



DELHI STATE CANCER INSTITUTES

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EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 9999

Website: www.dsci.nic.in E-mail: hr-dsci@nic.in



RECRUITMENT RULES

- 56) POST : SENIOR LIBRARIAN
No of Post : 01 (UR)
Pay Scale : ₹ 15600-39100 + GP ₹ 6600

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 50 years, relaxable as per rules	Essential: (i) Bachelor degree in Library Science / Documentation or an equivalent professional degree from a recognized institution. Desirable: i) Master's degree in Library Science / Documentation or an Equivalent professional degree from a recognised institution. ii) Certificate in Computer Application from recognized Institute	17 years professional experience after BLib OR 15 years after MLib working in a large library preferably in a medical institution having digital library system.	One Year

***Note:**

- All posts shall be CONTRACT POSTS for FIVE YEARS – May be renewed for the next term at the end of five years.**
- Age and experience etc can be relaxed at the discretion of the Selection Board/Governing Council of DSCI for the candidates otherwise well qualified and well conversant with their field.



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RECRUITMENT RULES

- 57) POST : LIBRARIAN
No of Post : 01 (UR)
Pay Scale : ₹ 9300-34800 +GP ₹ 4600

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 40 years, relaxable as per rules	Essential: (i) Bachelor degree in Library Science / Documentation or an Equivalent professional degree from a recognized institution. Desirable: i) Master's degree in Library Science / Documentation OR an equivalent professional degree from a recognised institution. ii) Certificate in Computer Application from recognized Institute	10 years experience after BLib OR 8 years after MLib working in a large library preferably in a medical institution having digital library system.	One Year

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RECRUITMENT RULES

58) POST : ASSISTANT LIBRARIAN
No of Post : 03 (UR-2, DA-1)
Pay Scale : ₹ 9300-34800 +GP ₹ 4200

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 35 years, relaxable as per rules	Essential: (i) Bachelor degree in Library Science / Documentation or an equivalent professional degree from a recognized institution. Desirable: i) Master's degree in Library Science / Documentation or an Equivalent professional degree from a recognised institutions ii) Certificate in Computer Application from recognized Institute	3 years experience after BLib OR 1 years after MLib working in a large library preferably in a medical institution having digital library system.	One Year

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RECRUITMENT RULES

59) POST : Jr Law Executive/Legal Asstt
No of Post : 01 (UR)
Pay Scale : ₹ 9300+ 34800 + GP ₹ 4200

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 35 years, relaxable as per rules	Essential: (i) Bachelor Degree in Law from a recognized University. (ii) Good knowledge in Hindi & English Desirable: Knowledge in Computer Application	03 years' experience of legal matters in independently framing court documents for filling legal case, affidavits, defending cases/suits against the Institute before various legal bodies	One Year

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RECRUITMENT RULES

60) POST : JOINT DIRECTOR* (ADMN.)
No of Post : 01 (UR)
Pay Scale : Rs. 37,400 – 67,000 + GP 8,700/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 62 years relaxable as per Governing Council	Essential: Post Graduate qualification in any subject from a recognised university Desirable: Higher qualification like PhD, MBA or other related management course	<u>For PG/PhD Qualification holder:</u> At least 20 years of administrative experience as Class I officer in Govt./semi Govt./autonomous/ public sector/reputed corporate organisation <u>For Management Qualification holder:</u> At least 10 years of administrative experience as class-I Officer in Govt./or in similar capacity in semi Govt./autonomous/ Public sector/ reputed corporate organisations Desirable: Experience in planning and system reforms etc.	One Year

