of service)
10. Details of Examination passed

Affix Photo duly attested by Gazetted Officer
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Sl. No.	Examination	University/Board	Year of Passing	Name/Address of Institution attended	Percentage of the marks obtained

11. Experience:
 - (a) Name of the employer
 - (b) Designation
 - (c) Pay Scale
 - (d) Nature of duties
 - (e) Period of employment
 - (f) Last Pay drawn

12. Any additional information:

I solemnly declare that the statement made by me in this application best of my knowledge & belief. I undertake that if any information given at any time, it will render me ineligible for the job applied above.

Dated:

Place:

Signature of the Candidate

PROFORMA

1. Name and Address
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government 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 authority for the same):

Attested Photograph

	Qualifications/Experience required	Qualifications/Experience possessed by the Officer
Essential: (1) (2) (3)		

6. Please state clearly whether in the light of entries made 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 insufficient.

Office/Institution/ Organisation	Post held	From	To	Scale of pay & Last Basic Pay	Nature of duties

8. Nature of present employment i.e. Temporary or quasi permanent or permanent.
9. In case the present employment is held on deputation basis/contract basis, please state:
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent office/organization to which you belong

10. Additional details about present employment. Please state whether working under:

(a) Central Government	(b) State Government
(c) Autonomous Organization	(d) Universities
(e) Government Undertaking	(f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total Emoluments, per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional Academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient.)

15. Whether belongs to SC/ST/OBC

16. Remarks: (The candidate may indicate information with regard to (i) Research publications and reports on special projects (ii) Awards/Scholarships/Official Application (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information.

(Note: Enclose a separate sheet, if the space is insufficient).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

Signature of the candidate

Name _____

Address _____

Countersigned _____

(Employer)

1. Certified that particulars furnished by Shri/Smt./Kum. _____ have been verified from his/her record found correct.
2. No vigilance case is pending or contemplated against Shri/Smt./Kum. _____ His/Her integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt/Kum _____ during the last 10 years as per records in the Ministry/Department.

Signature of Head of Office/Department with stamp

Place:

Date: