

**F.No. 8-10/2010-Admn. II(A)**  
**Government of India**  
**Office of the Medical Superintendent**  
**Safdarjang Hospital & VMMC**  
**New Delhi-110029**

Applications are invited from the eligible candidates for filling up various posts of Group 'C', Group 'B' (Non-Gazetted) on Direct recruitment/Deputation basis in VMMC & Safdarjang Hospital, New Delhi. Details of posts including number of vacancies, pay band and grade pay, category, age, requisite qualification, experience are as under:

Annexure I

S.No.	Name of the post	Mode of recruitment	No. of vacancies	Age limit	Educational Qualification	Whether the post is identified for PWD category
1.	Craft Instructor Level 4 (25500-81100)	Direct Recruitment	01-UR	21-28 years (relaxable as per rule)	Essential: Matriculation or its equivalent qualification from a recognized Board. Diploma or certificate in craft work. Desirable: Preference will be given to persons knowing more than 2 crafts.	OL (one leg), BL (both leg), LV (low vision), HH (Hearing Impaired)
2.	Physiotherapist-SIC Level 6 (35400-112400)	Direct Recruitment	01-UR	Upto 30 years (relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by Central Government from time to time)	Essential: (i) Bachelor's Degree in Physiotherapy from a recognized University or Institute; and (ii) two years practical experience in Physiotherapy in a Government Hospital or Private Hospital with at least 100 beds. Desirable: Master Degree of Physiotherapy from a recognized University/Institute.	OL (one leg), BL (both leg), BLA (both legs and arms), LV (low vision)
3.	Occupational	Direct Recruitment	01-SC	21-30 years	(i) Bachelors degree in Occupational Therapy of	OL (one leg), BL



	Therapist Level 6 (35400- 112400)	nt		(Relaxable for Govt. servants upto five years accordance with the instructions or orders issued by the Central Government)	minimum four years duration from a recognized University or Institute; and (ii)One year experience as Occupational Therapy in a recognized Institute or hospital.  Or (i)Diploma in Occupational Therapy of minimum two years duration from a recognized University or Institute; and (ii)Three years experience as Occupational Therapist in a recognized Hospital or Institute.	(both leg), OA (one arm)
S.No.	Post and pay scale (revised)	No. of vacancies	Mode of recruitment	Qualification and experience		
4.	Medical Social Welfare Officer	01	By deputation	Officers of the Central Government:-		NA
				(a)	(i) Holding analogous post on a regular basis in the parent cadre or Department; or  (ii) With six years' service in the grade rendered after appointment thereto on a regular basis in pay band-1, Rs. 5200-20200 plus grade pay Rs. 2800 or equivalent in the parent cadre or department; and	
				(b)	Possessing the following education qualification and experience: Essential: 1.Bachelors' degree in Sociology or Social Work or Science from a recognized University or Institute; and 2.two years experience in Medical Social Work.	

				Desirable: (i) Masters Degree in Sociology or Social Work with specialization in Medical Social Work from a recognized University or Institute; or (ii) two years Diploma in Social Work from a recognized University or Institute.	
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NOTE: The application fees are to be paid through NEFT/RTGS, IMPS, UPI mode only and application fee once remitted shall not be refunded under any circumstances. The detailed notifications are available at hospital website at [www.vmmc-sjh.nic.in](http://www.vmmc-sjh.nic.in). The details are as under:

NAME OF THE ACCOUNT HOLDER: SJH and VMMC Exam Fee A/c

NAME OF THE BANK : Bank of Baroda

ACCOUNT NO. : 26400100023808

IFSC CODE : BARBOSAFECX (Fifth character is zero)

MICR CODE : 110012067

\*\* The candidates must attach transaction (Payment) receipt with the application.

