

RAJIV GANDHI SUPER SPECIALITY HOSPITAL
TAHIRPUR, DELHI -110093
E-mail : dprgssh@gmail.com, Tel. No. : 011-22312244, 011-65252480
Website : www.rgssh.in

RECRUITMENT NOTICE

Rajiv Gandhi Super Speciality Hospital, a 650 Bedded tertiary care Hospital, is an institution with state of the art, infrastructure and cutting edge technology. The infrastructure includes Cath Labs, Non Invasive Cardiology Centre, Modular Operation Theatres, Intensive Care Units, Dialysis Centre, GI Endoscopy Centre, Imaging Centre and Hospital Laboratories, etc. Applications in the prescribed format are invited from Indian Citizens for different category of support staff posts. The details and procedure of applying can be seen on the following websites i.e. www.rgssh.in and www.health.delhigovt.nic.in.

Dr Sunil Kumar
Director, RGSSH

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S No.	Name of the post	Number of Posts			
		UR	OBC	SC	ST
1.	Head Clerk	3	-	-	-
2.	UDC	3	1		
3.	LDC	13	05	03	01
4.	Librarian	01			

1. Last date for submission of Application: **05.06.2017** up to **2345 Hrs** (Indian Standard Time) only.
2. Applications shall be accepted online only through the website of the Hospital www.rgssh.in. Recruitment rules and other details are available on the hospital website.
3. No application will be accepted by hand/in person.
4. Incomplete/incompletely uploaded applications shall be deemed summarily rejected without any further intimation.
5. One post of LDC is reserved for DIVYANG (Physical Handicapped) candidate.
6. Non refundable application fee of Rs.500/- for unreserved & OBC candidates and Rs.100/- for SC/ST candidates should be submitted online only along with the application form. DIVYANG (Physical Handicapped) candidates are exempted from payment of fee.
7. Selection will be based on Skill Test/Written Test. For all of the above Posts, date of Skill Test/Written Test and Venue will be intimated only to the shortlisted candidates by displaying on hospital website and by email ID of the candidates. No other personal intimation will be sent by post.

Dr Sunil Kumar
Director, RGSSH

Recruitment Rules

Head Clerk/Assistant	<p>Essential Qualification :</p> <ol style="list-style-type: none"> 1. Bachelor's Degree of a recognized University 2. Knowledge of computers. 3. Typing speed of 40 w.p.m. in English or 30 w.p.m. In Hindi for Admin and Accounts function <p>Experience :</p> <ol style="list-style-type: none"> 1. 04 years working experience Security /Housekeeping /F&B/ Laundry /Front Office/Engineering & Maintenance/IT/ Bio Medical Waste Management /HR & Training/ Finance/Admn. & Transport/ Fire Safety/Accounts/Stores/CSSD/Bio Medical Engineering/ Medical Gas Pipeline/ Training / Radiation Safety / Horticulture etc. in a Govt. office / PSU / Autonomous Body/ Statutory Body / Corporate Hospital of repute <p>Age Limit : Upto 55 years. (Age relaxation will be given to the candidates as per Govt. of India's rules.)</p>	<p>Consolidated Monthly Salary of Rs. 32,248/- PM</p>
UDC	<p>Essential Qualification:</p> <ol style="list-style-type: none"> 1. A Bachelor's degree of a recognized University. 2. A typing speed of 40 w.p.m. in English or 30 w.p.m. In Hindi for Admin and Accounts function 3. Knowledge of computers <p>Experience:</p> <ol style="list-style-type: none"> 1. Three years working experience in Administrative office Security /Housekeeping /F&B/ Laundry/ Front Office /Engineering & Maintenance /IT/ Bio Medical Waste Management /HR & Training/ Finance/Admn. & Transport/Fire Safety/Accounts/Stores/CSSD/Bio Medical Engineering/ Medical Gas Pipeline/OT/ Training / Horticulture etc in a recognised institution / Hospital <p>Desirable:</p> <ol style="list-style-type: none"> 1. One year Working experience in a Super Speciality Hospital of repute. <p>Age Limit : Upto 50 years. (Age relaxation will be given to the candidates as per Govt. of India's rules.)</p>	<p>Consolidated Monthly Salary of Rs. 17,632/- PM</p>
LDC	<p>Essential Qualification:</p> <ol style="list-style-type: none"> 1. A Bachelor's degree of a recognized University. 2. A typing speed of 40 w.p.m. in English or 30 w.p.m. In Hindi for Admin and Accounts function 3. Knowledge of computers <p>Desirable:</p> <ol style="list-style-type: none"> 1. Working experience in Administrative office Security /Housekeeping /F&B/ Laundry/ Front Office /Engineering & Maintenance /IT/ Bio Medical Waste Management /HR & Training/ Finance/Admn. & Transport/Fire Safety/Accounts/Stores/CSSD/Bio Medical Engineering/ Medical Gas Pipeline/ Horticulture etc in a Hospital of repute. <p>Age Limit: Upto 45 years. (Age relaxation will be given to the candidates as per Govt. of India's rules.)</p>	<p>Consolidated Monthly Salary of Rs. 16,472/- PM</p>
Librarian	<p>Essential Qualification:</p> <ol style="list-style-type: none"> 1. BSc Degree or equivalent from a recognised University and 2. Bachelor's Degree or equivalent in Library Science from a recognised University or Institute <p>Desirable:</p> <ol style="list-style-type: none"> 1. Two year experience of acquisition of books, periodicals and documentation working preferably in a Medical Library of standing or repute. 2. Typing Speed of 30 words per minute in English or 25 words in Hindi. 3. Knowledge of Computers. <p>Age Limit : Upto 50 years. (Age relaxation will be given to the</p>	<p>Consolidated Monthly Salary of Rs. 31,320/- PM</p>

INFORMATION FOR THE APPLICANTS

1. Last date for submission of Application: **05.06.2017** up to **2345 Hrs** (Indian Standard Time) only.
2. Applications shall be accepted online only through the website of the Hospital www.rgssh.in. Recruitment rules and other details are available on the hospital website.
3. No application will be accepted by hand/in person.
4. Non refundable application fee of Rs.500/- for unreserved & OBC candidates and Rs.100/- for SC/ST candidates should be submitted online only along with the application form.
5. Selection will be based on Skill Test/Written Test. For all of the above Posts, date of Skill Test /Written Test and Venue will be intimated only to the shortlisted candidates by displaying on hospital website and by email ID of the candidates. No other personal intimation will be sent by post.
6. Application Form, details, instructions relating to Eligibility, Educational Qualification, Experience, Age Limit, etc. are available on Hospital Website i.e. www.rgssh.in and www.health.delhigovt.nic.in.
7. Applications lacking complete information as per the prescribed proforma and non-remittance of requisite application fee will be rejected without any further communication.
8. The appointment is purely contractual in nature and is not pensionable.
9. One post of LDC is reserved for DIVYANG (Physical Handicapped) candidate.
10. The selected Candidates shall be appointed initially for a period of one year further extendable upto a maximum of five years on the basis of satisfactory performance appraisal report with inter-alia a notice period of one month from either side for severance of contract.
11. The period of service rendered by a candidate in Govt. Hospitals/Autonomous Bodies funded by the Govt./Private Nursing Homes prior to this appointment, if any, will count while reckoning the tenure of the service. An undertaking in this regard is to be furnished with acceptance letter along with documentary proof.
12. If it is learnt at any stage that false information has been furnished in the application form or that there has been suppression of any material information, then it shall lead to disqualification of the Candidature and liable to be removed from service forthwith and may invite appropriate action against the applicant.
13. Date for determining the age for the Candidate shall be the last date of receipt of application.
14. Non-refundable application fee of Rs.500/- for unreserved & OBC candidates and Rs.100/- for SC/ST candidates through online mode. DIVYANG (Physical Handicapped) candidates are exempted from payment of fee.
15. Applicants, who do not possess requisite qualifications as on the last date for submission of applications, shall not be considered and their application shall be rejected summarily. No separate intimation of rejection shall be intimated to rejected candidates.
16. Age relaxation is applicable up to 5 years for SC/ST and 3 years for OBC candidates (belonging to Delhi only) as per Govt. of NCT of Delhi/GOI rules. For DIVYANG (Physical Handicapped) candidate age relaxation is upto 10 years as per Govt. of NCT of Delhi/GOI rules.
17. Candidates seeking benefits of reservation under SC/ST/OBC/ DIVYANG categories shall produce the relevant certificates (issued before the date of advertisement) issued by competent Authority of GNCTD. The OBC inclusion shall only be as per current GNCT of Delhi list which is available on Delhi Government Website.

18. DIVYANG (Physical Handicapped) candidates are required to produce the physically handicapped certificate (with degree of disability) in original issued by the Competent Authority (i.e. Medical Board duly constituted by Central/State Govt.) at the time of interview.
19. DIVYANG (Physical Handicapped) candidates are encouraged to apply for the other posts also, not earmarked for them, if they are fulfilled the required qualifications.
20. The applicants should not have been convicted by any Court of Law. If the applicant is facing any legal proceeding, the same shall be declared by providing information of the same.
21. Canvassing in any form shall lead to immediate disqualification of the Candidature.
22. The candidates while appearing for Skill Test /Written Test shall be required to produce all relevant original documents along with one copy of self-attested photocopies of all testimonial/certificates and one passport size photograph.
23. The decision of the Selection Board regarding selection of the candidates shall be final and no representation shall be entertained in this regard.
24. In the case of exceptionally deserving candidates, the Institute reserves the right of granting relaxation in qualification/experience/age.
25. The Hospital reserves the right to change the number of vacancies, withdraw the process (in full or in part) and also right to reject any or all applications received without assigning any reasons or giving notice etc.
26. The Hospital authorities reserves the right to assign any related additional work, if required. No extra remuneration will be paid in this regard.
27. If the posts mentioned above under reserved categories i.e. OBC, SC & ST not filled due to non-availability of candidates, they may be filled on ad-hoc basis till the time regular candidates of respective category joins.
28. All post(s) is/are whole time and private practice of any kind is strictly prohibited.
29. No TA/DA shall be paid for appearing in interview/written examination.
30. Any information to the applicants/corrigendum in the recruitment shall be published at RGSSH website only and No information individually shall be sent to applicants. The applicants are advised to frequently visit the RGSSH Website for updating their information regarding the recruitment.
31. Litigations, if any, shall be subject to the exclusive jurisdiction of Delhi Courts only.
32. For proof of Indian Citizenship either a valid Indian passport or Voter ID Card shall be acceptable.
33. Following documents are required to be submitted along with the application:
 - i. Recent passport size coloured photograph
 - ii. Proof of Date of Birth
 - iii. Valid Voter ID / Valid Indian Passport
 - iv. All Required Degrees
 - v. Valid Proof of SC/ST/OBC, if applicable.