



भारत सरकार
Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
वर्धमान महावीर मेडिकल कॉलेज एवं सफदरजंग अस्पताल, नई दिल्ली-110029
Vardhman Mahavir Medical College & Safdarjung Hospital, New Delhi-110029
निदेशक कार्यालय
Office of Director



No.ADMN-19/17/2022-ADMIN-I(6625)

Dated:05/01/2026

ADVERTISEMENT NOTICE

Applications are invited from eligible candidates for filling up the post of Asstt. Admin. Officer on deputation basis in VMMC & Safdarjung Hospital.

1. Eligibility: i) Citizenship – must be a citizen of India.
2. The details of post, pay scale, Qualification, Experience and other details are as under:

S.No.	Post & Pay Scale (Revised)	No. of vacancies	Mode of Recruitment	Qualification & Experience									
1.	Assistant Administrative Officer Level-6 (35400-112400).	24	Transfer on Deputation	<p>Eligibility:-Officers of the Central Government :-</p> <table border="1"><tr><td>(a)</td><td>(i)</td><td>Holding analogous posts in regular basis in parent cadre or department; or</td></tr><tr><td></td><td>(ii)</td><td>With 5 years service in posts in the scale of Rs.425-700/800 or equivalent; and</td></tr><tr><td>(b)</td><td></td><td>Possessing experience in administration, establishment and accounts matters.</td></tr></table> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.</p>	(a)	(i)	Holding analogous posts in regular basis in parent cadre or department; or		(ii)	With 5 years service in posts in the scale of Rs.425-700/800 or equivalent; and	(b)		Possessing experience in administration, establishment and accounts matters.
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(b)		Possessing experience in administration, establishment and accounts matters.											

1. Period of deputation including period of deputation in another ex-cadre post held in immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed three years,

- which may at the discretion of the borrowing authority, be curtailed or extended. It would also be subject to the conditions laid down with Department of Personnel and Training's OM No. AB.14017/30/2006-Estt. (RR), dated 29.11.2006 as amended from time to time.
2. The maximum age- limit for appointment by deputation including short-term contract shall not be exceeding fifty-six years as on closing date of receipt of applications.
 3. The pay and allowances and other terms of officer selected will be regulated in accordance with DOPT'S OM No. 6/8/2009-Estt.(Pay-II), dated 17.06.2010 as amended from time to time.
 4. It is requested that applications should be submitted in duplicate in the given proforma along with complete and up-to-date CR Dossiers of the official, who can be spared immediately in the event of his/her selection, may be forwarded to the address as given below:
- "To,**
The Director, VMMC & Safdarjung Hospital, New Delhi-110029".
within a period of 30 days from the date of publication of this advertisement on the website of this Hospital.
5. Application received after the last date or without CR Dossiers or otherwise found incomplete will not be considered. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officials are correct and no penalty was imposed during the last 10 years. The integrity of the officer may also be certified.
 6. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selecction.
 7. Candidates once applied for deputation posts will not be allowed to withdraw their candidature.
 8. The period of deputation shall ordinarily not exceed three years.
 9. Candidates who are applying for deputation posts should submit their applications through proper channel along-with copies of last five years ACRs/APARs, Vigilance Clearance and integrity certificate duly verified by the head of the institution.
 10. NOC in the form of undertaking form for the employer to the effect that in the case of selection, the department will spare the candidate for joining service in the Hospital should be attached with the application.
 11. Candidates are advised to go through the official website of Safdarjang Hospital, www.vmmc-sjh.nic.in regularly for updating in this matter.
 12. All disputes will be subject to the jurisdiction of Delhi Courts.



(Ashok Kumar Pal)
Dy. Director (Admn.)
Safdarjung Hospital

BIO-DATA/CURRICULUM VITAE PROFORMA

Post Applied for: Assistant Administrative Officer

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into Service	
ii) Date of retirement under Central/ State Government 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, state the authority for the same)	
Qualification/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/Experience possessed by the officer
Essential:	Essential:
A) Qualification:	A) Qualification:
B) Experience:	B) Experience:
Desirable	Desirable
E) Qualification:	E) Qualification:
F) Experience	F) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry /Department/Office at the time of issue of circular and issue of Advertisement.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-date) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis	Nature of duties(in details) highlighting experience required for the post applied for

*** Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent.			
9. In case the present employment is held on deputation/contract basis, pleased state-			
(a) The date of initial appointment	(b) Period of appointment on deputation/contract	(c) Name of the parent office/organization to which the applicant belongs.	(d) Name of the post and pay of the post held in substantive capacity in the parent organization.

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organization.

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p> <p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>								
<p>14. Total emoluments per month now drawn</p> <table border="1"> <thead> <tr> <th>Basic Pay in the PB</th> <th>Grade Pay</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay in the PB	Grade Pay	Total Emoluments			
Basic Pay in the PB	Grade Pay	Total Emoluments						
<p>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.</p> <table border="1"> <thead> <tr> <th>Basic Pay with Scale of Pay and rate of increment</th> <th>Dearness Pay/interim/other Allowances etc.'(with break-up details)</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim/other Allowances etc.'(with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim/other Allowances etc.'(with break-up details)	Total Emoluments						

<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) Additional academic qualifications(ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii)Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/innovative measure involving official recognition</p> <p>(vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		
<p>17. Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organization are eligible only for Short Term Contract)</p>		
<p># (The option of 'STC'/ 'Absorption' / Re-employment' are available only if the vacancy/circular specially mentioned</p>		

recruitment by “STC” or “Absorption” or “Re-employment”).	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date _____.

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____.
- ii) His /Her integrity is certified.
- iii) His/Her CR dossier in original is enclosed/Photocopies of the ACRs for the last 5 years duty attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **Or**
A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)