



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. ADMN-15/154/2026-ADMIN-I

Date : 22.07.2026

VACANCY NOTICE

Subject: - Filling up of posts on deputation basis in Safdarjung Hospital-reg.

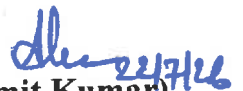
Applications are invited from the eligible candidates for filling up the following posts on deputation basis in VMMC & Safdarjung Hospital, New Delhi.

2. Details of vacancies/pay level etc. are as under :-

Sl.	Post and Pay Scale	Total vacancies	Mode of Recruitment
1.	Assistant Administrative Officer Rs. 550-25-750-EB-30-900 Level-7 (35,400-112400). (as per the 7 th CPC)	24	Transfer on Deputation
2.	Administrative Officer Level-8 (Rs. 47600-151100)	07	100% Promotion failing which by deputation.
3.	Senior Administrative Officer Level- 10 in the pay matrix (Rs. 56100-177500/-)	03	Promotion failing which by deputation

3. For detailed advertisement, Instructions, eligibility requirements, age limit, application forms, annexures etc. please visit the website of Safdarjung Hospital (<https://vmmc-sjh.mohfw.gov.in>)

4. The applications along with all the necessary documents as detailed in the notice of advertisement available on the website of Safdarjung Hospital are to be submitted in the prescribed application. The applications will be received in **Diary Section, Near Gate No.2 of VMMC & Safdarjung Hospital, New Delhi within 30 days from the date of issue of the advertisement in Employment News on any working days ie. Monday to Friday from 9.00 AM to 4.00 PM and on Saturday 9.00 AM to 1.00 PM.** (However, if the last date for submission of applications falls on national holiday. Sunday or any other holiday declared by the Government of India, the next working day will be assumed as closing date)


(Amit Kumar)

Deputy Director (Admn.)



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Vardhman Mahavir Medical College & Safdarjung Hospital, New Delhi-110029
निदेशक कार्यालय
Office of Director



F. No. ADMN-15/154/2026-ADMIN-I

Date : 22.07.2026

VACANCY CIRCULAR

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

Applications are invited from the eligible candidates for filling up the following post on Deputation basis in VMMC & Safdarjung Hospital, New Delhi. The details of posts including number of vacancies, pay band and grade pay, requisite qualification, experience along with any other information are as under:

S.No .	Post & Pay Scale (Revised)	No. of vacancies	Mode of Recruitment	Qualification & Experience									
1.	Assistant Administrative Officer Rs. 550-25-750-EB-30-900 Level-7 (35,400-112400). (as per the 7 th CPC)	24	Transfer on Deputation	Eligibility:- Officers of the Central Government :- <table><tr><td>(a)</td><td>(i)</td><td>Holding analogous posts; or</td></tr><tr><td></td><td>(ii)</td><td>With 5 years service in posts in the scale of Rs.425-700/800 (Level-6 as per 7th CPC) or equivalent: and</td></tr><tr><td>(b)</td><td></td><td>Possessing experience in administration, establishment and accounts matters.</td></tr></table> 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	(a)	(i)	Holding analogous posts; or		(ii)	With 5 years service in posts in the scale of Rs.425-700/800 (Level-6 as per 7 th CPC) or equivalent: and	(b)		Possessing experience in administration, establishment and accounts matters.
(a)	(i)	Holding analogous posts; or											
	(ii)	With 5 years service in posts in the scale of Rs.425-700/800 (Level-6 as per 7 th CPC) or equivalent: and											
(b)		Possessing experience in administration, establishment and accounts matters.											

				deputationist shall not be eligible for consideration for appointment by promotion). (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall ordinarily not exceed 3 years).
2.	Administrative Officer Level-8 (Rs. 47600-151100)	07	100% Promotion failing which by deputation.	Deputation : Officers under the Central Governments or State Governments or Union territories: (a) (i) holding analogous posts on regular basis in the cadre or Department : or (ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in level-7 in the pay matrix (Rs 44,900 – 1,42,400) or equivalent in the parent cadre or department ; and (b) possessing the following educational qualifications and experience : (i) Degree from a recognised University or Institute ; and ii) Two years' experience in Administration, Establishment work in a Government office or Public Sector Undertakings or autonomous body or statutory body. Note 1 : Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying service or two years whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for appointment by promotion. Note 3: The period of deputation including period of deputation in another Ex-cadre post held

				immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. Note 4 : The maximum age-limit for appointment by deputation shall be not exceeding fifty- six years as on the last date of receipt of applications.
3.	Senior Administrative Officer Level- 10 in the pay matrix (Rs. 56100-177500/-)	03	Promotion failing which by deputation	Deputation: (1) Officers of the Central Government or State Government or Union territory Administration (a) (i) holding analogous posts on regular basis in the parent cadre or department: or (ii) with two years regular service in the grade rendered after appointment thereto on regular basis in level- 9 in the pay matrix (Rs 53100-167800) or two years of regular service in the grade rendered after appointment thereto in level-8 in the pay matrix (Rs. 47600 151100) or equivalent in the parent cadre or department, and possessing the following qualification and experience: (i) Bachelors Degree in any discipline from a recognized University; and (ii) possessing three years experience of administration and establishment work as Administrative Officer from a Government or Government recognized institution. Note 1: The departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for appointment by promotion. Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately . preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. Note 3 : The maximum age-limit for appointment by deputation shall be not exceeding 56 years on the closing date of receipt of applications.

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

Annexure-1

Proforma for application for all posts to be filled on deputation

**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)

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 7 th CPC drawn under ACP/MACP Scheme	From	To

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 7th CPC	Level in the Pay Matrix as per 7th 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 -
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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-----

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:

General Instructions

1. Candidates who are applying for the posts should submit their applications in the prescribed proforma **through proper channel** along- with copies of the testimonials, mark-sheets, educational certificates, experience certificate, date of birth certificate, any other relevant educational or experience certificates, copies of last five years ACRs/APARs, Vigilance Clearance and Integrity certificate duly verified by the head of the institution etc. to **The Director, Safdarjung 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). The applications received after the last date of receipt shall not be entertained under any circumstances.
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 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. 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.
5. The period of deputation for all posts mentioned above including the period of deputation in any other ex-cadre post held immediately before preceding this appointment in the same or some other organization or department of the Central Government shall not ordinarily exceed **three years.**
6. 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.
7. 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.
8. Candidates who have once applied will not be allowed to withdraw their candidature.

9. **The period of deputation shall be of one year ordinarily.**
10. **Maximum age limit for appointment shall not exceed 56 years as on the closing date for the receipt of application.**
11. **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.**
12. 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.
13. **There is no possibility of permanent absorption for all the above-mentioned posts.**
14. 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.
15. Candidates trying to use any influence or adopt any unfair means would be disqualified from the selection.
16. Failure to comply with any of the instructions contained in this notification may entail rejection of candidature.
17. Candidates are advised to go through the official website of Safdarjung Hospital, www.vmmc-sjh.nic.in regularly for receiving any updates in this matter.
18. All disputes will be subject to the jurisdiction of Delhi Courts.

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

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.11) dated 04.01.2013 may be strictly adhered to.
3. 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.