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RECRUITMENT RULES

61) POST : DEPUTY DIRECTOR* (ADMN.)
No of Post : 01 (UR)
Pay Scale : Rs. 15,600 – 39,100 + GP 7,600/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 55 years relaxable as per Governing Council	<p>Essential: Post-Graduation (MSc, MA, MCom or equivalent) qualification in any subject from a recognised university</p> <p>Desirable: Higher qualification like PhD, MBA or other related management course</p>	<p>For PG/PhD Qualification holder: At least 15 years of administrative experience as Class-I officer in Govt./semi Govt./autonomous/ public sector/reputed corporate organisation</p> <p>For Management Qualification holder: At least 05 years of administrative experience as class-I Officer in Govt./or in similar capacity in semi Govt./autonomous/ Public sector/ reputed corporate organisations</p> <p>Desirable: Experience in planning and system reforms etc.</p>	One Year

***Note:**

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RECRUITMENT RULES

- 62) **POST** : ASSISTANT DIRECTOR (ADMN.)
No of Post : 01 (UR)
Pay Scale : ₹ 15,600 – 39,100 + GP ₹ 6,600/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	50 years	i) Post-Graduation (MSc, MA, MCom or equivalent) degree from a recognized university ii) PG Diploma / Degree in Management (Hospital Management), MBA (HRD, Personnel, Finance or equivalent) from a recognised institution or university)	10 yrs experience of working in a large Govt/semi-Govt/ Autonomous/ PSU/ MNC organization out of which at least 5 years should be in a senior administrative capacity	One year

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RECRUITMENT RULES

63) POST : ASSISTANT DIRECTOR (CO-ORD.)
No of Post : 01 (UR)
Pay Scale : ₹ 15,600 – 39,100 + GP ₹ 6,600/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	50 years	i) Post-Graduation degree (MSc, MA, MCom or equivalent) from a recognised university ii) PG Diploma/Degree in Management (Hospital Management), MBA (HRD, Personnel, Material Management OR equivalent) from a recognised institution or university)	10 yrs experience of working out of which at least 5 years should be in management/ coordination of services / facilities OR as protocol official in a large Govt/ semi-Govt/ Autonomous/ PSU/ MNC organization.	One year

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RECRUITMENT RULES

64) POST : ESTT/SENIOR HOSPITAL EXECUTIVE/ADMN. OFFICER
No of Post : 02 (UR-1, OBC-1)
Pay Scale : ₹ 15,600 – 39,100 + GP ₹ 5,400/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	50 years, relaxable as per rules	<p>i) Graduation (preferably with Office Secretarial Practices as one of the subject) from a recognised university</p> <p>ii) Post-Graduation in any discipline from a recognised university/ institution.</p> <p>Desirable:</p> <p>i) Recognised course in Computer Operation including M.S. Office etc.</p> <p>ii) Degree in Law</p> <p>iii) Degree in Management (HRD, Personnel or equivalent) from a recognised institution or university</p>	15 year office experience in a reputed organization preferably Govt organizations and being well versed with Govt rules on service matters.	One year

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RECRUITMENT RULES

- 65) POST : CHIEF ENGINEER
No of Post : 01 (UR)
Pay Scale : ₹ 37,400 – 67,000 + GP ₹ 8,900

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 55 years, relaxable as per rules	Essential: Degree in Engineering (Civil/Electrical) from a recognised university/ Institution.	Superintending Engineer (Civil) in Pay Band- 4 Rs.37,400 – 67,000 + Grade Pay of Rs.8700/- with 3 years regular service in the grade and have successfully completed two week's course on Higher Management. OR Superintending Engineer (Civil) in Pay Band-4 Rs.37,400/- 67,000 + Grade Pay of Rs.8700/- with 17 years regular service in Group A posts in the service out of which at least one year of regular service should be in the PB-4 Grade Pay of Rs.8700/- and have successfully completed two week's course on Higher Management	One Year

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RECRUITMENT RULES

66) POST : EXECUTIVE ENGINEER (ELECT)

No of Post : 01 (UR)

Pay Scale : ₹ 15,600 – 39,100 + GP ₹ 6,600/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 50 years, relaxable as per rules	Essential: i) Degree in Electrical Engineering from a recognised university/ Institution.	Minimum 05 years after Degree OR 07 years after Diploma qualification as Asstt. Engineer (Electrical) preferably experience of working in a hospital.	One Year

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RECRUITMENT RULES

67) POST : ASSISTANT ENGINEER (CIVIL)

No of Post : 01 (UR)

Pay Scale : ₹ 9,300 – 34,800 + GP ₹ 4,600/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 45 years, relaxable as per rules	Essential: Degree/Diploma in Civil Engineering from a recognised university/ Institution.	Experience of working for at least 7 years for diploma holder and 5 years for degree holder after essential qualification as Jr Engineer OR equivalent, preferably of working in the respective division in a hospital.	One Year

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RECRUITMENT RULES

68) POST : ASSISTANT ENGINEER (ELECT)

No of Post : 01 (UR)

Pay Scale : Rs. 9,300 – 34,800 + GP 4,600/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 45 years, relaxable as per rules	Essential: Degree /Diploma in Electrical Engineering from a recognised university/ Institution.	Experience of working for at least 7 years for diploma holder and 5 years for degree holder after essential qualification as Jr Engineer OR equivalent, preferably of working in the respective division in a hospital.	One Year

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RECRUITMENT RULES

- 69) POST : ASSISTANT ENGINEER (A/C)
No of Post : 01 (UR)
Pay Scale : ₹ 9,300 – 34,800 + GP ₹ 4,600/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 45 years, relaxable as per rules	Essential: Degree /Diploma in Air Conditioning Engineering from a recognised university/ Institution.	Experience of working for at least 7 years for diploma holder and 5 years for degree holder after essential qualification as Jr Engineer OR equivalent, preferably of working in the respective division in a hospital.	One Year

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RECRUITMENT RULES

70) POST : DRAFTSMAN
No of Post : 01 (UR)
Pay Scale : ₹ 9300+ 34800 + GP ₹ 4200

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 40 years, relaxable as per rules	Essential: (i) Diploma/Degree in Draftsman from Recognized Institute/University and approved by the Joint Committee of AICTE/UGC Desirable: Certificate in Computer Application from recognized Institute	05 years in the field of preparing drawings and projects with AutoCAD or equivalent software.	One Year

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RECRUITMENT RULES

- 71) POST : **BIostatistician**
 No of Post : 01 (UR)
 Pay Scale : ₹ 15600+ 39100 + GP ₹ 6600

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 45 years, relaxable as per rules	<p>Essential:</p> <p>i) Master's Degree in Bio-Statistics/Operational Research with Bio-Statistics as one of the subjects of study or equivalent from a recognized University OR Degree of a recognised University with Bio-Statistics as one of the subjects and two years post graduate diploma in Bio-Stats from a recognised Institute.</p> <p>ii) PhD in Bio-Statistics from a recognized university</p> <p>Desirable:</p> <p>i. Course in Computer Application including MS office from a recognised institution.</p> <p>i. Experience of Bio-Statistical work involving collection, analysis, coding, compilation and analysis of data/Medical Records pertaining to Oncology, Life chart Analysis, Experience of field enquiry.</p>	05 years of working in a reputed Hospital/ Medical College/ Research Institution	One Year

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- Opportunity for **fast track promotion** to the next higher level shall be available for outstanding performance at the end of three years
- Preference may be given to Indian candidates holding special qualifications &/or experience in the field from reputed international centers abroad and are willing to serve at this Institute



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RECRUITMENT RULES

72) POST : ASSISTANT BIOSTATISTICIAN

No of Post : 01 (UR)

Pay Scale : ₹ 9300+ 34800 + GP ₹ 4600

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 35 years, relaxable as per rules	<p>Essential:</p> <p>i) Master's Degree in Bio-Statistics/Operational Research with Bio-Statistics as one of the subjects of study or equivalent from a recognized University OR Degree of a recognised University with Bio-Statistics as one of the subjects and two years post graduate diploma in Bio-Stats from a recognised Institute.</p> <p>Desirable:</p> <p>i) PhD in Bio-Statistics from a recognized university</p> <p>ii) Course in Computer Application including MS office from a recognised institution</p>	Experience of Bio-Statistical work involving collection, analysis, coding, compilation and analysis of data/Medical Records pertaining to Oncology, Life chart Analysis, Experience of field enquiry.	One Year

