

DELHI STATE CANCER INSTITUTES

EAST: DILSHAD GARDEN, DELHI 110095

EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505

WEST: C-2/B, JANAK PURI, NEW DELHI 110058

EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 3333

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

NIN NO: DSCI EAST 1112313380 DSCI WEST 1115545855



RECRUITMENT NOTICE ADVERTISEMENT NUMBER: 04/2020

DELHI STATE CANCER INSTITUTE (DSCI) is a chain of Autonomous, dedicated Cancer care Institutions under the Government of NCT of Delhi established under the Societies Registration Act of 1860. These Institutions are coming up fast to provide comprehensive and integrated facilities for treatment of cancer with latest technology and equipments with motto of “**providing care as per convenience of the patients**”. For this purpose, DSCI has established ultra-modern infrastructure and installed latest, “state-of-the-art” equipments in Imaging, Laboratory, Clinical Oncology, Surgical Oncology including Robotic Surgery, ICU sections, Nuclear Imaging facilities including PET-CT and SPECT with **220**-bedded indoor facilities at present. Expansion of OPD and Indoor facilities, Bone Marrow Transplant and Cancer Research Setups are in the pipeline. DSCI currently has two setups in East & West Delhi and is likely to add more such facilities in other areas of Delhi in due course. The staff recruited by the Institute is liable to be posted at any of the set ups of DSCI.

To achieve the above aims and to expand its services further for the patients, the Institute is looking for some young as well as experienced, dynamic and dedicated professionals with upright credentials in different fields, who have the capability to contribute in their respective fields as a challenge and who can work as a cohesive team towards growth of the Institute. The Institute shall provide a pragmatic, congenial and unrestricted environment with unlimited opportunity for professional growth to those who honestly and actively contribute towards patients care and towards overall growth of the Institute as envisaged in its Aims and Objective.

ACCORDINGLY, THE INSTITUTE INVITES APPLICATIONS IN THE GIVEN FORMAT FROM THE WILLING PERSONS WHO FEEL CAPABLE TO ACCEPT THE CHALLENGE IN VARIOUS FIELDS AS PER THE DETAILS GIVEN BELOW. The appointment of all categories of staff will be initially made for a period of 02 years on contract.

DETAILED NUMBER OF POSTS UNDER VARIOUS CATEGORIES AND ELIGIBILITY CONDITIONS FOR THE SAME ARE GIVEN ON THE WEBSITE OF THE INSTITUTE AT: dsci.nic.in/home.html UNDER THE LINK AT HOME PAGE. APPLICATIONS IN PRESCRIBED FORMAT CAN BE DOWNLOADED FROM THE WEBSITE AND ARE TO BE SUBMITTED WITH APPLICATION PROCESSING FEE (NON-REFUNDABLE) OF Rs 1100/- (Rs. Eleven Hundred Only) IN FORM OF DEMAND DRAFT IN FAVOUR OF **DELHI STATE CANCER INSTITUTE PAYABLE AT DELHI FOR ALL INDIAN RESIDENT APPLICANTS (FOR UNRESERVED AND OBC CANDIDATES) EXCEPT SC/ST/DA CANDIDATES. THE CANDIDATES CAN PAY THROUGH ONLINE MODE. THE AMOUNT CAN BE TRANSFERRED TO BANK ACCOUNT NO: 30944102428, BANK NAME: STATE BANK OF INDIA, IFSC CODE: SBIN0009370, BANK ADDRESS: B-BLOCK, 7, LOCAL SHOPPING CENTRE, DILSHAD GARDEN, DELHI-110095. APPLICATION FEE (NON-REFUNDABLE) FOR NRI CANDIDATES TO BE REMITTED US\$ 100 (US \$ ONE HUNDRED ONLY) THROUGH ONLINE MODE (DETAILS WILL BE AVAILABLE IN OFFICIAL WEBSITE), ALONG WITH THE SELF ATTESTED COPIES OF CERTIFICATES, FEE RECEIPT ETC MUST BE SENT BY ANY COURIER SERVICE PROVIDER FOR FURTHER CONSIDERATION SO AS TO REACH AT DIRECTOR’S OFFICE, 01ST LEVEL, ADMIN BLOCK, **DELHI STATE CANCER INSTITUTE (EAST)**, DILSHAD GARDEN, DELHI 110095 ON OR BEFORE **31/12/2020 UPTO 05:00 PM****

LAST DATE FOR SUBMITTING APPLICATIONS ON OR BEFORE 31/12/2020 (By ANY COURIER SERVICE PROVIDER ONLY)

S NO	NAME OF POST	NO OF MEDICAL POSTS					TOTAL	Upper AGE LIMIT (Years)
		GEN	SC	ST	OBC	DA		
1. EXECUTIVE ENGINEER								
	Electrical	1	0	0	0	0	1	50
2. ASSISTANT ENGINEER								
	AC	1	0	0	0	0	1	45

****Pay Scales:**

Executive Engineer (E). : Pay Matrix Level – 11, Rs.67,700/- + Allowances

Assistant Engineer (AC). : Pay Matrix Level – 07, Rs. 44,900/- + Allowances

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Executive Engineer (E). : Pay Matrix Level – 11, Rs.67,700/- + Allowances

Assistant Engineer (AC). : Pay Matrix Level – 07, Rs. 44,900/- + Allowances

PLEASE NOTE:

- (1) The appointment of all categories of staff will be initially made for a period of 2 years on contract.
- (2) Some of the short-listed candidates may be kept in a panel for **ONE YEAR from the date of declaration of results of interview**, for appointment against vacancies, if any, arising in near future.
- (3) Reservation of posts under various categories as well as age relaxation etc. shall be applicable as per Govt. Rules.
- (4) Candidates claiming OBC/SC/ST/any other reservation benefits MUST produce valid certificate **acceptable** under the rules of the Govt. of NCT of Delhi.
- (5) Recruitment Advertisement vide No 02/2020 for the posts of Executive Engineer (Electrical), Assistant Engineer (AC) published in the Institute’s website and in the leading Newspaper dated 31/05/2020 has been cancelled due to administrative reasons. Any Candidate who has applied earlier can make new application in response to the fresh recruitment notice subject to the fulfillment of eligibility condition for such candidates, no new registration amount shall be required to be paid by them. All such candidates who have earlier applied and are not fulfilling the eligibility conditions, as declared in fresh Recruitment Notice, they may seek a refund of the registration amount, submitted by them earlier.
- (6) Upper Age Limit will be as on closing date. The experience will be counted as on last date of submission of application.
- (7) Application fee once remitted shall not be refunded under any circumstances. Applications without the prescribed fee would not be considered and summarily rejected.

METHOD OF APPLICATION:

Interested candidates may download the Application Form from the DSCI website i.e. www.dsci.nic.in/home.html. Completed applications alongwith all the self-attested documents/certificates and a **Fee of Rs 1,100/- in form of Demand Draft in favour of “Delhi State Cancer Institute” Payable at Delhi. SC/ST/DA Candidates are exempted from Processing Fee. THE CANDIDATES CAN PAY THROUGH ONLINE MODE. THE AMOUNT CAN BE TRANSFERRED TO BANK ACCOUNT NO: 30944102428, BANK NAME: STATE BANK OF INDIA, IFSC CODE: SBIN0009370, BANK ADDRESS: B-BLOCK, 7, LOCAL SHOPPING CENTRE, DILSHAD GARDEN, DELHI-110095. Candidates those are willing to pay the Application Fees through Online Mode should mention the UTR No on the Top of the First Page of the Application Form as “Application Fees submitted online. UTR No _____”.**

METHOD OF SELECTION:

- (1) In case of large number of applications, DSCI reserves the right to shortlist the candidates on the basis of experience and qualifications.
- (2) The Institute reserves the right to shortlist the eligible candidates for various categories on the basis of the qualification/experience documents submitted by them.
- (3) Candidates may be asked to make power point presentation about their profile and about their vision in their respective fields.
- (4) Candidates seeking benefits of relaxation in age and fee under SC/ST/OBC/DA categories should produce the relevant certificates (issued before the last date of submission of application) issued by the competent authority. The OBC certificate should be issued by Competent Authority of GNCT of Delhi
- (5) 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.
- (6) Final selection will be based upon the personal interview of the candidates before a duly constituted Selection Committee of the Institute.
- (7) Candidates not willing to contribute to the growth of the Institute, those not having leadership qualities or those not willing to accept the challenge NEED NOT APPLY.
- (8) **The decision of the Institute regarding selection of the candidates shall be final and binding.**
- (9) **Dispute, if any, shall be restricted to and within the jurisdiction of Delhi/New Delhi ONLY.**
- (10) The contract engagement shall not be pensionable.
- (11) For details instructions relating to Eligibility, Educational Qualification, Experience, Age Limit etc. are available on hospital website i.e. www.dsci.nic.in/home.html & www.health.delhigovt.nic.in.
- (12) Any corrigendum will be published only on the website of the hospital. No information shall be sent by DSCI to any Candidate. All such information shall be published only at DSCI website, hence all applying candidates are advised to visit DSCI website, time to time to remain updated with information pertaining to this Recruitment.
- (13) Incomplete applications or those that are received after the stipulated date and time will not be considered. The Hospital administration shall not be responsible for any postal delay. Candidates currently working should enclose ‘**No Objection Certificate**’ from their present employer.
- (14) 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.
- (15) The applicants, who do not have requisite qualifications up to the last date for submission of applications, will not be considered.
- (16) **The post (s) is/are full time and private practice of any kind is strictly prohibited.**
- (17) Candidates should report at DSCI one hour before the starting time of interview.
- (18) Applications lacking complete information as per the Performa and non-remittance of requisite application fee as well as failure in submission of copies of relevant documents will be liable to be rejected without any further communication.
- (19) No TA/DA shall be paid for appearing in the interview.
- (20) Candidates may send any query/enquiry related to recruitment at email:- director.dsci@nic.in
- (21) The candidates while appearing for interview will produce all relevant original documents along with one number of self attested photocopies of all testimonial/ certificates and one recent passport size photograph.
- (22) The selected candidates will have to follow rules & regulations of hospital and will not question the same.
- (23) The candidates should not have been convicted by any Court of Law.
- (24) Any canvassing by or on behalf of the candidates or any outside influence in any form with regard to selection will lead to disqualification.
- (25) The appointment will be terminated if any declaration/information furnished is found false or any material/fact is suppressed willfully.

Abbreviations : UR- Unreserved, **OBC-** Other Backward Classes, **SC-** Scheduled Castes, **ST –** Scheduled Tribes, **DA –** Differently Abled



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ELIGIBILITY CRITERIA (Revised)

POST : Executive Engineer (Electrical)
No of Post : 01 (UR)
Pay Scale : Minimum of Pay Matrix Level-11 i.e. Rs. 67,700/-+Allowances

S.No	Age Limit for direct recruits (in years)	Essential Education and other qualification	Essential Experience	Period of Contract
1.	Upto 50 years	Degree in Electrical Engineering from a recognized university /institution	<p>Presently working on analogous post or equivalent in Govt. Deptt./PSU/ Autonomous bodies in the Pay Band-3, Rs. 15,600.00 - Rs. 39100.00 + G.P. Rs. 6600.00 (pre revised) or minimum consolidated last drawn per month emolument of Rs. 90,000/- & Should have minimum total 12 years working experience after Degree in Electrical Engineering.</p> <p>OR</p> <p>Working in Govt. Deptt./PSU/Autonomous bodies with minimum 4 years of service as Asstt. Engineer (Electrical) or equivalent post in the Pay Band-3, Rs. 15,600.00 - Rs. 39100.00 + G.P. Rs. 5400.00 (pre revised) or minimum consolidated last drawn per month emolument of Rs. 75,000/- last drawn salary per month & Should have minimum total 12 years working experience after Degree in Electrical Engineering.</p> <p>OR</p> <p>Working in Govt. Deptt./PSU/Autonomous bodies with minimum 7 years of service as Asstt. Engineer (Electrical) or equivalent post in the Pay Band-2, Rs. 9300.00 - Rs. 34800.00 + G.P. Rs. 4600.00 (pre revised) or minimum consolidated last drawn per month emolument of Rs. 60,000/- last drawn salary per month & Should have minimum total 12 years working experience after Degree in Electrical Engineering.</p>	Two Years

Professional Experience (desired):

- The applicant should have experience in major services of Electrical installations such as Sub-Station, Internal & External electrification, HVAC System, Fire Alarm & Fire Fighting System, Water supply and Surveillance System etc., in large Govt. Campus.

- The incumbent shall be responsible for construction and maintenance of the above services required time to time and shall carry out the work in accordance with C.P.W.D works manual which includes preparation of detailed estimate, justification of market rated items, preparation of tender document based on Govt. guidelines, Supervision of work complying with CPWD specifications of various type of work, checking of measurement / bills of the agencies etc.
- The intending applicant should have good working knowledge of computer application and technical writing skills related to the ongoing projects / work including Court issues pertain to the works under Engineering Wing.



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NIN ID: DSCI (East) – 1112313380 & DSCI (West) - 1115545855



ELIGIBILITY CRITERIA (Revised)

POST : Assistant Engineer (Air Conditioning)
No of Post : 01 (UR)
Pay Scale : Minimum of Pay Matrix Level-07 i.e. Rs. 44,900/-+Allowances

S.No	Age Limit for direct recruits (in years)	Essential Education and other qualification	Essential Experience	Period of Contract
1.	Upto 45 years	Degree /Diploma in Electrical Engineering from a recognized university /institute	<p>Presently working on analogous post in Govt. Deptt./PSU/Autonomous Bodies in the Pay Band-2, Rs. 9300.00 - Rs. 34800.00 + G.P. Rs. 4600.00 (pre revised) or minimum consolidated last drawn per month emolument of Rs. 60,000/-</p> <p>OR</p> <p>Working in Govt. Deptt./PSU/Autonomous Bodies for at least 5 years of service as Junior Engineer (Electrical) (For Degree Holder) in the Pay Band-2, Rs. 9300.00 - Rs. 34800.00 + G.P. Rs. 4200.00 (pre revised) or minimum consolidated last drawn per month emolument of Rs. 40,000/-.</p> <p>OR</p> <p>Working in Govt. Deptt./PSU/Autonomous Bodies for at least 7 years of service as Junior Engineer (Electrical) (For Diploma Holder) in the Pay Band-2, Rs. 9300.00 - Rs. 34800.00 + G.P. Rs. 4200.00 (pre revised) or minimum consolidated last drawn per month emolument of Rs. 40,000/-</p>	Two Years

Professional Experience (desired):

- The applicant should have experience in major services of Electrical installations such as Sub-Station, Internal & External electrification, HVAC System, Fire Alarm & Fire Fighting System, Water supply and Surveillance System etc., in large Govt. Campus.
- The incumbent shall be responsible for construction and maintenance of the above services required time to time and shall carry out the work in accordance with C.P.W.D works manual which includes preparation of detailed estimate, justification of market rated items, preparation of tender document based on Govt. guidelines, Supervision of work complying with CPWD specifications of various type of work, checking of measurement / bills of the agencies etc.
- The intending applicant should have good working knowledge of computer application and technical writing skills related to the ongoing projects / work including Court issues pertain to the works under Engineering Wing.



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APPLICATION FOR RECRUITMENT

NON- FACULTY

Name of the applicant: _____ Post applied for: _____

IMPORTANT INSTRUCTIONS FOR THE APPLICANT

1. This application form **MUST** be neatly filled/ typed and signed by the Applicant on **EACH PAGE**.
2. Avoid overwriting/cuttings in this Application Form. Overwriting/cutting, if any, **MUST** be self-attested by the applicant; otherwise the application shall be rejected.
3. Attach self-attested copies of certificates, testimonials, and other relevant documents which support your claim for your eligibility for the applied post.
4. Applicant shall be fully responsible for authenticity of all the statements, claims and documents submitted by him/her with the Application Form.
5. Furnishing wrong information or suppression of facts shall lead to rejection of application and penal action by the Institute, as deemed fit, even if the applicant has been selected and has joined the Institute on the basis of the information submitted in the application form.
6. All columns **MUST** be completed in figures and/or in words and not by dashes or dots. Please fill up 'Not Applicable/Not Available' where the information is not applicable or not available; but **DO NOT** leave any column blank.

FEES: Indian Resident applicants should attach a Demand Draft in favour of DSCI (crossed, account payee) at Delhi for Rs. 1100/- (Rs ELEVEN HUNDRED only) as the Application Fee. Application fee for NRI Candidates is US \$ 100 (US \$ One Hundred Only) through Online Mode (Details will be available in the Official Website). Applicants belonging to SC/ST Categories are exempted for paying the fee. Proof of eligibility for consideration under the reserved categories **MUST** be attached as the **FIRST** document along with the application. The Candidates can pay through Online Mode. The Amount can be transferred to Bank Account No: 30944102428, Bank Name: State Bank of India, IFSC Code: SBIN0009370, Bank Address: B-Block, 7, Local Shopping Centre, Dilshad Garden, Delhi-110095. Candidates those are willing to pay the Application Fee through Online Mode should mention the UTR No on the TOP of the First Page of the Application Form as "Application Fees submitted online. UTR No _____".

7. Applications received without the prescribed fee, as applicable, shall not be considered.
8. Recruitment Rules for various posts may be seen on the website for ascertaining eligibility for the given posts before applying for the same.
9. Canvassing in any form is strictly prohibited and shall lead to outright rejection of the application.
10. Applications received after the due date shall not be considered.
11. Incomplete OR incorrectly filled form shall be rejected outright. Processing fee shall not be refunded. Therefore, please ensure the form is correctly and completely filled, alongwith all the relevant documents and annexure attached before dispatching the same for consideration.
12. I, hereby declare that I have carefully read the instructions and all the other details in the application form and have understood the same before filling up this Form. I agree with guidelines stipulated herein and shall abide by the rules and regulations of the Institute, if appointed.

LAST DATES FOR SUBMITTING APPLICATIONS

ON OR BEFORE- 31/12/2020 UPTO 05:00 PM (BY ANY COURIER SERVICE PROVIDER)
ADDRESSED TO DIRECTOR OFFICE, 01ST LEVEL, ADMIN BLOCK,
DELHI STATE CANCER INSTITUTE (EAST), DILSHAD GARDEN, DELHI-110091

Cutoff date for reckoning age limit and experience : 31/12/2020

Mobile Number:(1) _____ E-mail : (1) _____

Mobile Number:(2) _____ E-mail : (2) _____

Date:

Signature of the applicant
Name



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



APPLICATION FOR RECRUITMENT

For Office Use Only

Reference No.:

Details of payment received:

GAR-6 No.: _____ Dated: _____ Amount: _____

DD No.: _____ Bank: _____ Amount: _____

**PLEASE PASTE
YOUR RECENT
SELF-ATTESTED
PASSPORT SIZE
PHOTOGRAPH
SHOWING FULL
PROFILE OF
YOUR FACE**

A. Application for the Post of: _____

B. Bank: _____ **DD No.:** _____ **Date:** _____

C. Branch of Issue: _____ **Payable at:** _____ **Amount:** _____

1. Name in Full: Prof/Dr/Mr/Ms

(IN CAPITAL LETTERS)

2. Gender

MALE ☐

FEMALE ☐

3. Address

a) Present

P I N

b) Permanent

P I N

Short name of the applicant: _____ Post applied for _____ Signature _____

4. Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

5. Age (as on -----)

Year

Y	Y
---	---

Day

D	D
---	---

Months

M	M
---	---

6. Nationality

--	--	--	--	--	--	--	--	--	--

7. Whether Married

Yes ☐

No ☐

8. Father's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Spouse's Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9. Do you belong to SC/ST/OBC*/DA/Category

Yes ☐

No ☐

If Yes, then please give particulars here and attach a certificate from the Competent Authority in support thereof

* OBC list as notified by the GNCT of Delhi.

10. Particulars of all examinations passed and technical qualifications obtained commencing with the Matriculation or equivalent examinations. Attach self-attested copies of all certificates (if the space below is insufficient, then please attach a separate sheet, duly signed, giving the details of your educational qualifications in the same format as below- **cite the serial number of the attached sheet here**):

S. No.	Examination passed	Year of passing	Board/ University	No. of attempts	% Marks & Merit, if any	Subjects

11. What languages can you understand, speak read & or speak? State the examination passed in each:

S. No.	Understand only	Understand and Speak	Understand, Speak, Read and write	Examination Passed, if any
1				
2				
3				
4				
5				

Short name of the applicant: _____ Post applied for _____ Signature _____

12. Any, additional qualification may be mentioned here or on separate sheets (if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached):
13. Awards and Prizes received (if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached)::
14. National/International Conferences/Seminars etc. attended (if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached):
15. Please furnish details of your previous employment if any, in ascending chronological order in the space given below (if the space below is insufficient, then please attach a separate sheet, duly signed, giving the details of your employment in the same format as in the table given below - **cite the serial number of the attached sheet here**):

S. No.	Post held	Institution	Nature of duties	From	To	Duration	Pay scale with Gross Salary	Reasons for leaving

16. Administrative Experience, if any ((if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached):- **cite the serial number of the attached sheet here**):

17. Major Achievements, if any (if the space below is insufficient, give full particulars on a sheet of paper and attach it to this application, inserting here a reference to the sheet attached):

Short name of the applicant: _____ Post applied for _____ Signature _____

18. Please state clearly whether in the light of entries made by you in previous columns, you possess the essential and the desirable qualifications laid down in advertisement. Explanatory note, if any may be given on a separate sheet citing the SI No here

S. No.	Essential	Desirable

19. Please explain below, in not more than 200 words that why you consider yourself as the most eligible candidate for the post applied for (you may mention your response on a separate sheet- citing the SI No of the annexure here):

Short name of the applicant: _____ Post applied for _____ Signature _____

20. Are you willing to accept the minimum pay offered?
If not, then state the lowest initial pay that you are willing to accept: _____

21. Copies of testimonials :

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

22. Candidate may mention here the details of Annexures, if any.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Total No. of Annexures attached:

23. Any other information relevant to the applicant may be mentioned here.

24. Has the candidate applied for any other post(s), at this Institute – now or in the past? If yes, give details. _____

25. Are you already employed in Govt/Semi Govt/PSU/Autonomous organization: Yes ☐ No ☐

26. If yes, then do you want to join this Institute after resigning from your present job from your present organization: _____

27. If selected, will you be able to join this Institute within one month of the appointment offer?
Yes ☐ No ☐

If No, then what is the minimum period you will require for joining _____.

Short name of the applicant: _____ Post applied for _____ Signature _____

28. References:

(These should be persons holding responsible positions in the related profession, who are in a position to certify about the professional achievements and attitudes of the applicant. They should be intimately acquainted with the applicant's character and work, but must not be relatives. Where the candidate has been in employment, he/she is expected to give either his/her present or most recent employer or immediate superior as a reference or produce testimonials from him/her in regard to the applicant's fitness for the post for which he/she has applied).

1. Name : _____

Occupation or Position: _____

Complete Mailing Address: _____

E-mail : _____ Tel No/Fax: _____



2. Name : _____

Occupation or Position: _____

Complete Mailing Address: _____

E-mail : _____ Tel No/Fax: _____



3. Name : _____

Occupation or Position: _____

Complete Mailing Address: _____

E-mail : _____ Tel No/Fax: _____

Short name of the applicant: _____ Post applied for _____ Signature _____

DECLARATION

- a. 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.
- b. I have informed my Head of Office/Department in writing that I am applying for this post and have attached "No Objection Certificate from my employer along with Application Form.
- c. I shall produce original documents of all my certificates, testimonials etc along with one number of self attested photocopies of all testimonial/certificates and one passport size colored photograph at the time of my interview at the Institute.

