



भारत सरकार/GOVERNMENT OF INDIA

स्नातकोत्तर चिकित्सा शिक्षण एवं अनुसंधान संस्थान

डॉ. राम मनोहर लोहिया अस्पताल नई दिल्ली

POST GRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH

DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI



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File No.6-10/1992-RMLH(HA-I)/

दिनांक/Dated, the... 2017

Circular

Subject: Filling up the two (2) posts of Assistant Accounts Officer in Dr. Ram Manohar Lohia Hospital, New Delhi on deputation basis.

Two posts of Assistant Accounts Officer in the pay scale pre-revised 1640 – 2900/- revised Pay Scale Pay Matrix Level – 6 ₹ 35400 – 112400/- proposed to be filled in Dr. Ram Manohar Lohia Hospital on deputation basis. The eligibility for the post is given in **Annexure – I**. Initially the period of deputation may be for a period of three years. The pay of the selected candidates will be regulated in accordance with Department of Personnel & Training O.M. No. 2/29/91-Estt. (Pay II) dated 5.1.1994 as amended from office orders of Government of India on the subject.

It is requested that application of suitable candidates who are eligible, willing and can be spared immediately, may be forwarded to the undersigned **within 30 days from the date of publication of advertisement in the Employment News** in the prescribed proforma (**Annexure – II**) through concerned Cadre Controlling Authority. The Cadre Controlling Authority should carefully check the applications and ensure that the particulars mentioned there in are correct. The application must be supported with the vigilance clearance and authenticated copies of ACR dossier containing ACRs up to 31.03.2017. Application received after the last date or without vigilance clearance and upto date ACR dossier may not be considered.


(Shambhu Kumar)
Dy. Director (Admn.)

Eligibility for the post of Assistant Accounts Officer in Dr. Ram Manohar Lohia Hospital, New Delhi on deputation basis: -

1. Name of the Post : Assistant Accounts Officer (Group 'B' Non-Gazetted, Ministerial)
 2. No. of post : 2 (Two)
 3. Pay Scale : Pay Matrix Level – 6 ₹ 35400 – 112400/-
(pre-revised ₹ 1640 – 2900/-)
 4. Mode of Recruitment : Transfer on Deputation : Officer under the Central Government
- (a) (i) holding analogous posts on regular basis; or
(ii) with 2 years regular service in posts in the pay scale pre-revised ₹ 1600 – 2660 revised Pay Scale Pay Matrix Level – 6 ₹ 35400 – 112400
- (b) Possessing 2 years experience in administration, establishment and accounts matter.

Note: - The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, a deputationists shall not be eligible for consideration for appointment by promotion.
(Period of deputation shall ordinarily not exceed 3 years)

**BIO – DATA PROFORMA FOR THE POST OF ASSISTANT ACCOUNTS OFFICER IN
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI ON DEPUTATION BASIS.**

1. Name (IN BLOCK LETTERS): _____
2. Date of Birth (in Christian Era): _____
3. Date of retirement under Central Govt. Rules : _____
4. Details of employment, in chronological order.
(Please enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Affix Recent
Passport Size
Colour
Photograph
Duly Signed by
the Applicant.

Ministry/Department/ Office/Insttt/Orgn.	Post held	From	To	Pay scale	Job Contents

5. Nature of present employment i.e. adho or temporary or permanent : _____
6. Additional details about present employment
Please state whether working under
 - (a) Central Govt.
 - (b) State Govt.
 - (c) Autonomous Organization
 - (d) Government undertaking
 - (e) University/Institution
 - (f) others
7. Additional information, if any which you would like to mention in support of your suitability to the post.
(Please enclose a separate sheet, if the space is insufficient)

Place:
Dated:

Signature of the Candidate

Full Address _____

Contact No. _____

Countersigning

Recommending Authority

(Present Employer) _____

Name : _____

Designation : _____

Adress : _____

Encl : _____