***Note:**

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- Opportunity for **fast track promotion** to the next higher level shall be available for outstanding performance at the end of three years
- Preference may be given to Indian candidates holding special qualifications &/or experience in the field from reputed international centers abroad and are willing to serve at this Institute



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RECRUITMENT RULES

73) POST : SYSTEM ANALYST
No of Post : 01 (UR)
Pay Scale : ₹ 15600 – 39100 + GP ₹ 6600

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 45 years, relaxable as per rules	Essential: i) BE (Computer Science)/ BTech (Computer Science)/ MCA OR equivalent from a recognized university/ institution Desirable: i) MTech (Computer Science) OR equivalent from a recognized university/ institution ii) Qualification in Management course iii) PhD in Computer Application preferably in medical field.	Minimum 10 years in Govt./ Corp / PSU in managing IT services preferably in medical Institutions	One Year

*Note:

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- 3) Opportunity for **fast track promotion** to the next higher level shall be available for outstanding performance at the end of three years
- 4) Preference may be given to Indian candidates holding special qualifications &/or experience in the field from reputed international centers abroad and are willing to serve at this Institute



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RECRUITMENT RULES

74) POST : PROGRAMMER (IT)
No of Post : 01 (UR)
Pay Scale : ₹ 15600 – 39100 + GP ₹ 5400

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 40 years, relaxable as per rules	Essential: i) BE (Computer Science)/BTech (Computer Science)/ MCA OR equivalent from a recognized university/institution Desirable: i) MTech (Computer Science) OR equivalent from a recognized university/ institution ii) Qualification in Management course iii) PhD in Computer Application preferably in medical field.	Professional experience of 5 years in IT programming preferably in medical Institutions	One Year

***Note:**

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- 2) Age and experience etc can be relaxed at the discretion of the Selection Board/Governing Council of DSCI for the candidates otherwise well qualified and well conversant with their field.
- 3) Opportunity for **fast track promotion** to the next higher level shall be available for outstanding performance at the end of three years
- 4) Preference may be given to Indian candidates holding special qualifications &/or experience in the field from reputed international centers abroad and are willing to serve at this Institute



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RECRUITMENT RULES

75) POST : ASSISTANT PROGRAMMER (IT)
No of Post : 04 (UR-3, OBC-1)
Pay Scale : ₹ 9300-34800 +GP ₹ 4600

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 35 years, relaxable as per rules	Essential: i) BE (Computer Science)/BTech (Computer Science)/MCA OR equivalent from a recognized university/institution Desirable: i) MTech (Computer Science) OR equivalent from a recognized university/institution ii) Qualification in Management course iii) PhD in Computer Application preferably in medical field.	Professional experience of 1 years in IT programming preferably in medical Institutions	One Year

***Note:**

- 1) **All posts shall be CONTRACT POSTS for FIVE YEARS – May be renewed for the next term at the end of five years.**
- 2) Age and experience etc can be relaxed at the discretion of the Selection Board/Governing Council of DSCI for the candidates otherwise well qualified and well conversant with their field.
- 3) Opportunity for **fast track promotion** to the next higher level shall be available for outstanding performance at the end of three years
- 4) Preference may be given to Indian candidates holding special qualifications &/or experience in the field from reputed international centers abroad and are willing to serve at this Institute



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RECRUITMENT RULES

- 76) POST : ASSISTANT STORE OFFICER
No of Post : 01 (UR)
Pay Scale : ₹ 9,300 – 34,800 + GP ₹ 4,200/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	40 Years, relaxable as per rules	Essential: i). Graduation from recognised University. ii). Knowledge in Computer Operations Desirable: Diploma in Stores Management including inventory control in a hospital/hotel or other similar large organisation,	05 years experience of having stores/ purchase matters in a Govt./ Semi Govt./ Autonomous Organisation.	One Year

