



भारत सरकार/GOVERNMENT OF INDIA  
MINISTRY OF HEALTH & FAMILY WELFARE  
डा: राम मनोहर लोहिया अस्पताल, नई दिल्ली  
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI



File No18-09/2004- RMLH (HA-I) 5940

Dated: 26/12/2020

### Circular

**Sub:- Filling up the two (02) post of Administrative officer (Group 'B' Gazetted, Ministerial) in Dr. RML Hospital, New Delhi on Deputation basis.**

Two posts of Administrative Officer (Group 'B' Gazetted, Ministerial) in the Pay Level 8 of Pay scale Rs.47600-Rs.151100. 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. In this regard, it is hereby informed that earlier proposal for filling up of 02 nos. Post of A.O's vide circular bearing No.18-9/2004-RMLH(HA-I)7378 dt.21.11.2019 has already been cancelled with the approval of Competent authority and all the employees/applicants applied earlier may also have to apply afresh if willing.

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 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 31.03.2019. Applications received after the last date and without vigilance clearance and up to date ACR Dossier will not be considered.

**Details are available on Hospitals's web-site <http://rmlh.nic.in>**

-SD-

[Pankaj Kumar Sinha ]  
Deputy Director (Admin.)

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

- Name of the post: Administrative Officer (Group 'B' Gazetted, Ministerial)
- No. Of post :- 02 (Two)  
Pay Level-8 Rs.47600-151100 (Pre- revised Pay Band + Grade Pay : PB-2 Rs. 9300-34800 + GP Rs. 4800/-)
- Mode of Recruitment: Transfer on deputation. Officers under the Central Government holding analogous posts or with at least 5/8 year's service in posts in Pay Level -7 (Rs.44900-142400) / Pay level-6 (Rs,35400-112400) or equivalent respectively and having experience of establishment work.  
(Period of deputation shall ordinarily not exceed 3 years.)



**ANNEXURE – II**

**APPLICATION FORM FOR THE POST OF 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
<b>Essential</b>	(i)	
	(ii)	
	(iii)	
<b>Desired</b>	(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
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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)