



JANAKPURI SUPER SPECIALITY HOSPITAL SOCIETY
(AN AUTONOMOUS INSTITUTE)
UNDER GOVT. OF NCT OF DELHI
C-2B, JANAKPURI, NEW DELHI - 110058

Website: www.jsshs.org Website: www.health.delhigovt.nic.in
Email: janakpurijssh@yahoo.com Contact us: 011-28504100

No. F:- 9 (34)/JSSH/Estt./Recruitment/2016/10455

Dated:- 21/09/16

RECRUITMENT NOTICE

Applications are invited for filling up 02 posts of Assistant Nursing Superintendent, on Contract Basis for Janakpuri Super Speciality Hospital Society, Janakpuri, New Delhi.

| Sl.No | Name of Posts | Number of posts category wise | | |
|--------------------------|----------------------------------|-------------------------------|-----|-------|
| | | ST | OBC | Total |
| 1. | Assistant Nursing Superintendent | 01 | 01 | 02 |
| Total number of posts 02 | | 01 | 01 | 02 |

1. The appointment is purely contractual and as per society Memorandum of Association.
2. The appointment will be initially for a period of one year and extendable upto period of 5 years on the basis of satisfactory work and conduct report from director being HOD and a written request from the Officer concerned, further extension will be based on annual performance appraisal report upto the age of superannuation in the GNCT, of Delhi.
3. The contract engagement shall not be pensionable.
4. Reservation & Relaxation for DIVYANG (physically handicapped) candidates as per Govt. of India rules.
5. For details instructions relating to Pay Scale, Eligibility, Educational Qualification, Experience, Age limit etc. candidates are advised to refer Annexure – A.
6. Application fee of Rs. 1500/- for OBC candidates and Rs. 750/- for ST candidates (Non refundable) in the form of Demand Draft only in favour of Director, JSSHS payable at New Delhi. No other mode of fee will be accepted under any circumstances. DIVYANG (Physically Handicapped) candidates are exempted from payment of fee.
7. Applications in the prescribed format along with self-attested copies of the certificates should reach through “speed post” or “by hand” to the office of “ **The Director, Administrative Block, 1st Floor, Janakpuri Super Speciality Hospital Society, C-2B, Jankapuri, New Delhi – 110058 , contact Details:- (011-25552023)** on or before **30.09.2016** till 04.00 p.m.
4. Competent authority reserves the right to alter/cancel the number of posts at any stage.
5. Any corrigendum will be published only on the website of the hospital.
6. Incomplete applications or those that are received after the stipulated date and time would not be considered. Candidates currently working should enclose ‘**No Objection Certificate**’ from their present employer.
7. In case of large number of applications, the Administration reserves the right to shortlist the candidates on the basis of experience and qualifications.
8. Candidates are requested to kindly visit the hospital website on regular basis regarding list of Shortlisted candidates for interviews to be displayed on the website and on the Notice Board of Administrative block.
9. The date, time and venue for interview will be informed through website of the hospital in due course of time. No separate call letters will be issued for interviews.
10. Candidate should be registered with Delhi Nursing Council before 30.09.2016.
11. The applicants, who do not have requisite qualifications up to the last date for submission of applications, will not be considered.
12. Candidates must have acquired requisite qualification on or before closing date of receipt of application i.e. 30.09.2016 and experience gained after completion of requisite educational qualification will only be considered.
13. Candidates who have not acquired/will not acquire the educational qualification as on the closing date

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of receipt of application will not be eligible and need not apply.

4. Experience would be recognized only after completion of internship and/or training period.

Note:- *Qualification(s) and experience is/are relaxable at the discretion of the Competent Authority in case of candidates otherwise well qualified.*

15. No TA/DA will be paid for appearing in the interview.
16. The post (s) is/are whole time and private practice of any kind is strictly prohibited.
17. Applications lacking complete information as per the proforma and non-remittance of requisite application fee as well as failure in submission of copies of relevant documents will liable to be rejected without any communication.

Terms and Conditions:

1. Janakpuri Super Speciality Hospital Society is an Autonomous Institute established under the Government of NCT of Delhi.
2. Service under the Institute is governed by that Act and the Rules & Regulations framed there under.
3. The Post of Assistant Nursing Superintendent will carry P.B 15,600 – 39,100 with Grade Pay 5,400.
4. Age and all other qualifications i.e. experience etc. will be counted as on last date of receipt of application.
5. The candidates while appearing for interview will produce all relevant original documents along with one number of attested photocopies of all testimonial / certificates and one passport size photograph.
6. The selected candidates will have to follow hospital wide policies and will not question the same.
7. Age relaxation for SC/ST/OBC/Ex-Serviceman/DIVYANG (PH) Candidates will be as per Govt. of India's rules. Age and all other qualifications will be counted as on last date of receipt of application.
8. Candidates seeking benefits of relaxation in age and fee under SC/ST/OBC categories should produce the relevant certificates (issued before the date of advertisement) issued by competent Authority. The OBC certificate should be issued by Competent Authority of GNCT of Delhi.
9. The application received after due date and time will not be entertained. The Hospital administration shall not be responsible for any postal delay.
10. The candidates should not have been convicted by any court of law.
11. Any canvassing by or on behalf of the candidate or any outside influence in any form with regard to selection will lead to disqualification.
12. The appointment will be terminated if any declaration/information furnished is found false or any material/fact is suppressed willfully.
13. The decision of the Chairman of the Selection board regarding selection of the candidates will be final and no representation will be entertained in this regard.
14. 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.
15. The teaching & Non-Teaching faculty (Medical & Non-Medical) will have no right to stake claim for regular appointment for the post against which they are engaged on tenure post basis.
16. In case of any dispute the legal jurisdiction will be Delhi only.
17. If no suitable candidate is found at Professor / Associate Professor Level, the post can be filled up at one level below i.e. Associate Professor/ Assistant Professor respectively.
18. In case the last date of receipt of application is declared holiday, the last date for receipt of the application will be considered as next working day.
19. The appointment will be subjected to his/her being declared medically fit by the medical board and verification of certificates/documents even after issue of offer letter. His/her services will be terminated without any prior notice and will not be paid for the period served in case found ineligible/unfit at any stage.


[DR. ASHOK KUMAR]
HEAD OF OFFICE/DMS, JSSHS



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APPLICATION FORM FOR ASSISTANT NURSING SUPERINTENDENT

Affix a passport
size photograph

Advt. No.:- _____

1. Application for the Post of: _____

2. Name of the Applicant _____

| Details of Demand Draft/Online Payment | | Tick the Applicable Category |
|----------------------------------------|--|-----------------------------------------------------------------------|
| Demand Draft Number | | UR / SC / ST / OBC(Delhi) |
| Amount: | | (Enclose proof of Caste Certificate issued by Competent Authority) |
| Dated: | | |
| Name of the Bank: | | |

3. Father's/Mother's Name : _____

4. Spouse Name : _____

5. Date of Birth : _____

6. Age as on 30.09.2016:

YYYY MM DD

7. Present Address: - _____

Telephone/ Mobile No. _____ E-mail: _____

8. Permanent Address: - _____

Telephone/ Mobile No. _____ E-mail: _____

9. Nationality: _____

10. Permanent Delhi Nursing Council Registration No.:-

DNC No. _____

11. Details of Educational Qualifications:

| Name of Examination | Maximum Marks | Marks Obtained | % of Marks | Month/Year of Passing | College & University |
|---------------------|---------------|----------------|------------|-----------------------|----------------------|
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12. **Experience:** Experience certificate (to be attached) issued by the competent authority clearly indicating dates (from and to) stating the nature of the job and required details. (Particulars of Employments held should be given in chronological order):

| SI. No. | Name of the Employer and Address | Post Held | From | To | Nature of work performed or being performed |
|---------|----------------------------------|-----------|------|----|---------------------------------------------|
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(Use separate sheet if space is inadequate)

13. Are you being considered for any appointment elsewhere? If so please give details:

14. Any other information you wish to add:

15. Check List: (Please tick in the box given below **as proof of enclosures**. All Certificates must be self-attested and be attached in the following order :

(i) Duly filled application form

(ii) Certificate in support of age (10th)

(iii) Mark Sheets of Degree/Diploma.

(iv) SC/ST/OBC (Delhi) certificate in prescribed format of Govt. of India

(v) Experience Certificate(s).

(vi) No Objection Certificate (if the candidate is already in Service).

(vii) Delhi Nursing Council Valid Registration Certificate.

DECLARATION

1. I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief.

2. I have informed my Head of Office/Department in writing that I am applying for this post and shall produce "No Objection" certificate at the time of the Interview.

Place:

Date:

(Signature of the Applicant)

Candidate Full Name:

| | Description | Recruitment Rules |
|----|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Post | Assistant Nursing Superintendent |
| 2. | Age Limit | 45 Years |
| 3. | Education Qualification | Educational Qualification: 1. B.Sc (Nursing) 2. 'A' Grade certificate In Nursing from recognized institution 3. Certificate in midwifery 4. Post certificate diploma in nursing administration/ Sister tutor's course. |
| 4. | Experience | 1. Five years experience as nursing sister/ Theatre Sister in a recognized hospital. 2. Preference will be given to the candidates who acquired ten years experience as Nursing Sister/Theatre Sister in a recognized hospital. |