

No.HA-I-11024/5/2022-HA-I Section-Dr.RMLH/1326
भारत सरकार /GOVERNMENT OF INDIA
अटल बिहारी वाजपेयी आयुर्विज्ञान संस्थान एवम्
डा. राम मनोहर लोहिया अस्पताल, नई दिल्ली
ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES
& DR. RAM MANOHAR LOHIA HOSPITAL

B.K.S Marg, New Delhi.

Dated 03/12/2022

Circular

Sub:- Filling up the seven (07) posts of Assistant Administrative officer (Group 'B' Non-Gazetted, Ministerial) in Dr. RML Hospital, New Delhi on Deputation basis.

Seven posts of Assistant Administrative Officer (Group 'B' Non-Gazetted, Ministerial) in the Pay Level 7 of Pay scale Rs.44900-Rs.142400. is proposed to be filled in Dr. Ram Manohar Lohia Hospital, New Delhi on deputation basis. The eligibility for the post is given in Annexure-I. The pay of the selected candidates will be regulated in accordance with Department of Personnel & Training O.M NO. 6/08/2009-Esst. (Pay II) dated 17.06.2010 as amended from time to time. Period of deputation shall ordinarily not exceed 3 years.

It is requested that application of suitable candidates who are eligible, willing and can be spared immediately, may be forwarded to the undersigned within 45 days from the date of advertisement in the prescribed pro-forma (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 APAR's dossier for last 5 years containing last given year i.e. up to 31.03.2022. Applications received after the last date and without vigilance clearance and up to date ACR Dossier will not be considered.

-SD-

[R.B. Kushwaha]
Deputy Director (Admin.)



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

- Name of the post: Assistant Administrative Officer (Group 'B' Non-Gazetted, Ministerial)
- No. Of post :- 07 (Seven)
Pay Level-7 Rs.44900-142400 (Pre- revised Pay Band + Grade Pay : PB-2 Rs. 9300-34800 + GP Rs. 4600/-)
- Mode of Recruitment: Transfer on deputation from officer under Central Government.
- (a) (i) holding analogous posts on regular basis; or
- (ii) with 5 years regular service (as per 7th CPC) in posts in the scale of Level-6 or equivalent; and
- (b) Possessing 2 years experience in administration, establishment and accounts matters.

- The department officers in the feeder category who are in the direct line of promotion shall 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 other ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.



APPLICATION FORM FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER (ON DEPUTATION)

1. Name and address in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Govt. rules :
4. Educational Qualification :
5. Whether Educational and other Qualifications required for the post are satisfied. (If any, qualification has been treated as equivalent to the prescribed in the rules, state the authority for the same).

Paste your
recent
passport size
photo

	Qualifications/ Experience required	Qualification/ experience possessed by the officer
Essential	(i)	
	(ii)	
	(iii)	
Desired	(i)	
	(ii)	

6. Please state clearly whether in the light of entries Made by you above you meet the requirement 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/Instt/Orgn.	Post held	From	To	Scale of Pay & Basic	Nature of duties
Pay.....					

8. Nature of present employment i.e. adhoc or Temporary or quasi permanent/or permanent

9. In case the present employment is held on deputation 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 Central Govt:-.
11. Please state whether you are working in the same Department and are in the feeder grade or in the feeder to the feeder grade.
12. 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.
13. Whether belongs to SC/ST/OBC etc.
14. Any other information, if any:-

Date _____

(Signature of the Candidate)
Address -

Countersigned _____
(By recommending authority with stamp)
Name :
Designation:
Address :
Tele No :

Telephone No.
(Office)
(Resi)