



No.1-10/2017-Admn.VMMC

भारत सरकार

GOVERNMENT OF INDIA

चिकित्सा अधीक्षक का कार्यालय

OFFICE OF THE MEDICAL SUPERINTENDENT

वी. एम. एम. सी. & सफदरजंग अस्पताल

V.M.M.C. & SAFDARJANG HOSPITAL

नई दिल्ली - 110029

NEW DELHI-110029

दिनांक/Dated:- 22-7-2019

OFFICE MEMORANDUM

Subject: Filling up the post of Assistant Administrative Officer (Group 'B') Gazetted in Pay Matrix Level 6 at Safdarjang Hospital, New Delhi on deputation basis.

It is proposed to fill up three posts of Assistant Administrative Officer at Safdarjang Hospital, New Delhi on deputation basis. The particulars of the post, eligibility conditions etc. are given in Annex-I.

The pay and allowances and other terms of officer selected will be regulated in accordance with Department of Personnel and Training's O.M. No.AB.14017/30/2006-Estt.(RR) dated 29.11.2006 as amended time to time.

It is requested that applications in duplicate in the proforma (Annexure-II) alongwith complete and up-to-date CR dossiers of the officials, who can be spared immediately in the event of their selection, may be forwarded to the Medical Superintendent, Safdarjang Hospital & VMMC, New Delhi-110029 within twenty-one days from the date of publication of this advertisement. Application received after the last date or without CR Dossiers or otherwise found incomplete will not be considered. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

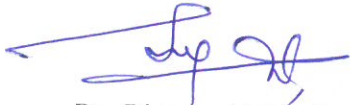
While forwarding the applications, it may also be verified and certified that the particulars furnished by the officials are correct and no disciplinary case is either pending or contemplated against the officials and no major or minor penalty was imposed during the last 10 years. The integrity of the officer may also be certified.

Deputy Director (Admn.)

ANNEX-I

Eligibility conditions and other details for the post of Assistant Administrative Officer in Safdarjang Hospital & VMMC.

1.	Name of the post	Assistant Administrative Officer, Group 'B' Gazetted									
2.	No. of posts Scale of pay	3 (Three) (vacancies are likely to increase/decrease) Rs.550-900/-(pre-revised). Rs.35400-112400/-, Pay Matrix Level 6.(revised)									
3.	Mode of Recruitment	By promotion, failing which by transfer on Deputation									
4.	Eligibility	From Officers of the Central Government- <table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">(a)</td> <td style="width: 15%;">(i)</td> <td>Holding analogous posts; or</td> </tr> <tr> <td></td> <td>(ii)</td> <td>With 5 years' service in posts in the scale of Rs.425-700/800/-(pre-revised) Pay Matrix Level 5/6 as per 7th CPC (revised) or equivalent; and</td> </tr> <tr> <td>(b)</td> <td></td> <td>Possessing experience in administration, establishment and accounts matters.</td> </tr> </table>	(a)	(i)	Holding analogous posts; or		(ii)	With 5 years' service in posts in the scale of Rs.425-700/800/-(pre-revised) Pay Matrix Level 5/6 as per 7 th CPC (revised) or equivalent; and	(b)		Possessing experience in administration, establishment and accounts matters.
(a)	(i)	Holding analogous posts; or									
	(ii)	With 5 years' service in posts in the scale of Rs.425-700/800/-(pre-revised) Pay Matrix Level 5/6 as per 7 th CPC (revised) or equivalent; and									
(b)		Possessing experience in administration, establishment and accounts matters.									
6.	Period of Deputation	One year. The period of deputation can be extended or curtailed as per requirement/performance of the candidate. Note:- (The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.									


Dy. Director(Admn.)

BIODATA PROFORMA

1. Name & Address in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Govt. :
4. Educational Qualification
- 4(i) 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)

	Qualification/Experience Required	Qualification/Experience possessed
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- Note: Pay band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned.
5. Details of employment in the chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Institution/ Organization	Post held	From	To	Scale of pay and Last Basic Pay	Nature of Duties

6. Nature of present employment i.e. Temporary or quasi permanent or permanent.
7. In case the present employment is held on deputation basis/contract basis, please state:
8. Additional details about present employment. Please state whether working under:

(a) Central Government	(b) State Government
(c) Union Territory/Administration	(d) Autonomous Organization
(e) Government Undertaking	(f) Universities
9. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.
10. Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
11. Total Emoluments, per month now drawn.
12. Whether belongs to SC/ST/OBC
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

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.

Place:

Signature of Head of Office/Department with Stamp

Date: