



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



F. No. RECTT-1/2/2023-RECRUITMENT CELL-Part(1) Dated: 17.08.2026

VACANCY CIRCULAR

Subject: - Filling up of posts on deputation basis as per the details provided below: -

Applications are invited from eligible candidates for filling up the post Deputation/ Transfer 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 and Pay scale (Revised)	No. of Vacancies	Mode of recruitment	Qualification and experience
1.	Deputy Director (Accounts) Level 11 (Rs. 67,700-Rs. 2,08,700)	01	By Deputation (including short term contract)	Deputation (including short term contract) : Officers of the Central Government or State Government or Union territory Administrations or autonomous or statutory organisation or public sector undertakings or universities or recognised research institutions: (a) (i) holding analogous posts on a regular basis in the parent cadre or department; or (ii) with five years service rendered after appointment to the post on a regular basis in level - 10 in the pay matrix (Rs. 56100-177500) in the parent cadre or

				department, and (b) possessing the following educational qualifications experience, namely:- (i) Bachelor's degree with commerce or Economics or Finance as a subject from a recognised university or institute; (ii) three years experience in Accounts and Finance in a department of Central Government or State Government or Union territory Administrations or public sector undertakings or autonomous or statutory organisations university or recognised research institution; and or or (iii) Experience of working on Public Financial Management System.															
2.	Technical Supervisor (Central Sterilise Service Department) Level-6 (Rs.35,400-Rs.1,12,400)	01	Transfer on Deputation	Eligibility:- Officers of the Central Government :- <table><tr><td>(a)</td><td>(i)</td><td>Holding analogous posts on regular basis ; or</td></tr><tr><td></td><td>(ii)</td><td>With 5 years regular service in posts in the scale of Rs.1400-2300/2600. and</td></tr><tr><td colspan="3">Essential:</td></tr><tr><td>(i)</td><td></td><td>Bachelor's degree in Science form a Recognised University or equivalent.</td></tr><tr><td>(ii)</td><td></td><td>Certificate for Operating Room and Central Sterile</td></tr></table>	(a)	(i)	Holding analogous posts on regular basis ; or		(ii)	With 5 years regular service in posts in the scale of Rs.1400-2300/2600. and	Essential:			(i)		Bachelor's degree in Science form a Recognised University or equivalent.	(ii)		Certificate for Operating Room and Central Sterile
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Essential:																			
(i)		Bachelor's degree in Science form a Recognised University or equivalent.																	
(ii)		Certificate for Operating Room and Central Sterile																	

					Service Assistanceship course (9 Months).
				(iii)	2 years experience of sterilising equipments in a hospital.
					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.

Note:- There is no possibility of absorption in the above-mentioned posts.

(Amit Kumar)
 Deputy Director (Admn.)
 VMMC & Safdarjung Hopsital.

General Instruction

1. The **envelope containing application form** must be **super-scribed in bold letter name of the post applied for**
2. It is requested that applications should be submitted in duplicate in the given proforma along with the copies of testimonials, mark-sheets educational certificates, experience certificates, copies of last 5 years ACRs/APARs, vigilance clearance and integrity certificate duly verified by the Head of institute and 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 in the Employment News. (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). The applications received after the last date of receipt shall not be entertained under any circumstances.

3. **Crucial date for determining the age limit shall be closing date for the 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, **the crucial date for determining the age limit shall remain closing date for the receipt of application.**
4. 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.
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.
6. **The period of deputation shall be of one year ordinarily.**
7. 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.

8. The terms and conditions of deputation will be regulated in accordance with the Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay) dated 17th June 2010 and O.M. No.2/6/2016-Estt.(Pay-II) dated 17.02.2016, as amended from time to time. A person in higher Grade Pay shall not be eligible for appointment to a post carrying a lower Grade Pay.
9. 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.
10. 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 selection.
11. 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.
12. Candidates who have once applied will not be allowed to withdraw their candidature.
13. **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.**
14. 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.

15. **There is no possibility of permanent absorption for all the above-mentioned posts.**
16. 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.
17. Candidates trying to use any influence or adopt any unfair means would be disqualified from the selection.
18. Failure to comply with any of the instructions contained in this notification may entail rejection of candidature.
19. Candidates are advised to go through the official website of Safdarjung Hospital, <https://vmmc-sjh.mohfw.gov.in> regularly for updating in this matter.
20. All disputes will be subject to the jurisdiction of Delhi Courts.

(Amit Kumar)
Deputy Director (Admn.)
Safdarjang Hospital

Annexure-1

Paste your latest
passport size
photograph

BIO-DATA/CURRICULAM VITAE PROFORMA

1. Name and Address (in Block Letters with telephone number)	
2. Date of Birth (in Christian era)	
3. i) Name of the post for which the candidate is applying	
ii) Date of entry into Govt. Service	
iii) Date of retirement under Central/State Government Rules	
4. <u>Educational Qualification and Experience:</u> - (i) Educational qualification necessary for the post - Note: (Enclose a separate sheet if the space is insufficient)	
4. (ii) Necessary Experience and details of any other documents necessary for the post: - Note: (Enclose a separate sheet if the space is insufficient)	

4. (iii) Details of any additional qualification acquired by the candidate which is necessary as per Recruitment Rules of the post for which the candidate is applying for: - Note: (Enclose a separate sheet if the space is insufficient)	
5. (i) 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)	
5. (ii) Please state clearly whether in the light of entries made by you above, you meet the requisite essential Qualifications experience of the post.	

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

Office/Organization	Post held on regular basis	Period of service	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of appointment whether regular/adhoc /deputation	Nature of duties (in detail)

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Important: Pay band and Grade pay granted under MACP/ACP 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.

7. Details of ACP/MACP with present Pay Level in the Pay Matrix as per 7th CPC where such benefits have been drawn by the candidate, may be indicated as under:

Office/Organization	Pay Level in the Pay Matrix as per 7th CPC drawn under ACP/MACP Scheme	From	To

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8. Nature of present employment i.e. Adhoc or Temporary or Permanent	
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9. 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 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 (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.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. Note: (Enclose a separate sheet if the space is insufficient)	
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11 Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade: -	
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.	
14. Total emoluments per month now drawn	

Basic Pay in the Pay Matrix as per 7 th CPC	Level in the Pay Matrix as per 7 th CPC	Total Emoluments
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.		
Basic Pay with Level in Pay Matrix as per 7 th CPC:-	Dearness pay/interim relief/other allowances etc., (with break-up details) –	Total Emoluments -

16.A Additional information, if any, relevant to the post you applied for 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)	
16.B Achievements: The candidates are requested to indicate information with regard to: (i) Research Publications and reports and special projects (ii) Awards/Scholarships/official Appreciation (iii) Affiliation with the professional bodies/Institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) any other information (Note: Enclose a separate sheet if the space is insufficient)	

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 Organizations are eligible only for Short Term(Contract) (The option of 'STC'/'Absorption'/ 're-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"). Note: (Enclose a separate sheet if the space is insufficient)	
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-----
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Date-----

Countersigned
 (Employer/Cadre Controlling Authority with seal)

Annexure-II

Certificate 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 qualification and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

3. Also certified that:

i. There is no vigilance or disciplinary case pending/contemplated against Sh./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 duly 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)

Place:

Name & Designation

Dated:

Telephone No.

Office Seal: