

DELHI HEALTHCARE CORPORATION LIMITED

GOVT. OF DELHI UNDERTAKING

DISPENSARY BLDG, SCHOOL BLOCK, SHAKARPUR, DELHI-110092
Tel.No.- 22486873, Website-health.delhigovt.nic.in, email-dhcl.gnctd@gmail.com

F. No A-25/3/2016-CPA-DIRGE(DGHS)

ADVERTISEMENT FOR ENGAGEMENT OF VARIOUS POSTS ON FIXED TERM/DEPUTATION BASIS

The Health Dept. of Government of National Capital of Delhi (GNCTD) has initiated an ambitious agenda for comprehensive health sector reforms. In order to expand the reach and range of services in the health system, it is necessary to provide rational and affordable services to all citizens of Delhi. Department of Health and Family Welfare of GNCDT has established the Delhi Healthcare Corporation (DHC) which is a public limited company under Companies Act 2013, to provide clinical, non-clinical, administrative and support services to the health facilities. These include procurement of drugs and equipment, setting up and running of laboratory services, management of outsourced services, smooth running of Aam Aadmi Mohalla Clinics, computerization among others.

We have launched 100 Aam Aadmi Mohalla Clinics for providing outpatient health care on a pilot basis at the door step of the citizens in Delhi. It is envisaged that we shall scale up the 100 Mohalla Clinics to 1000 in the coming months through augmenting the infrastructure, human resources, management systems and protocols among other aspects.

To carry out these functions and tasks effectively, the Delhi Healthcare Corporation invites applications for following below mentioned posts in the prescribed format from suitable candidates on a contractual basis.

Post Code	Name of Post	Monthly Remuneration Range	No of vacancies	UR	OBC	SC	ST
1	Chief Operating Manager	Rs. 2,25,000/- to 3,50,000/-	1	1	-	-	-
2	Sr. Manager - Human Resources	Rs. 80,000/- to 1,25,000/-	1	1	-	-	-
3	Sr. Manager - Finance		1	1	-	-	-
4	Sr. Manager - Operations		5	4	1	-	-
5	Sr. Manager - Quality Assurance		1	1	-	-	-
6	Sr. Manager - Training		1	1	-	-	-
7	Sr. Manager - Communication		1	1	-	-	-
8	Sr. Manager - Community Engagement		1	1	-	-	-
9	Jr. Manager - Human Resources		Rs. 40000/- to Rs. 60,000/-	2	2	-	-
10	Jr. Manager - Operations	7		5	1	1	-
11	Jr. Manager - Infrastructure	1		1	-	-	-
12	Jr. Manager - Pharmaceuticals & Vaccines	1		1	-	-	-
13	Jr. Manager - Laboratory	1		1	-	-	-
14	Jr. Manager - Finance	4		2	1	1	-

Important Instructions:

- I. The engagement will be purely on contract basis initially for a period of 3 years, with 1 year of probation. However, renewal of the contract shall be done annually strictly on the basis of performance appraisal.
- II. Recruitment Rules for the above posts, Name of the Post, Number of Posts, Qualification & Experience, Job Responsibility and Monthly Remuneration are provided below.
- III. All the posts are based in Delhi
- IV. Applications are required to be submitted in prescribed format. Application format is attached below.
- V. Persons employed in Government Department / Autonomous Organizations/ Public Sector Undertakings should submit their applications through proper channel with vigilance clearance and ACRs for the last three years. However to avoid delay advance copy may be submitted.
- VI. Last date for receiving of application shall be on **08/07/2016 till 5.0 p.m.** Applications received after the last date and time, will be rejected. The DHC will not be responsible for any postal delay.
- VII. The application should be submitted By Hand in the drop box OR By Post at the address given below
Delhi Healthcare Corporation Ltd.
Govt. of Delhi Undertaking
Dispensary Bldg. , School Block, Shakarpur, Delhi 110092
- VIII. One application will be considered for one post only. Name of the post applied for should be clearly stated in the application and on the envelope.
Note: A Separate application should be submitted if applying for more than one category of post along with the documents etc.
- IX. No TA/DA will be paid for attending the interview.
- X. Relaxation for SC/ST /Ex-Servicemen and Physically Handicapped will be given as per Government guidelines, subject to submission of Caste/Disability/Discharge Certificate in the prescribed form from Appropriate Authority in support of his/her claim
- XI. Information for interview and other aspects related to the selection process will be provided through website www.health.delhigovt.nic.in/
Mandatory: Original documents of Marks sheets/Certificates & experience certificates (current working experience certificates also) in support of academic qualifications and work experience should be brought at the time of interview.
- XII. Delhi Healthcare Corporation reserves the right to change the number of vacancies, withdraw the process in full or part and also has right to reject any or all applications received without assigning any reasons or giving notice. The decision of the Managing Director-DHCL, regarding selection of the candidates will be final and no representation shall be entertained in this regard.
- XIII. The candidates should not have been convicted by any court of law.
- XIV. In case of any dispute, legal jurisdiction will be Delhi only.
- XV. The contractual agreement is purely on temporary basis and it can be terminated by the employer during the period of the contract without assigning any reason or giving any notice.
- XVI. The appointment shall not vest any right to claim regular appointment or for continued contractual appointment.
- XVII. The prescribed qualification is the minimum qualification and possessing of the same does not entitle any candidate for selection.
- XVIII. In case large number of applications are received against any post, DHCL reserves the right to shortlist the candidates in the ratio of 1 : 10 on the basis of qualification and experience.

Desirable Qualities for the posts

- 1) Experience of working with Central/State/NGO/Private organisations in similar job responsibilities for the post applied would be an advantage

- 2) Those having experience in implementation of health programmes/schemes at the field level would be at an advantage.
- 3) Proven ability to establish effective working relationships with various stakeholders and be a team player
- 4) Ability to complete multiple tasks under pressure, motivate and inspire staff to achieve at a high level.
- 5) Strategic & lateral thinking with an ability to involve other people and build on their ideas.
- 6) Excellent planning, organizing skills and ability to identify issues critical to the AAMC programme success.
- 7) Effective communication and excellent inter-personal skills
- 8) Fluency in English and Hindi

Managing Director, Delhi Healthcare Corporation Limited

Recruitment Rules

Sl. No	Name of the Post	Posts	Qualification & Experience	Job Responsibility	Remuneration (p.m.)
1	Chief Operating Officer (AAMC)	1	<p>Graduate or Post Graduate in a recognized University/Institute with a minimum of 8 years of demonstrated knowledge and experience in the area of health systems/ management /FMCG/ Chain Stores at senior management level. Upper age limit is 47 years.</p> <p>Candidates having MBA will be preferred</p> <p>Government Officers on deputation should be in the pay scale of Rs. 37400-67000+ GP 8700</p>	<p>Overall responsible for all aspects of policy, implementation, coordination, administration, planning, operations, finances, HR, communication, IEC activities, IT, MIS, monitoring, quality, training, evaluation, research etc. including clinical and non-clinical services so as to ensure good quality health care through the AAMC to the people of Delhi.</p> <p>1. Lead the development and undertake various activities as per the AAMC programme goals and objectives into implementable plans and strategies that ensures good quality healthcare to be provided to the people</p> <p>4. Monitor the performance of the AAMC and ensure that all the AAMC are functioning effectively and efficiently</p> <p>5. Provide inputs to the Government on policy related issues of AAMC</p> <p>7. Approve quality standards and ensure that protocols and SOPs are prepared and implemented</p> <p>8. Maximize, strengthen and coordinate with the health and other concerned departments in the state government, bilateral and multilateral agencies, research and academic institutions for technical cooperation and partnerships and alliances</p> <p>9. Coordinate the media, publicity, marketing & communication strategy, training and capacity building around the AAMC</p>	Rs. 2,25,000/- to 3,50,000/-

				<p>programme work.</p> <p>10. Coordinate IT and other related matters for better technology enabled functioning of the AAMC</p> <p>11. Monitoring, Evaluation & Data management leading to generating evidence for better policy making and in course correction through research and evaluation</p> <p>12. Undertake other assignments, which may be assigned from time to time</p>	
2	Sr. Manager - Human Resources	1	<p>Graduate or Post Graduate in a recognized University/Institute with a minimum of 3 years of demonstrated knowledge and experience in the area of Human resources at middle / senior management level. Upper age limit is 40 years.</p> <p>Officers on deputation should be in the pay scale of Rs. 15600-39100 + GP6600</p>	<p>1. Managing and overseeing all HR functions of the AAMC and Management Centre. Responsible for HR - empanelment of doctors, recruitment, HR procedures and policies implementation & performance appraisal of the staff at the AAMC and management centre.</p> <p>2. Implementing of HR Strategies towards effective Human Resource Management.</p> <p>3. Undertaking recruitment of human resources for AAMC</p> <p>4. Empanelment of AAMC doctors and other personnel</p> <p>5. Conducting Reference Checks, Preparing Offer Letters & Contracts, Induction of Consultants</p> <p>6. Undertake Annual Performance Appraisal of HR of AAMC</p> <p>7.Undertake other assignments, which may be assigned from time to time</p>	Rs. 80,000/- to 1,25,000/-
3	Sr. Manager- Finance	1	<p>Graduate or PG degree in Business Administration/ CA/ICWA from a recognized university/institution with a minimum of 3 years of demonstrated knowledge and experience in the area of finance at middle management level. Upper</p>	<p>The responsibilities are as follows:</p> <p>1. Maintain accounting records and complete all documentation with respect to finance and procurement transaction in adherence to internal control procedures as per government procedures.</p>	Rs. 80,000/- to 1,25,000/-

			<p>age limit is 40 years.</p> <p>Officers on deputation should be in the pay scale of Rs. 15600-39100 + GP6600</p>	<p>2. Carry out controlling and supervision of timely payment of all DHC and its related activities with regard to financial management and systems.</p> <p>3. Electronic transfer of funds to the various entities and maintenance of fund transfer database for all programmes under the DHC.</p> <p>4. Monitor funds of the DHC including data entry, release of funds, expenditure, FMRs, SFPs, unspent balances among others.</p> <p>5. Monitoring for overall finance, including controlling the project expenses and implementing an effective finance reporting system.</p> <p>6. Managing all banking transactions and its regular reconciliation.</p> <p>7. Supervision & Maintenance of Records of all kind of Fixed Assets and Stores etc.</p> <p>8. To prepare presentation on financial issues during the various meeting and seminars as and when required.</p> <p>9. Financial data analysis related to fund utilization, trend of expenditures of various components.</p> <p>10. Providing support to other Senior Officers when required by them.</p> <p>11. Visits to the various facilities under the DHC for conducting finance, accounts audits and providing support.</p> <p>12. Any other tasks assigned from time to time.</p>	
4	Sr. Managers - Operations	5	Graduate or Post Graduate in a recognized University/Institute with a minimum of 3 years of demonstrated knowledge and experience in the area	<p>1. Lead, plan, design, support, coordinate, monitor, supervise, implement the entire AAMC range of activities.</p> <p>2. Monitor day to day</p>	Rs. 80,000/- to 1,25,000/-

			<p>of operations/Management/administration and managing and implementing programmes. Upper age limit is 40 years.</p> <p>Officers on deputation should be in the pay scale of Rs. 15600-39100 + GP6600</p>	<p>functioning of AAMC and overall monitoring of AAMC related activities including design, development, and implementation of data collection tools and information systems.</p> <p>3. Liaise between the various stakeholders to enable creation of an enabling environment.</p> <p>4. Coordinate and assist in activities like planning, monitoring, supervising, evaluating and reporting of the AAMC.</p> <p>5. Ensure compilation, analysis & presentation of relevant information, statistical data, technical review in meaningful formats for monitoring and assist in making informed policy and programme development.</p> <p>6. Create and maintain resource database of the AAMC including manpower, buildings, equipment and other support infrastructure</p> <p>7. Provide periodic reports on prescribed formats, providing information, reports, and materials clearly describing clinic activities and progress toward agreed upon objectives and challenges faced.</p> <p>8. Undertake field visits to AAMC and other related institutions for providing support and monitoring of AAMC activities</p> <p>9. Undertake other assignments, which may be assigned from time to time</p>	
5	Sr. Manager - Quality Assurance	1	<p>Graduate or PG degree in Business Administration /Medicine/MPH/MHA from a recognized university/institution with a minimum of 3 years of demonstrated knowledge</p>	<p>1. Responsible for overseeing the quality management and improvement in the AAMC</p> <p>2. Plan, coordinate and implement quality improvement programs for</p>	Rs. 80,000/- to 1,25,000/-

			<p>and experience in the area of quality assurance of health facilities and managing and implementing programmes Familiar with quality standard concepts, practices, and procedures within a particular field. Upper age limit is 40 years.</p> <p>Officers on deputation should be in the pay scale of Rs. 15600-39100 + GP6600</p>	<p>AAMC facility.</p> <ol style="list-style-type: none"> 3. Monitor and provide assistance for quality assurance and compliance functions. 4. Provide consultation and direction to ensure programs and services are implemented at the highest standards and patients receive the highest level of care. 5. Ensure policies and procedures are monitored and updated to include regulatory changes. 6. Analyzes quality assurance and compliance data and prepares reports. 7. Partner with other stakeholders for human resource of AAMC and management centre participation in outside training programs Any other task assigned by Senior management 8. Assist in the implementation of quality improvement processes. 9. Designs, plans, solutions and implements training programs, policies, and procedures. 10. Researches new training techniques and suggest enhancements to existing training programs. 11. To undertake clinical and social audits of the AAMC to ensure that quality and appropriate care is being provided. 12. Undertake other assignments, which may be assigned from time to time 	
6	Sr. Manager - Training	1	<p>Graduate or Post Graduate in a recognized University/Institute with a minimum of 3 years of demonstrated knowledge and experience in the area of training/capacity development of health</p>	<ol style="list-style-type: none"> 1. Overall in charge of providing, policy, strategy and programme support in undertaking functions related to training and capacity building in line with the AAMC programme needs 2. Support and coordinate 	Rs. 80,000/- to 1,25,000/-

			<p>system/hospital administration. Upper age limit is 40 years</p> <p>Officers on deputation should be in the pay scale of Rs. 15600-39100 + GP6600</p>	<p>training and capacity building initiatives including developing of training material of personnel of the AAMC inline with programme needs.</p> <p>3. To conduct training needs assessment for the health workforce vis-a-vis the programme needs.</p> <p>4. Develop tools for evaluation of training programmes and develop training databases</p> <p>5. Coordinate and support certification programmes.</p> <p>6. Undertake other assignments, which may be assigned from time to time.</p>	
7	Sr. Manager-Communication	1	<p>Graduate or PG degree Diploma in Journalism/ Public Relations/Mass/ Communication/Business Administration/Social Sciences from a recognized university/institution with a minimum of 3 years of demonstrated knowledge and experience in the area of communication, experience with mass media (news entertainment or advertising) at middle / senior management level. Upper age limit is 40 years</p> <p>Officers on deputation should be in the pay scale of Rs. 15600-39100 + GP6600</p>	<p>1. Liaison, collaborate, network with different stakeholders for developing a comprehensive strategy and implementing a communication and dissemination policy that best highlight AAMC programmatic work.</p> <p>2. Contribute to the development of high quality communication such as newsletters, program brochures, periodic report, presentations and key messages and other material as needed.</p> <p>3. Manage media relations, social media channels; grow traffic to these channels and regularly check and update management on site metrics.</p> <p>4. Operationalise a system for regular dissemination of information to the service providers, policy planers and service recipients (community) through various tools.</p> <p>5. Develop and implement strategic PR programs to achieve significant increases in brand awareness.</p> <p>6. Work closely with agencies for developing high</p>	Rs. 80,000/- to 1,25,000/-

				<p>quality communication material, including conceptualization, messaging, localization of content, translations, artworks, tools, etc. for supporting mass media, mid-media and interpersonal communications</p> <p>7. Organising press conferences, facilitate celebrities, special events and campaigns to showcase AAMC programme.</p> <p>8. Manage online content or the AAMC website with responsibility for ensuring that it meets high standards of editorial quality, accuracy, relevance, readability, and user experience;</p> <p>9. Develop a repository of resource material including print, CDs, Films, video Spots, audio visuals and other related material on promotion of AAMC documenting and sharing national and international best practices in health related sectors.</p> <p>10. Undertake other assignments, which may be assigned from time to time</p>	
8	Sr. Manager-Community Engagement	1	<p>Graduate or Post Graduate in a recognized University/Institute with a minimum of 3 years of demonstrated knowledge and experience in the area of Community Engagement/ implementing Community programmes. Upper age limit is 40 years.</p> <p>Officers on deputation should be in the pay scale of Rs. 15600-39100 + GP6600</p>	<p>1. Liaison, collaborate, network with different stakeholders for developing a comprehensive strategy and implementing community engagement process</p> <p>2. Operationalise a system for regular community engagement at various levels to the various stakeholders through various tools.</p> <p>3. Identifying community needs and gaps and organizing meetings, developing resources and skills for building better community engagement for better care at the AAMC.</p> <p>4. Develop and implement</p>	Rs. 80,000 - 1.25 Lakhs

				<p>strategic community engagement programs to achieve significant increases in utilization of health services.</p> <p>5. Work closely with related agencies for better coordination of the functioning of the AAMC</p> <p>6. Undertake other assignments, which may be assigned from time to time</p>	
9	Jr. Manager - Human Resources	2	<p>Graduate or Post Graduate in a recognized University/Institute with a minimum 1 year of demonstrated knowledge and experience . Upper age limit is 35 years.</p>	<p>1 Assist the Sr. Manager HR in carrying out the tasks and functions</p> <p>2. Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.</p> <p>3. Undertaking recruitment of human resources for AAMC</p> <p>4. Empanelment of AAMC doctors and other personnel</p> <p>5. Assist in Annual Performance Appraisal of HR of AAMC</p> <p>5. Conducting Reference Checks, Preparing Offer Letters & Contracts, Induction of Consultants</p> <p>6. Work on automated attendance system and generate reports as and when required.</p> <p>7. Undertake other assignments, which may be assigned from time to time</p>	Rs. 40000- 60,000
10	Jr. Manager - Operations	7	<p>Graduate or Post Graduate in a recognized University/Institute with a minimum 1 year of demonstrated knowledge and experience . Upper age limit is 35 years.</p>	<p>1. Assist the Sr. Manager Operations and work in coordination with other depts. for high quality functioning of the AAMC</p> <p>Ensure that the AAMCs are functional and providing services as per the design</p> <p>2. Monitor day to day functioning of AAMC and overall monitoring of AAMC related activities including design, development, and</p>	Rs. 40000- 60,000

				<p>implementation of data collection tools and information systems.</p> <p>3. Undertake field visits to AAMC and other related institutions for providing support and monitoring of AAMC activities</p> <p>4. Support systematic collection, documentation & presentation of information regarding various components of the AAMC including challenges faced and facilitate problem solution.</p> <p>5. Undertake other assignments, which may be assigned from time to time</p>	
11	Jr. Manager - Facility Management (Infrastructure)	1	<p>Graduate or Post Graduate in a recognized University/Institute with a minimum 1 year of demonstrated knowledge and experience . Upper age limit is 35 years.</p>	<p>1. Overall responsibility of provision, liasioning and ensure availability of infrastructure medical equipment, medicines, vaccines, consumables, stationary etc. at the AAMC and ensure their smooth functioning</p> <p>2. Overseeing the day-to-day management and administration and provide support by resolving problems encountered by the clinic staff.</p> <p>3. To review and suggest the upgrading of the policies on regular basis</p> <p>4. Co-ordinate with various department so that the flow of work is carried out in smooth and orderly manner.</p> <p>5. To ensure equipment in the AAMC is used and maintained properly by the clinic staff.</p> <p>6. Prepare and implement SOPS & guidelines for better functioning of the clinics</p> <p>7. Assist in verifying bills and ensuring necessary payments to various stakeholders</p> <p>8. Undertake other assignments, which may be</p>	Rs. 40000 - 60,000

				assigned from time to time	
12	Jr. Manager - Facility Management (Pharmaceuticals & Vaccines)	1	Graduate or Post Graduate in a recognized University/Institute with a minimum 1 year of demonstrated knowledge and experience . Upper age limit is 35 years.	<ol style="list-style-type: none"> 1. Overall responsibility of provision, liasioning and ensure availability of medicines, vaccines, pharmacy, medical equipment, consumables, stationary etc. at the AAMC and ensure their smooth functioning 2. To ensure that there is optimum supply of rational medicines and vaccines to the AAMC 3. To coordinate with stakeholders institutions for smooth supply of medicines and vaccines so that they are provided in a timely manner. 4. To ensure that there is appropriate and rational medicines are being provided 5. To ensure that the medicines are dispensed as per procedures, SOPS, guidelines, STGs. 6. To ensure that there is coordination and resolve that the medicines are provided as per procedures, SOPS, guidelines, STGs are carried out. 7. Overseeing the day-to-day management related to medicines and vaccines and provide support by resolving problems encountered by the clinic staff. 8. To review and suggest the upgrading of the policies on regular basis 9. To ensure equipment and the pharmacy in the AAMC is used and maintained properly by the clinic staff. 10. Prepare and implement SOPS & guidelines for better functioning of the clinics 11. Assist in verifying bills and ensuring necessary payments to various stakeholders 12. Undertake other 	Rs. 40000- 60,000

				assignments, which may be assigned from time to time	
13	Jr. Manager - Facility Management (Laboratory)	1	Graduate or Post Graduate in a recognized University/Institute with a minimum 1 year of demonstrated knowledge and experience . Upper age limit is 35 years.	<p>1. Overall responsibility of provision, liasioning and ensure availability of laboratory tests, medical equipment, consumables, stationary etc. at the AAMC and ensure their smooth functioning</p> <p>2. To coordinate with the empanelled laboratories for smooth functioning of the laboratory tests being carried out and test results are provided in a timely manner.</p> <p>3. To ensure that there is coordination and resolve that the medical tests are carried out as per procedures, SOPS, guidelines, STGs are carried out.</p> <p>4. Overseeing the day-to-day management related to laboratory tests and provide support by resolving problems encountered by the clinic staff.</p> <p>5. To review and suggest the upgrading of the policies on regular basis</p> <p>6. Co-ordinate with various department and vendors so that the flow of work is carried out in smooth and orderly manner.</p> <p>7. To ensure equipment in the AAMC is used and maintained properly by the clinic staff.</p> <p>8. Prepare and implement SOPS & guidelines for better functioning of the clinics</p> <p>9. Assist in verifying bills and ensuring necessary payments to various stakeholders</p> <p>10. Undertake other assignments, which may be assigned from time to time</p> <p>11. Undertake other assignments, which may be</p>	Rs. 40000- 60,000

				assigned from time to time	
14	Jr. Manager - Finance	4	Graduate or PG degree in Business Administration /Commerce/ from a recognized university/institution with good academic record with a minimum of 1 year of demonstrated knowledge and experience in the area of administration and finance. Upper age limit is 35 years.	<p>Assist the Sr. Manager finance in carrying out the ftasks</p> <ol style="list-style-type: none"> 1. Maintain accounting records and complete all documentation with respect to finance and procurement transaction in adherence to internal control procedures as per government procedures. 2. Carry out controlling and supervision of timely payment of all AAMC financial management and related financial systems. 3. Electronic transfer of funds to the various entities and maintenance of fund transfer database for all programmes under the AAMC 4. Monitor funds for the AAMC including data entry, release of funds, expenditure, FMRs, SFPs, unspent balances, Statutory Audit among others. 5. Visits to the AAMC and other facilities for conducting finance, accounts and audit performance reviews/studies and preparing status reports with observations and recommendations for improvement 6. Undertake other assignments, which may be assigned from time to time 	Rs. 40000- 60,000

APPLICATION FORM

Paste recent passport size
photograph

Post applied for _____

1. Name of Applicant: (Mr/Mrs/Ms/Dr.) _____
2. Father's/Spouse Name: _____
3. Date of Birth: _____
4. Whether SC/ST/OBC/PH/Ex-serviceman: _____
5. Educational Qualification and Experience: _____

S. No.	Academic / Professional Qualification	Name of Institution	University	Course Duration / Yr. of passing out	% of Marks (Mandatory)
1.					
2.					
3.					
4.					
5.					

S. No.	Designation	Name of Institution / Employer	From - To	Field of Experience	Salary Drawn
1.					
2.					
3.					
4.					
5.					

6. Whether experience in the related area of the job requirement as detailed in job responsibilities (Details regarding experience): _____

7. Total emoluments per month now drawn: _____

8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:

9. Mailing Address: _____

10. Phone (R) _____ (M) _____

11. Email Address: _____

12. Permanent Address: _____

13. **Mandatory:** Self Attested documents attached: (a) Marks sheets () ;(b) Certificate/Degree/Diploma () ; (c) Certificate of Registration () ; (d) Experience () ; (e) Age Proof ()* ; (f) any other ()

14. Undertaking: I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ removed from the service after selection.

Date: _____

Place: _____

(Signature of the candidate)

* Crucial date for determining the age of the Candidate shall be the last date of receipt of applications i.e. 08/07/2016