

Forwarding of Application for filling up the post of Administrative Officer by transfer on Deputation in the Lady Hardinge Medical College & SSK Hospital, New Delhi, in r/o Sh. Sourabh Bansal, Assistant Section Officer.- Requirement of Cadre Clearance -regarding.

Election Officer CEO DELHI < eoadmndelhi@gmail.com >

Tue, 05 Aug 2025 3:52:47 PM +0530

To "DS.SERVICES2"<DS.SERVICES2@delhi.gov.in>,"ssservices.delhi"<ssservices.delhi@nic.in>,"secservices"<secservices@nic.in>

Sir

Please find enclosed herewith an application regarding the subject mentioned above for information and further necessary action at your end please.

Regards
Deputy CEO(Admin)
CEO(HQ)

1 Attachment(s)

AO Application .pdf

4.2 MB



कार्यालय, मुख्यचुनावअधिकारी, दिल्ली

OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI

पुरानासेंटस्टीफनकॉलेजभवन
कश्मीरीगेट, दिल्ली - 110006

Old St. Stephen's College Building
Kashmere Gate, Delhi-110006

F.CEO/Admn./110(33)/PF/2024/ 8784

Dated: 05/8/25

To

The Deputy Secretary (Services-II),
Services Department,
5th Level, 'A' Wing, I.P. Estate,
New Delhi-110002.

Sub: Forwarding of Application for filling up the post of Administrative Officer by transfer on Deputation in the Lady Hardinge Medical College & SSK Hospital, New Delhi, in r/o Sh. Sourabh Bansal, Assistant Section Officer.- Requirement of Cadre Clearance -regarding.

Sir,

I am directed to inform you that Sh. Sourabh Bansal, Assistant Section Officer (DOB-05-09-1995), who is posted in CEO (HQ), has submitted an application for the post of Administrative Officer by transfer on Deputation in the Lady Hardinge Medical College & SSK Hospital, New Delhi against the vacancy circular dated 26.07.2025.

In view of above, it is pertinent to mention here that earlier Cadre Clearance has been sought for the post of Section Officer & Assistant Section Officer in 8th Central Pay Commission on Deputation basis and the same has been provided by the Services Department vide letter dated 02.07.2025.

Therefore, I am directed to enclose herewith the application with all the enclosures submitted by Sh. Sourabh Bansal, Assistant Section Officer (DOB-05.09.1995) with Vigilance Status Report HQ Level in r/o Sh. Sourabh Bansal, ASO and request you to provide Cadre Clearance as soon as possible as the application should be submitted within period of one month from the date of publication of the advertisement.

This issues with the approval of the Chief Electoral Officer, Delhi.

Encl: As above.

Yours faithfully,

BK
05/08/25

(BHUPENDRA KUMAR)
DEPUTY CEO(ADMN.)



कार्यालय, मुख्य चुनाव अधिकारी, दिल्ली
OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI

पुराना सेंट स्टीफन कॉलेज भवन,
कश्मीरी गेट, दिल्ली -110006,

Old St. Stephen's College Building,
Kashmere Gate, Delhi-110006

F. CEO/ADMN./110(33)/PF/2024/340
CD NO. 000786490

Dated 01/08/25

To,

The DY-CEO Admn.
O/O Chief Electoral Officer,
Kashmere Gate. New Delhi.

Sub : Vigilance Status Report in r/o Sh. Sourabh Bansal, ASO, DOB. 05.09.1995.

Sir,

I am directed to convey the vigilance status in r/o official, as under, which is as per record of CEO (HQ):-

S. N.	Name & Designation	Posted At	Purpose	Status
1.	Sh. Sourabh Bansal, ASO.	CEO (HQ)	For applying for the post of Administrative Officer on deputation in the lady Harding Medical College & SSK Hospital. New Delhi	As per record available, no vigilance case is pending or contemplated at the level of CEO (HQ) against the official.

Yours faithfully,

(GURMIT SINGH)
SECTION OFFICER (VIG.)

Copy to :-

1. F.CEO/Admn/Vig/118/15/2025.
2. Guard File.



कार्यालय, मुख्य चुनाव अधिकारी, दिल्ली
OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI

पुराना सेंट स्टीफन कॉलेज भवन,
कश्मीरी गेट, दिल्ली -110006,

Old St. Stephen's College Building,
Kashmere Gate, Delhi-110006

F. CEO/ADMN./110(33)/PF/2024/340
CD NO. 000786490

Dated 01/08/25

To,

The DY-CEO Admn.
O/O Chief Electoral Officer,
Kashmere Gate. New Delhi.

Sub : Vigilance Status Report in r/o Sh. Sourabh Bansal, ASO, DOB. 05.09.1995.

Sir,

I am directed to convey the vigilance status in r/o official, as under, which is as per record of CEO (HQ):-

S. N.	Name & Designation	Posted At	Purpose	Status
1.	Sh. Sourabh Bansal, ASO.	CEO (HQ)	For applying for the post of Administrative Officer on deputation in the lady Harding Medical College & SSK Hospital. New Delhi	As per record available, no vigilance case is pending or contemplated at the level of CEO (HQ) against the official.

Yours faithfully,

(GURMIT SINGH)
SECTION OFFICER (VIG.)

Copy to :-

1. F.CEO/Admn/Vig/118/15/2025.
2. Guard File.

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July 28, 2025

116/C

To,

Deputy CEO (Admin) / Head of Office
Admin Branch
CEO(HQ)
Kashmere Gate, Delhi-110006

Subject : Application for filling up the post of ADMINISTRATIVE OFFICER BY TRANSFER ON DEPUTATION
IN THE LADY HARDINGE MEDICAL COLLEGE & SSK HOSPITAL, NEW DELHI

Sir,

I am working in the Admin Branch, CEO(HQ). I want to bring your kind attention towards a Vacancy Circular issued by the Sr. Administrative Officer LPMC & SSKH, New Delhi regarding the subject mentioned above. (Copy Enclosed). I am finding myself eligible to apply for the post of Administrative Officer

I want to apply for the said post. I have also filled the required bio data form and I want to request you to kindly allow me and take necessary action (Supporting Documents as mentioned at para 4 of the circular) at your end at the earliest.

Further, the last date of submission of applications through proper channel for deputation to the said post is one month from the date of publication of the advertisement in employment news as mentioned at para 5.

I shall be very thankful to you.

[Handwritten signature]
28/07/2025

[Handwritten signature]
S. D. (Admin)

3954/DYCEO(A)
28/07/25

Yours Faithfully

[Handwritten signature]
28/07/2025
Sourabh Bansal

ASO

Admin Branch CEO(HQ)

9999306217

[Handwritten signature]
m. *[Handwritten signature]*
28/07/25

115/c

File No.:A/171/2022-ADMIN II/531

Date: 26/7/25



Filling up of vacancies in various posts by transfer on deputation in the Lady Hardinge Medical College & SSK Hospital, New Delhi.

Applications are invited from suitable candidates as per the criteria mentioned against posts in annexure -I, II & III for filling up the existing vacancies by deputation basis:-

S.No	Name of the post	Level in pay matrix or pay scale	No. of Vacancies
1	Administrative Officer	Level-8 (Rs. 47600-151100/-)	4
2	Assistant Administrative Officer	Level-7 (Rs. 44900-142400)	4
3	Library and information Assistant	Level-6 (Rs. 35400-112400)	1

2. Interested applicants may send their applications through proper Channel in the enclosed proforma in duplicate to the undersigned within period of one month from the date of publication of this advertisement in the Employment News. Application received after the last date or otherwise incomplete are not likely to consider.
3. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training OM No. 2/29/92-Estt. (Pay-II) dated 05.01.1994 and OM No. 2/8/97-Estt.(Pay-II) dated 11.03.1998 as amended from time to time.
4. The following papers/documents may also please be sent along with nomination.
 - i. Statement of Bio-data in the prescribed Proforma (as per annexure) in the duplicate, duly signed and forwarded through proper channel.
 - ii. Attested copies of the APAR dossiers for the last five years (attested on each page) by an Officer not below the rank of Under Secretary to the Govt. Of India.
 - iii. Vigilance Clearance Certificate.
 - iv. Integrity Certificate.
 - v. A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.
 - vi. Cadre clearance certificate.