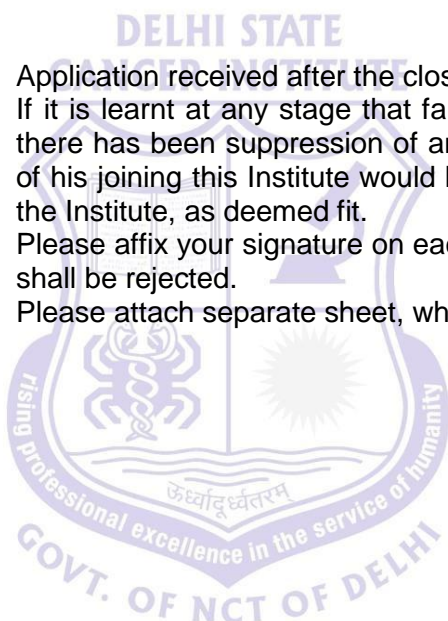
Signature of Candidate

Place:

Date:

Note:

1. Application received after the closing date for whatever reason shall be rejected.
2. 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 service of the candidate, in the event of his joining this Institute would be liable to be terminated besides initiating other penal actions by the Institute, as deemed fit.
3. Please affix your signature on each page of the application. Application not signed by the candidate shall be rejected.
4. Please attach separate sheet, wherever required.



Short name of the applicant: _____ Post applied for _____ Signature _____



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



DUTIES AND RESPONSIBILITIES OF STAFF OF THE INSTITUTE

IMPORTANT GUIDELINES FOR ALL THE STAFF OF THE INSTITUTE – 'TEN COMMANDMENTS'

1. All the staff of the Institute shall maintain discipline and follow all the Rules and Regulations of the Institute, as existing at any given point of time.
2. Each member of the staff shall function as a '**Brand Ambassador**' of the Institute and discharge his/her responsibilities in such a manner that it contributes to the growth of the Institute in achieving all its Aims and Objectives in true letter and spirit.
3. All the staff shall ensure complete honesty in all the activities of the Institute at all times. The Institute follows the policy of '**Zero Tolerance**' against corruption in any form.
4. All staff shall maintain highest degree of professional conduct always and provide care to the patients with compassion and cooperation and shall ensure that no inconvenience in any form is caused to the patients because of any functionary of the Institute.
5. In case of any exigency, the available staff shall discharge all responsibilities to his/her full capabilities and with the resources at his/her disposal as per the needs of the situation without waiting for anybody else at that time.
6. Normal working hours of the Institute are from **8.30 am to 5 pm**. The OPD and all support services for the patients start at **7.00 am**, however, the staff at the Institute may be called for duty at any time of the day or night in shifts as per the needs of the Institution. Duty hours in a single shift shall normally not exceed beyond 8 hours, subject to exigencies of work and convenience of fellow colleagues.
7. Staff is normally required to be functioning on 'round-the-clock' shifts basis, shall not leave unless the next person on duty has reported and has duly taken over the charge of his/her shift. Duty hours for such shifts shall be fixed as per the convenience of the majority of the staff.
8. No staff of the Institute shall indulge in use of tobacco or any other prohibited intoxicant in any form while in the Institute premises and shall ensure that his visitors too observe this rule Scrupulously.
9. No staff at any level at any stage shall participate in any strike, agitation or any such form of protest, which directly or indirectly might disturb patient care services at the Institute or which might bring disrepute to the Institute in any form.
10. While on duty, the staff shall wear neat, clean and properly ironed uniform/dress, as prescribed for various categories of employees of the Institute.

Short name of the applicant: _____ Post applied for _____ Signature _____