

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF HEALTH SERVICES
LADY HARDINGE MEDICAL COLLEGE & SMT. S.K.HOSPITAL

Shaheed Bhagat Singh Marg,
New Delhi - 110001

Dated: 3rd December, 2010

CIRCULAR

Filling up the post of Assistant Accounts Officer in the Pay Scale of Rs. 5500-175-9000/- (Pre revised) in Lady Hardinge Medical College & Smt.S.K.Hospital, New Delhi on deputation basis.

Applications are invited to fill up one post of Assistant Accounts Officer in the Pay Scale of Rs. 5500-175-9000/- (Pre revised) in Lady Hardinge Medical College & Smt.S.K.Hospital, New Delhi on deputation basis from suitable candidates. The particulars of the post and eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with Department of Personnel & Training OM no.2/29/21-Estt.(Pay-II) dt.5.1.94 and OM no.2/8/97-Estt (pay-II) dt.11.3.1998 as amended from time to time.
3. The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of applications.
4. Applications in the given below proforma (Annexure-II) alongwith complete and up to date ACR dossiers of the officers who can be spared in the event of their selection, may be sent to the Director , Lady Hardinge Medical College & Smt.S.K.Hospital, New Delhi within a period of 60 days from the date of publication of this advertisement. Applications received after the last date or without the ACR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him. The integrity of the officer may also please be certified.


(AREN CHOWDHURY)
DEPUTY DIRECTOR (ADMN)

COPY TO:

1. All Ministries /Deptt. Of Govt of India for vide circulation
2. All Subordinate Offices under Dte. G.H.S.
3. All Sections Officers, Dte. G.H.S.
4. Ministry of Health & Family Welfare (Co-ordination Section) with 30 space copies
5. The Director General of Employment & Trg. , Shram Shakti Bhavan, New Delhi- 110001
6. Ms.Vandana,Sr.Scientist,NIC,Ministry of Health & F.Welfare,Nirman Bhawan,New Delhi for uploading on the website of the Ministry.

ANNEXURE - I

1. Post: Assistant Accounts officer (Group B, Non Gazetted), LHMC & Smt.S.K. Hospital, New Delhi.
2. Pay Scale : Rs. 5500-175-9000/- (Pre revised)
3. Eligibility : By transfer on deputation basis

A. a) (Upper division clerk of Central secretariat services with 10 years regular service in the grade; and
b) who have undergone training in cash and account work in institute of Secretarial Training and Management or equivalent and possesses 3 years experience in cash, accounts and budget work failing which

B. Officers under the central government

- a) i) Holding analogous posts on regular basis; in the Pay Band PB II with GP Rs.4200/-
ii) with 10 years regular service in posts in the scale of Rs.4000-100-6000/- (pre-revised) or equivalent; and
b) who have undergone training in cash and account work in the institute of Secretarial Training and Management or equivalent and possesses 3 years experience in cash, accounts and budget work;

OR

a pass in the subordinate accounts service or equivalent examination conducted by any of the organized Accounts work/Departments of the Central Government.

C. The Departmental Accountant with 5 years regular service in the grade will also be considered alongwith outsiders. In case the departmental candidate selected for appointment, the same shall be deemed to have been filled by promotion.
The departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

4. Period of deputation: 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. The maximum age limit for appointment by transfer on deputation shall not be exceeding 56 years as on closing date of receipt of applications.

Annexure II

BIO DATA PROFORMA

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/ State Govt. rules
4. Educational Qualifications
5. 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, stat the Authorities for the same).

Qualification/ Exp. Required

Qualification/ Exp. Possessed by the Officer

- i) Essential 1)
 2)
 3)
- ii) Desirable 1)
 2)
 3)

6. Please state clearly whether in the light of Entries made by you above, you meet the Requirements 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 pay	Nature of duties
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8. Nature of present employment
(ad-hoc/ temp./permanent/
quasi-permanent)
9. In case present employment 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
10. Additional details about present employment:
Please state whether working under:
 - a) Central Govt.
 - b) State Govt.
 - c) Autonomous Org.
 - e) Govt. Undertaking
11. Are you in a revised scale of pay, if yes,
the date from which date the revision took
place
12. Total emoluments per month drawn now:
13. Additional information, if any, which would
you like to mention for your suitability for the post.
Enclosed a separate sheet if the space is insufficient.
14. Whether belongs to SC/ST.
15. Remarks

Signature of the candidate

Address _____

Date:

Place:

Counter signed by the employer _____