5. The last date of submission of applications through proper channel for deputation to the said post will be one month from the date of publication of the advertisement in Employment News.
6. The Competent Authority reserves the right of any amendment, cancellation and changes to this Advertisement as a whole or in part without assigning any reason.

Digitally signed by
GIAN SINGH THAKRAN
Date: 09-07-2025
SENIO ADMINISTRATIVE OFFICER
LHMC & SSKH, New Delhi.



BIO DATA PROFORMA
NAME OF THE POST APPLIED FOR- ADMINISTRATIVE OFFICER

1. Name (In Block Letters):-	SOURABH BANSAL							
2. Address (In Block Letters):-	B-45, UPPER GROUND FLOOR EAST KRISHNA NAGAR, DELHI-110051							
3. Date of Birth (in Christian era):-	D	D	M	M	Y	Y	Y	Y
	0	5	0	9	1	9	9	5
4. Date of retirement under Central Govt. rules	30-09-2055							
1. Educational Qualifications	Educational Qualifications Possessed by the Officer: B.TECH (ECE)							
1. Experience								
Exp. Required					Exp. Possessed by the Officer			
i) Essential 1) _____ →					3 YEARS EXPERIENCE IN ADMIN			
2) _____ →					BRANCH (ADMINISTRATION MATTER)			
3) _____ →					4 YEARS EXPERIENCE IN			
					PUBLIC DEALING - DEPT OF POSTS			
5. Please state clearly whether in the light of Entries made by you above, you meet the Requirements of the post.					YES, I do meet the requirements			
2. Details of employment, in chronological order, enclose a separate sheet, duly authenticate by your signature, if the space below is insufficient:-								
Office/Instt./ Organization	Post Held	From	To	Scale Pay	of	Name of duties & basic pay		

13/11

DEPT. OF POSTS, MINISTRY OF COMMUNICATION (DELHI)	— POSTAL — 13.11.2018 to 26.07.2022	LEVEL 4 COUNTER (2400. WORK LP) - AT POST OFFICE
CHIEF ELECTORAL OFFICER, DELHI, KASHMERE GATE	- ASSISTANT - 27.07.2022 SECTION till OFFICER present	LEVEL 7 - Admin Branch, CEO (HQ)
3. Nature of present employment (Ad-hoc/temp./permanent/quasi-permanent)		PERMANENT
4. In case present employment held on deputation please state: -		NA
a) The date of initial appointment: -		NA
b) Period of appointment on deputation: -		NA
c) Name of the parent office/organization: -		NA
5. Additional details about present employment:		CHIEF ELECTORAL OFFICER, DELHI, KASHMERE GATE, DELHI - DG
6. Are you in a revised scale of pay? If yes, the date from which date the revision took place and also indicate the pre-revised scale.		NA
7. Total emolument per month drawn now:		96,230/-
8. Additional information, if any, which would you like to mention for your suitability for the post, enclosed a separate sheet, if the space is insufficient.		As, required for the said post, I possess the 3 years experience in the Administration branch at CEO (HQ)
9. Whether belongs to SC/ST: -		NO
10. Remarks: -		

Date: 28/07/2025

Place: DELHI

Bansal
Signature of Candidate: 28/07/2025

Name: - Sourabh Bansal

Address: - B-45, UGF, East Krishna Nagar

Tel. No: - 9999306217

DELHI

110051

112/c

ANNEXURE-I**Administrative Officer (04)**

1.	Name of Post	Administrative Officer (General Central Service, Group 'B', Gazetted, -Ministerial.
2.	Number of posts	04 (four)
3.	Pay Matrix Level	Pay Matrix Level-8 (Rs. 47600-151100/-)
4.	Eligibility	<p>Officers under the Central Government</p> <p>(a) (i) Holding analogous posts on regular basis ,</p> <p>or</p> <p>(ii) With two years regular service in posts in the Pay Matrix Level-7 (Rs. 44900-142400/-) or equivalent</p> <p>or</p> <p>(iii) With five years regular service in posts in the Pay Matrix Level-6 (Rs. 35400-112400/-) or equivalent</p> <p>and</p> <p>(b) Possessing Three years experience in administration, accounts and Establishment matters.</p>
5.	Period of Deputation	<p>Note 1: The Period of deputation including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding Fifty-six years as on the closing date of receipt of applications.</p>