***Note:**

- All posts shall be CONTRACT POSTS for FIVE YEARS – May be renewed for the next term at the end of five years.**
- Age and experience etc can be relaxed at the discretion of the Selection Board/Governing Council of DSCI for the candidates otherwise well qualified and well conversant with their field.
- Opportunity for **fast track promotion** to the next higher level shall be available for outstanding performance at the end of three years



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RECRUITMENT RULES

77) POST : PURCHASE OFFICER
No of Post : 01 (UR)
Pay Scale : ₹ 15,600 – 39,100 + GP ₹ 5,400/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	45 Yrs., relaxable as per rules	Essential: i) Graduation in any discipline from recognised university ii) Diploma/ Degree in Material Management from recognised Institution iii) Knowledge of computer operations Desirable: A Degree of MBA from recognised Institute/University	Minimum 10 yrs experience in purchase and store in large Public Sector/Govt. Organisation	One Year

***Note:**

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RECRUITMENT RULES

- 78) POST : STORE – KEEPER
No of Post : 01
Pay Scale : ₹ 5,200 – 20,200 + GP ₹ 2,400/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	35 Years, relaxable as per rules	Essential: i). Graduation from recognised University. ii). Knowledge in Computer Operations Desirable: Diploma in Stores Management including inventory control in University/ Educational Institution/Govt./ Autonomous Organisation	03 year experience of handling stores/ purchase matters in a Govt./ Semi Govt./ Autonomous Body	One Year

***Note:**

- 1) **All posts shall be CONTRACT POSTS for FIVE YEARS – May be renewed for the next term at the end of five years.**
- 2) Age and experience etc can be relaxed at the discretion of the Selection Board/Governing Council of DSCI for the candidates otherwise well qualified and well conversant with their field.
- 3) Opportunity for **fast track promotion** to the next higher level shall be available for outstanding performance at the end of three years



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RECRUITMENT RULES

79) POST : STORE OFFICER/HEAD CLERK
No of Post : 02 (UR-1, DA-1)
Pay Scale : ₹ 9,300 – 34,800 + GP ₹ 4,600/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	45 Yrs, relaxable as per rules.	Essential: i) Graduation in any discipline from recognised university ii) Diploma/ Degree in Material Management from recognised Institution iii) Knowledge of computer operations Desirable: A Degree of MBA from recognised Institute/University	Minimum 08 yrs experience in purchase and store in large Public/Govt. Organisation	One Year

***Note:**

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RECRUITMENT RULES

80) POST : STATISTICAL ASSISTANT
No of Post : 01 (UR)
Pay Scale : ₹ 9,300 – 34,800 + GP ₹ 4,200/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Non-Selection	40 Yrs.	Essential: i) Master's Degree in Statistics or Mathematics/Economics/Commerce/Operational Research with Statistics as one of the subjects of study or equivalent from a recognised University OR Degree of a recognised University with statistics as one of the subjects and two years post graduate diploma in Stats. From a recognised Statistical Institute ii) Course in Computer applications including MS Office from a recognised institution	Desirable: Experience of Statistical work involving collection, coding and compilation of data/ Medical Records OR Experience of field enquiry	One Year

*Note:

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RECRUITMENT RULES

- 81) POST : RECORD KEEPER
No of Post : 01 (UR)
Pay Scale : ₹ 5200+ 20200 + GP ₹ 1900

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 35 years, relaxable as per rules	Essential: Bachelor Degree of recognized university Desirable: Knowledge in Computer Application	02 years experience in the similar field of record keeping preferably in Healthcare Industry	One Year

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RECRUITMENT RULES

- 82) POST : HOUSE KEEPER
No of Post : 03 (UR)
Pay Scale : ₹ 9300 + 34800 + GP ₹ 4200

