

**Annexure-II.**

1. Name :
2. Date of Birth :
3. Educational & other Special Qualifications :
4. a) Present post Held :
- b) Complete address of cadre authority :
5. a) Present Post Held :
- b) Date since when held on regular basis :
- c) Present Pay :
- d) Scale of pay :
- e) Post held on regular basis, Its pay scale & date of regular Appointment :
6. Experience :
7. Training Experience :
8. Whether SC/ST :
9. Date of reversion from last Deputation :
10. Complete Official address With telephone No. :

**(Signature of Candidate)**

निदेशक (Director)  
Rural Extension Centre  
नया दिल्ली-110043  
New Delhi-110043.

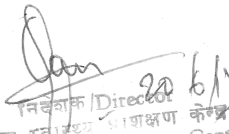
## **NOTICE INVITING APPLICATION**

**SUB:-Filling up of the post of Administrative Officer ( On deputation) at Rural Health Training Centre, Najafgarh, New Delhi.**

Rural Health Training Centre (RHTC), Najafgarh is providing comprehensive health care services to the population in and around adjoining areas through OPD services and 24X7 emergency.

Applications are invited for the post of Administrative Officer on Deputation for a period of three years. More details, Proforma can be had from the site of the Ministry of Health & family Welfare ([www.mohfw.nic.in](http://www.mohfw.nic.in)) & [www.eprocure.gov.in](http://www.eprocure.gov.in)

Sealed applications should reach to the office of the undersigned by 23<sup>rd</sup> Aug., 2013 at 4:30PM.

  
निदेशक/Director  
ग्रामीण स्वास्थ्य प्रशिक्षण केंद्र  
Rural Health Training Centre  
(Dr. Kiran Dambalkar)  
Director-In-Charge  
RURAL HEALTH TRAINING CENTRE,  
NAJAFAGARH : NEW DELHI-110043.  
Email:-[rhtcnajafgarh@gmail.com](mailto:rhtcnajafgarh@gmail.com)

F. No. A.12011/3/2013-RTC  
Government of India  
Min. of Health & Family Welfare  
Rural Health Training Centre,

Najafgarh : New Delhi-43  
Dated, the 19<sup>th</sup> June, 2013.

**Filling up of the post of Administrative Officer (On deputation) at Rural Health Training Centre, Najafgarh, New Delhi.**

1. Services of a suitable officer are urgently required for the post of Administrative Officer Group "B"(Gazetted ) in the Pay Band-II Rs.9300-34800/- with grade Pay Rs. 4600/-, at the Rural Health Training Centre, Najafgarh, New Delhi under the Ministry of Health & Family Welfare, officer who volunteer themselves for the post will not be permitted to withdraw their names latter on. Only such recommendations which are accompanied by the requisite personal data as shown in Annexure-II will only be considered. Only candidate that can be spared for 3 years will be suggested.
2. Pay of the Officer selected will be regulated in accordance with the Ministry of finance O.M. No 10(24)E.III(B)/60 dated 4<sup>th</sup> May, 1961 and DoPT O.M. No.6/30/86-Estt.(Pay.III), dated 4<sup>th</sup> June, 1987 as amended from time to time.
3. It is request that the names of suitable officer, who are eligible and can be spared for 3 years may be recommended within 30 days from the date of this circular positively. The eligibility conditions for recommending the officers may kindly be seen in Annexure-I.
4. The up to date character rolls till 2012-2013 of the recommended officers may kindly be sent to the undersigned along with applications & vigilance clearance. Applications received after the due date or without ACR dossiers will not be entertained.
5. Application should be addressed to the Director, RHTC, Najafgarh, New Delhi-110043.

निदेशक/Director  
ग्रामीण स्वास्थ्य प्रशिक्षण केंद्र  
Rural Health Training Centre  
नजफ्गर, दिल्ली 110043  
Najafgarh, New Delhi-110043.

**Annexure-I.**

- Post : Administrative Officer (On Deputation)
- Min./Department : Rural Health Training Centre Centre,  
Najafgarh, New Delhi-43.  
Min. of Health & Family Welfare  
(Department of Health & Family Welfare)
- Pay Band : PB-II (9300-34800/-) GP.Rs.4600/-
- Eligibility : Transfer on Deputation.  
1. Officers under the central Government  
a) Holding analogous posts or  
b) With 3 years regular service in the post  
in the pay scale of Rs.5500-175-9000/-  
(Pre-revised) or equivalent or  
c) With 5 years regular service in the  
posts in the pay scale of Rs.5000-150-  
8000/- (Pre-revised) or equivalent and  
d) Possessing - experience - in  
administration, Establishment &  
accounts matters.  
e) The departmental Head Clerk with 8  
years regular service in the grade will  
also be considered and, in case he is  
selected for appointment to the post  
the same shall be deemed to have  
been filled by promotion.
- Period of Deputation : Shall not ordinarily exceed 3 years.

निदेशिका/Director  
ग्रामीण स्वास्थ्य प्रशिक्षण केंद्र  
Rural Health Training Centre  
नजफ गढ़, - 110043  
Najafgarh, New Delhi-110043.