



File No. 6-7/2005-RMLH(HA-I)

Circular

Subject :- Filling up the 04 (four) posts of Accountant in Dr. Ram Manohar Lohia Hospital, New Delhi on deputation basis.

Four posts of Accountant in the pay scale Pay Matrix Level – 05 Rs. 29200 – 92300 are proposed to be filled 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 45 days from the advertisement in the Employment News, 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 dossiers containing last five year i.e upto 31.03.2020. Application received after the last date or without vigilance clearance and upto date APAR dossier will not be considered.

For complete details kindly visit the hospital website www.rmlh.nic.in

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(Pankaj Kumar Sinha)
Dy. Director (Admn.)

Annexure – I

1. Accountant (Group 'C' Non-Gazetted, Non-Ministerial)

Deputation:

- (A) Upper Division Clerk of Central Secretariat Clerical Services with five years regular service in the grade and who have undergone training in Cash and Accounts work conducted by Institute of Secretariat Training and Management or equivalent and possessing two years experience of cash accounts and budget work, Failing which.
- (B) Officers under the Central Government:
- (a)(i) holding analogous posts on regular basis in the parent cadre or department, or
(ii) with five years service in the grade rendered after appointment thereto on a regular basis in the Pay Band 1 (Rs.5200-20200) with grade pay of Rs.2400 or equivalent in the parent cadre or department.
- (b) who have undergone training in cash and accounts work conducted by Institute of Secretariat Training and Management or equivalent and possessing two years experience of cash, accounts and budget work.

BIO DATA PROFORMA

1. Name of the post Applied for : Accountant
 2. Name and Address in BLOCK LETTERS :
 3. Date of Birth (in Christian era) :
 4. Date of Retirement under Central Govt. :
 5. Educational Qualifications :
 6. Whether Educational and other qualifications required for the post's are satisfied (If any, qualification has been treated as equivalent to the prescribed in the rules, state the authority for the same).

7.

Qualifications/experience required	Qualifications/Experience possessed by the Officer

8. Please state clearly whether in the light of entries made by you, above you meet the requirement of the post.
 9. Details of employment, in chronological order. Enclose a separate sheet duly authorized by your signature, if the space below is insufficient.

Office/Inst./Orgn.	Post held	From	To	Pre-revised scale of pay/ Pay Band & Grade Pay	Nature of Duties

10. Nature of present employment i.e. adhoc or temporary or quasi permanent/ or permanent.
 11. In case the present employment is held on deputation/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:
 12. Additional details about present employment. Please state whether working under: -
 (a) Central Government (b) State Government
 (c) Autonomous Organization (d) Government Undertaking
 (e) Universities (f) Others
 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.
 14. Whether belongs to SC/ST.

Date:

Signature of the candidate

Address.....

Contact No. (Residence).....

(Office).....

E-mail.....

Countersigned by forwarding Officer

(Employer)

Name.....

Designation.....

Contact No.....

E-mail ID.....