1. Eligible candidates should submit their application through ordinary/speed post in the prescribed proforma (Annexure II) for posts at Sl. No. 1-3 and Annexure-III for posts at Sl.No. 4 along-with self attested copies of the testimonials, mark-sheets, educational certificates, caste certificate (if applicable), experience certificate, date of birth certificate etc. to **The Medical Superintendent, Safdarjang Hospital, New Delhi-110029 within 30 days from the date of issue of advertisement in employment newspaper.** (However, if last date for submission of applications falls on national holiday, Sunday or any other holiday declared by Government of India, the next working day will be assumed as closing date).
2. The envelope containing application form must be super-scribed in bold letter name of the post applied for.
3. Crucial date for determining the age limit shall be the closing date for receipt of application. Even if closing date will be extended due to national holiday or Sunday or any other holiday declared by Government of India crucial date for determining the age limit remain calculated from the date of issue of advertisement in the employment newspaper.
4. Candidates who wish to apply for more than one post should send separate application for each post.
5. Applications which are incomplete in any manner or not in prescribed format, would be summarily rejected. Candidates must ensure that application is complete in all respects and all the documents enclosed with application and photograph pasted on the application should be attested. No correspondence what so ever shall be entertained in this regard. **The number of beds in the hospital should be clearly mentioned in the experience certificate issued for the post of Physiotherapist-SIC failing which application would summarily be rejected.**
6. The hospital reserves the right to place a reasonable limit on the total number of candidates to be called for written test. The hospital reserves the right not to fill up the posts, cancel the



advertisement in whole or part without assigning any reason and its decision in this regard will be final.

7. There will be single stage of examination. The examination shall be objective type and there shall be Negative marking in objective type examination. The level of the paper will be consistent with the educational qualification prescribed for examination. The question paper for the post of Craft Instructor and Medical Social Worker will be printed in both English and Hindi languages and for Physiotherapist-SIC and Occupational Therapist will be in English.
8. Final merit list for the post shall be prepared on the basis of total marks obtained by the candidate in the examination which will determine their position. If two or more candidates secure equal marks, the candidate older in age shall be placed above. However, their eligibility will be determined as per requirement prescribed in the notified Recruitment Rules for the post. In case, candidate falls in merit list for the post is not fulfilling the eligibility criteria and other terms and conditions incorporated in this advertisement, he will be treated as rejected.
9. Date, time and venue of examination shall be intimated to the candidates.
10. The candidate should bring their admit card at the given centre while appearing for the examination.
11. Under no circumstances, the Centre once allotted shall be changed by the Competent Authority. Candidates are required to keep at least one photo identity proof and shall produce the same on demand at the time of examination at centre.
12. Candidates admission in examination is purely provisional.
13. Canvassing of any kind will lead to disqualification.
14. No travelling allowance will be paid for appearing for examination/written examination.
15. The offer to the said post will be subject to verification of documents pertaining to eligibility criteria required for the post, caste certificate, character and antecedents and other relevant documents from the issuing authorities and also subject to physical fitness from the competent medical board for which he/she will be sent to the designated Medical Authority by the concerned institution before joining the post.
16. Persons having 40% or more disability would be considered eligible for reservation under Physically Handicapped quota as per rule.
17. The candidate who is already in Govt. service should apply through proper channel and have to submit 'No Objection Certificate' from the employer.
18. Upper age limit for direct recruitment is relaxable for all the eligible reserved categories and Government Servants as per rule.
19. Candidate should note that the Date of Birth as recorded in the Matriculation Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by this hospital for determining the age and no subsequent request for its change will be considered or granted.
20. Central Government Civilian employees claiming age relaxation has to submit a certificate from their office, in respect of the length of continuous service which should be for not less than 3 years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment, in the event of their selection.
21. The number of posts is likely to be increased or decreased.
22. For Deputation post (Sl. No. 4):
  - (a) Candidates once applied for deputation posts will not be allowed to withdraw their candidature.
  - (b) The period of deputation shall ordinarily not exceed three years.



(c) Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

(d) 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.

(e) 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.

23. Candidates must ensure that they have requisite academic qualification and experience from a recognized institution for the post applied for on or before the date of issue of advertisement.

24. If a candidate produces false documents, he/she will not only be disqualified/dismissed from services, if already appointed but may also be liable for criminal proceedings.