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	Upto 45 years, relaxable as per rules	Essential: i) Bachelor Degree of recognized university ii) Certificate Course/Diploma in Housekeeping/Hotel Management/ Operations and Maintenance/ Hospital Management/ Sanitary/ Operations & management from Recognized university/Institute Desirable: Knowledge in Computer Application	10 years relevant experience preferably in Healthcare Industry	One Year

***Note:**

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RECRUITMENT RULES

- 83) POST : SOCIAL WORKER
No of Post : 05 (UR-4, OBC-1)
Pay Scale : ₹ 9,300 – 34,800 + GP ₹ 4,200/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	40 Yrs.	Essential: i) Master's Degree in Sociology or equivalent from a recognised university ii) Knowledge of computer operations Desirable: Diploma in Health Education or Hospital/ Health Management	Desirable: Experience of working in a clinical set up	One Year

***Note:**

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RECRUITMENT RULES

84) POST : RECEPTIONIST/PRO
No of Post : 03 (UR-2, DA-1)
Pay Scale : ₹. 5,200 – 20,200 + GP ₹ 2,800/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	35 years	i) Graduation in any field or equivalent from a recognised university. OR PG qualification in any field with Diploma in Mass Communications from a recognised University ii) Proficiency in Computer Operation Desirable: Experience/ Qualification in DTP/ Web Designing/ Networking etc.	Desirable: Experience of working as PRO/ Social Officer in a large public institution	One year

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RECRUITMENT RULES

- 85) **POST** : STENOGRAPHER-CUM-COMPUTER OPERATOR/HOSPITAL EXECUTIVE- I
No of Post : 8 (UR-4, SC-1, OBC-2, DA-1)
Pay Scale : ₹ 9,300 – 34,800 + GP ₹ 4,600/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	45 years, relaxable as per rules	i) Graduation (preferably with Office Secretarial Practises as one of the subject) from a recognised university ii) Recognised course in Computer Operation including M.S. Office etc iii) Shorthand speed 80 w.p.m. in English OR 60 w.p.m in Hindi OR course in Medical transcription. Desirable: Experience/ Qualification in DTP/ Web Designing/ Networking etc.	10 yrs office experience in a reputed organization	One year

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RECRUITMENT RULES

- 86) POST : REGISTRATION CLERK-CUM-COMPUTER OPERATOR/
HOSPITAL EXECUTIVE-II/UDC
- No of Post : 22 (UR-8, SC-4, ST-2, OBC-7, DA-1)
- Pay Scale : ₹ 5,200 – 20,200 + GP ₹ 2,400/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	35 years, relaxable as per rules	<i>i</i>) Graduation (preferably with Office Secretarial Practises as one of the subject) from a recognised university <i>ii</i>) Recognised course in Computer Operation including M.S. Office etc <i>iii</i>) Typing speed: a. English : 50 wpm OR b. Hindi : 40 wpm Desirable: Experience/ Qualification in DTP/ Web Designing/ Networking etc.	5 yrs office experience in a reputed organization.	One year

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RECRUITMENT RULES

- 87) POST : HOSPITAL EXECUTIVE-III/LDC
No of Post : 32 (UR-16, SC-3, ST-3, OBC-8, DA-2)
Pay Scale : ₹ 5,200 – 20,200 + GP ₹ 1,900/-

Whether selection or non-selection	Age limit for direct recruits (in years)	Education and other qualifications required for direct recruits	Experience	Period of probation (if any)
1	2	3	4	5
Selection	30 years, relaxable as per rules	<i>i)</i> Graduation (preferably with Office Secretarial Practises as one of the subject) from a recognised university <i>ii)</i> Recognised course in Computer Operation including M.S. Office etc <i>iii)</i> Typing speed: a. English : 50 wpm OR b. Hindi : 40 wpm Desirable: Experience/ Qualification in DTP/ Web Designing/ Networking etc.	Desirable: Experience of working in reputed office after EQ	One year

***Note:**

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