ANNEXURE-II**Assistant Administrative Officer (04)**

1.	Name of Post	Assistant Administrative Officer (General Central Service, Group 'B', Gazetted, -Ministerial.
2.	Number of posts	04 (four)
3.	Pay Matrix Level	Pay Matrix Level-7 (Rs. 44900-142400/-)
4.	Eligibility	<p>Officers of the Central Government or State Government or Union Territories Administration or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research Institution</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department, or</p> <p>(1) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 (Rs. 35,400-1,12,400) in the parent cadre or department</p> <p>and</p> <p>(b) possessing the following educational qualifications and experience</p> <p>1. Bachelors degree from a recognized University.</p> <p>2. Two years experience in accounts/Establishment/administration work.</p>
5.	Period of Deputation	<p>Note 1: The departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment deputation. Similarly, deputationist shall not be eligible for appointment by promotion.</p> <p>Note 2: The Period of deputation including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age-limit for appointment by deputation shall be not exceeding Fifty-six years as on the closing date of receipt of applications.</p>

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ANNEXURE-III**Library and Information Assistant (01)**

1.	Name of Post	Library and Information Assistant (General Central Service, Group 'B', Non- Gazetted, Non-Ministerial.
2.	Number of posts	01 (One)
3.	Pay Matrix Level	Pay Matrix Level-6 (Rs. 35400-112400/-)
4.	Eligibility	<p>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research Institutes:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department, or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 of the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department</p> <p>and</p> <p>(b) possessing the following educational qualifications and experience prescribed for Direct Recruitment :-</p> <p>Essential Qualification: Bachelor degree in Library Science or Library and information Science from a recognized University or Institute</p> <p>Desirable: Diploma in Computer Application from a recognized University or Institution.</p> <p>Essential Experience: Two years professional experience in a Library under Central Government or State Government or autonomous or statutory organisation or public sector undertaking or University or recognised research or education institution.</p>
5.	Period of Deputation	<p>Note 1: The Period of deputation including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding Fifty-six years as on the closing date of receipt of applications.</p>

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 SERVICES DEPARTMENT (BRANCH-II)
 DELHI SECTT., 5TH LEVEL : A-WING, I.P. ESTATE, NEW DELHI
 (<http://services.delhigovt.nic.in>)

No.F.3(1)/(21)/2020/S.II/ 1094-95



Date: 02/07/2025

To

The Deputy CEO (Admn.),
 Office of the Chief Electoral Officer
 Govt. of NCT of Delhi
 Kashmere Gate, Delhi-110006

Sub: Issue of NOC for applying to the post of Section Officer & Assistant Section Officer on deputation in Department of Expenditure, Ministry of Finance, Government of India.

Sir,

I am directed to refer to your department's letter dated 30/04/2025 and to convey the approval / NOC of the Cadre Controlling Authority for forwarding of application in respect of Sh. Sourabh Bansal (DoB: 05/09/1995), Grade-II(DSS)/ASO for applying to the post of Section Officer & Assistant Section Officer on deputation in Department of Expenditure, Ministry of Finance, Government of India.

Since, the complete service particulars in respect of Sh. Sourabh Bansal (DoB: 05/09/1995), Grade-II(DSS)/ASO are available with your department, the application, along with its enclosures are returned herewith for forwarding the same to the concerned authority in Department of Expenditure, Ministry of Finance, Government of India after ensuring that the official fulfills the eligibility criteria, as per the vacancy circular / notice. The official may be relieved of his duties, in case of his selection, after obtaining prior approval of the Cadre Controlling Authority.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Encl.: As above.

(Jitendra Kumar Arora)
 Dy. Secretary (Services)

No.F.3(1)/(21)/2020/S.II/ 1094-95

Date: 02/07/2025

Copy to the Section Officer, Services -IV/APAR Cell, Services Department, Govt. of NCT of Delhi, Delhi Sectt., New Delhi with the request to forward the attested copies of APARs for the last five years in respect of Sh. Sourabh Bansal (DoB: 05/09/1995), Grade-II(DSS)/ASO to O/o the Chief Electoral Officer, GNCT of Delhi.

3647/DI.(EOCA)
 04/07/2025

(Jitendra Kumar Arora)
 Dy. Secretary (Services)