25. Candidates trying to use any influence or adopt any unfair means would be disqualified from the selection.

26. Failure to comply with any of the instructions contained in this notification may entail rejection of candidature.

27. Application Fees: Application fees for General candidates is Rs. 200/-, persons for disabilities, SC & women candidates are exempted from payment of application fee subject to submission of necessary certificate from a competent authority in support of their claim. Amount of fees shall be transferred to Bank of Baroda, Safdarjang Hospital Branch, SJH and VMMC Exam. Fee Account No. 26400100023808 and transaction ID receipt must be enclosed with the application form. The application fees will be non-refundable, even on the cancellation of the advertisement in whole or part. For the post mentioned at Sl. No. 3 fees exempted.

28. Candidates are advised to go through the official website of Safdarjang Hospital, [www.vmmc-sjh.nic.in](http://www.vmmc-sjh.nic.in) regularly for updation in the matter and for admit card.

29. All disputes will be subject to the jurisdiction of Delhi Courts.



(Sng. Mohelas Anal)  
Dy. Director (Admn.)  
Safdarjang Hospital

**FORMAT FOR APPLICATION FORM**  
(Must be filled properly by the candidate in his/her  
Own handwriting in block letters only)

Affix Photo duly  
attested by  
Gazetted  
Officer

1. Name of the post applied for:
2. Full Name (IN BLOCK LETTERS)  
(As mentioned in matriculation certificate)
3. Father's Name
4. Date of Birth (as mentioned in matriculation certificate)
5. Address (with phone no., E mail ID etc)
  - (i) Correspondence
  - (ii) Permanent
6. Whether SC/ST/OBC
7. Whether Ex-Serviceman
8. Whether Physically Handicapped (if so percentage & details of disability)  
Whether seeking age relaxation
9. Whether Govt. Servant (if yes, please indicate name of the institution and length of service)
10. Details of Examination passed

Sl. No.	Examination	University/Board	Year of Passing	Name/Address of Institution attended	Percentage of the marks obtained

11. Experience:

- (a) Name of the employer
- (b) Designation
- (c) Pay Scale
- (d) Nature of duties
- (e) Period of employment
- (f) Last Pay drawn

12. Any additional information:

I solemnly declare that the statement made by me in this application best of my knowledge & belief. I undertake that if any information given at any time, it will render me ineligible for the job applied above.

Dated:

Place:

Signature of the Candidate



## PROFORMA

Attested Photograph
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1. Name and Address
2. Date of Birth (in Christian era)
3. 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).:

	Qualifications/Experience required	Qualifications/Experience possessed by the Officer
Essential: (1) (2) (3)		

6. Please state clearly whether in the light of entries made 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/Institution/ Organisation	Post held	From To	Scale of pay & Last Basic Pay	Nature of duties

8. Nature of present employment i.e. Temporary or quasi permanent or permanent.
9. In case the present employment is held on deputation basis/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
10. Additional details about present employment. Please state whether working under:

(a) Central Government	(b) State Government
(c) Autonomous Organization	(d) Universities
(e) Government Undertaking	(f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total Emoluments, per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (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) (Note: Enclose a separate sheet, if the space is insufficient.)

15. Whether belongs to SC/ST/OBC

16. Remarks: (The candidate may indicate information with regard to (i) Research publications and reports on special projects (ii) Awards/Scholarships/Official Application (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information.

(Note: Enclose a separate sheet, if the space is insufficient).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

Signature of the candidate

Name \_\_\_\_\_

Address \_\_\_\_\_

Countersigned \_\_\_\_\_  
(Employer)

1. Certified that particulars furnished by Shri/Smt./Kum. \_\_\_\_\_ have been verified from his/her record found correct.
2. No vigilance case is pending or contemplated against Shri/Smt./Kum. \_\_\_\_\_ His/Her integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt/Kum \_\_\_\_\_ during the last 10 years as per records in the Ministry/Department.

Signature of Head of Office/Department with stamp

Place:

Date:

