

RAJIV GANDHI SUPER SPECIALITY HOSPITAL
TAHIRPUR, DELHI -110093
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Rajiv Gandhi Super Speciality Hospital is a 650 bedded tertiary care hospital located in East Delhi. The hospital shall have state of the art infrastructure with cutting edge technology. The hospital would be made functional under Society mode. Applications are invited for the following posts on contract basis for a period of one year on temporary basis or till creation of society mode, whichever is earlier. It is expected that after creation of society these posts would be absorbed in the hospital. The hospital shall be a post graduate teaching institution and would be offering DM and MCh programmes.

| S.No. | Name of Post | No. of Posts | Consolidated Salary per month |
|-------|---|--------------|-------------------------------|
| 1. | Assistant Professor (Gastroenterology) | One | Rs.63,000/- |
| 2. | Private Secretary | One | Rs.31,234/- |
| 3. | Lower Division Clerk | One | Rs.16,774/- |

The application forms and details of rules, eligibility criteria etc. is available on web site www.health.delhigovt.nic.in and www.rajivgandhisuperspecialityhospital.org.

Only online applications will be accepted through www.rajivgandhisuperspecialityhospital.org and the last date for online submission of application is 21st April, 2013.

For posts at Serial Nos. 2 & 3, shortlisted candidates will be called for skills test followed by interview.

For post at Serial No. 1, shortlisted candidates will be called for interview.

Visit us on www.rajivgandhisuperspecialityhospital.org

Director – Principal
Rajiv Gandhi Super Speciality Hospital

**RAJIV GANDHI SUPER SPECIALITY HOSPITAL
TAHIRPUR, DELHI -110093**

APPLICATION FORM

Passport size
photograph of
candidate duly
signed by himself

1. Post applied for _____
2. Name (in Block Letter) _____
3. Father's/Husband's Name _____
4. D.O.B. _____
5. Age in Years ___ Months ___ Days ___ as on last date of receipt of application
6. Whether SC/ST/OBC _____
7. Address (Permanent) _____
8. Address for Correspondence _____
9. Telephone No. : _____
10. Mobile No. : _____
11. Email address _____

12. Educational Qualification (Starting from matriculation Examination onwards) :

| Degree/Exam | Name of Board/University | Year of Passing | Subjects | Percentage/Division |
|-------------|--------------------------|-----------------|----------|---------------------|
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(Contd/-)

General Instructions

- 1. All appointments shall be on "contract basis" and will be initially for a period of eleven months, or till creation of society mode, whichever is earlier. However it may be expected that after creation society these posts are likely to be absorbed in society.**
- 2. All the posts(s) are on consolidated package basis.**
- 3. The above vacancies are subject to change and the Institute reserves the right whether or not to fill up any post. No appeal in this regard will be entertained at any time. Before applying, the candidate must satisfy himself of the eligibility conditions as per the Recruitment Rules .**
- 4. Upper age limit is relaxable by 5 years for SC/ST candidates and by 3 years for OBC candidates. For the post reserved for OBC category, the application of those candidates will be considered who have OBC certificate issued by Government of National Capital Territory of Delhi. In respect of persons with disabilities, upper age limit is relaxable by 5 years (10 years for SC/ST and 8 years for OBC) subject to the condition that no age relaxation can be allowed beyond the age of 60 years under normal circumstances except for faculty positions.**
- 5. The candidates with the disabilities can apply for the post as per the definition given in the Persons with Disabilities (equal opportunities, protection of rights and full participation) Act, 1995.**
- 6. Persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation as physically handicapped.**
- 7. Application should be submitted in the prescribed format through email. Applications not in the prescribed format will not be considered.**
- 8. Candidates employed in Govt. & Semi Govt. Organizations, Public Undertakings, University and Educational Institutions must apply through their present employer. If they anticipate unavoidable delay in the applications submitted through proper channel reaching the Institute before the closing date, they may submit the advance copies of their applications directly to the Institute, which may be considered provisionally. NOC may be accepted later at the time of interview/ before issue of offer letter.**

9. **Separate application has to be filled for each post applied.**
10. **The Institute reserves the right to draw panel(s) (reserve) against the possible vacancies in future.**
11. **The Institute reserves the right not to fill up the advertised post if the candidates are not found suitable for the post.**
12. **The Institute reserves the right to issue offer letter to the selected candidate as per the requirement of the Institute.**
13. **In case of any inadvertent mistake which may be detected at any stage even after the issue of letter of appointment, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate**
14. **The shortlisted candidates will be informed about the interview by email only, No separate intimation will be sent by post. Candidates are expected to present themselves in the Institute in front of experts Selection Committee for the interview at least 30 minutes before schedule time of interview.**
15. **No intimation shall be sent to the candidates who are not shortlisted.**
16. **The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.**
17. **In the case of exceptionally deserving candidates, the Institute reserves the right of granting relaxation in experience.**
18. **The summoning of a candidate for interview merely indicates that he/she with others may be possessing suitable qualification for the post and conveys no assurance whatsoever that he/ she will be recommended or selected for the post.**
19. **Applications forms incomplete in any way or not having required educational/experience certificates and latest photo will be rejected without intimation. The date of joining of selected candidates and other conditions will be as per Govt. guidelines.**
20. **No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for test/interview.**
21. **Canvassing in any form will be a disqualification.**
22. **Working knowledge of Computer is essential for all the posts.**

- 23. The candidates appearing for the Interview should bear the cost of traveling and stay under their own arrangement and no reimbursements will be allowed under any circumstances.**
- 24. It is mandatory for the candidates selected for Faculty/ Resident to be in possession of DMC registration before joining the Institute.**
- 25. Medical Checkup and Character Verification/ background check would be carried out of the selected candidate. In case of adverse report, the selection of the candidate would be null and void.**
- 26. Age for the Candidate shall be determined as per last date of receipt of application.**

RECRUITMENT RULES

| Name of the post | Essential Qualification | Experience & Desirable Qualification | Upper Age Limit | Consolidated Remuneration |
|---|--|--|-----------------|---------------------------|
| Assistant Professor (Gastroenterology) (1 post) | A medical qualification in schedule I or II or part II of the third schedule to the Indian Medical Council Act of 1956 (persons possessing qualification included in part II or third schedule should also fulfill the conditions specified in section 13 (3) of the Act) And DM (Gastroenterology) from an Institute recognized by MCI or DNB (Gastroenterology) from National Board of Examination or Equivalent foreign qualification recognized by MCI | Nil | 45 years | Rs.63,000/- |
| Private Secretary (1 Post) | 1. Graduate from a recognized University 2. Secretarial course from a Govt. recognized institute 3. Minimum speed of 90 w.p.m. in English shorthand 4. Minimum speed of 60 w.p.m. in English typing on computer 5. Working knowledge of computers and skills in MS office | Minimum 3 years experience as Executive Assistant / PA / PS in a 100 bedded hospital | 35 years | Rs.31,234/- |
| Lower Division Clerk (1 Post) | 1. 10+2 pass in 1 st Division 2. Minimum Speed of 40 w.p.m. in English typing on computer 3. Working knowledge of computers and skills in MS office | Minimum 2 years experience in administrative work in a 100 bedded hospital | 30 years | Rs.16,774/- |