

**UNIVERSITY COLLEGE OF MEDICAL SCIENCES**

विश्वविद्यालय चिकित्सा विज्ञान महाविद्यालय  
(University of Delhi) (दिल्ली विश्वविद्यालय)

Dilshad Garden, Delhi-110095  
(दिलशाद गार्डन, दिल्ली - ११००९५)

Phone/ फ़ोन: 011-22582972-74

E-mail : principal@ucms.ac.in

Advt. No. MC/CCS/NT-I/2023

Dated : 22.08.2023

**RECRUITMENT**

Online applications are invited in the prescribed form at web link <https://www.ucms.ac.in/administration/showcareers> from eligible candidates for appointment to the following posts on regular basis:

S.No.	Name of the Post	Pay Level	No. of Posts / Category
1.	Lady Medical Officer	Level – 10	01 (OBC (Non-Creamy Layer)
2.	Information Scientist	Level – 10	01-UR
3.	Senior Personal Assistant	Level – 07	01-UR
4.	Security Officer	Level – 07	01-UR
5.	Assistant Security Officer	Level-06	01-UR
6.	Senior Assistant	Level-06	03 1-OBC (Non-Creamy Layer), 2-UR
7.	Senior Technician for Central Workshop	Level-06	01-UR
8.	Technician for Central Animal House	Level-05	01-UR
9.	Museum Curator	Level-05	01-UR
10.	Assistant	Level-04	04 1-OBC (Non-Creamy Layer), 3-UR
11.	Dispatch Rider	Level-02	01-UR
12.	Receptionist	Level-02	01-UR
13.	Junior Work Assistant (Carpenter)	Level-02	01-UR

The last date of submission / receipt of application form is as under :-

- Submission of online application : 21.09.2023 or 21 days from the date of publication of advertisement in Employment News, whichever is later.

For further details, please visit College website : [www.ucms.ac.in](http://www.ucms.ac.in).

**Any further addendum/corrigendum shall be available on College website only.**

**PRINCIPAL**

	<b>UNIVERSITY COLLEGE OF MEDICAL SCIENCES</b> विश्वविद्यालय चिकित्सा विज्ञान महाविद्यालय (University of Delhi) (दिल्ली विश्वविद्यालय) Dilshad Garden, Delhi-110095 (दिलशाद गार्डन, दिल्ली - ११००९५) Phone/ फ़ोन: 011-22582972-74 E-mail : principal@ucms.ac.in
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The details with regard to Qualifications, Pay Level and Experience are as under:-

01.	<b>Lady Medical Officer</b>	Pay Level – 10, Group - A, Medical
	Age limit	35 years
	Essential Educational & other qualification	MBBS Degree from a recognized University with at least three years of experience after obtaining the degree. Out of which at least 01 year hospital experience in Obstetrics and Gynaecology ward.
	Desirable	Post-Graduate qualifications / MBA (Hospital Administration) and/ or hospital experience will be preferred.  The Selection will be based on written examination and personal interview. The Scheme of Examination will be indicated in Appendix.
02	<b>Information Scientist</b>	Pay Level – 10, Group -A
	Age limit	35 years
	Essential Educational & other qualification	B.E. / B.Tech. (Computer Science & Engineering / Information Technology / Computer Engineering) with 60% marks or its equivalent CGPA
	Desirable	Experience in the filed of computer science & engineering / information technology in a Govt. department / autonomous body / reputed commercial establishment (minimum gross pay should be Rs.50,000/- p.m., duly supported by ITR/Bank Statement etc.)  Note : A higher short-listing criteria /written test may be applied to shortlist the candidates for interview.
	Broad duties and responsibilities	The incumbent will be responsible for providing the ICT services in the College including the networking/wifi, online classes, content management, e-mail management, e-library journal service, electronic resources, LMS and other ICT based services.

		The above is only indicative.
03.	<b>Senior Personal Assistant</b>	Pay Level – 07, Group - B
	Age limit	35 years
	Essential Educational & other qualification	<ol style="list-style-type: none"> <li>1. A Bachelor Degree from a recognized University.</li> <li>2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.</li> <li>3. Skill test norms <ol style="list-style-type: none"> <li>(a) Dictation: 10 minutes at an average speed of 100 w.p.m.</li> <li>(b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.</li> <li>(c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.</li> </ol> </li> </ol>
	Desirable	<ol style="list-style-type: none"> <li>1. Degree/Diploma in Computer Application/ Science.</li> <li>2. Diploma in Office Management and Secretarial practice.</li> <li>3. Knowledge of service rules applicable for Central Government establishments.</li> </ol>
	Broad duties and responsibilities	<ol style="list-style-type: none"> <li>1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.</li> <li>2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.</li> <li>3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.</li> </ol>

04.	<b>Security Officer</b>	Pay Level – 07, Group - B
	Age limit	45 years
	Essential Educational & other qualification	<b>Essential:</b> <ol style="list-style-type: none"> <li>1. A Graduate or an equivalent qualification from a recognized University.</li> <li>2. At least 15 years of experience in Police/Para-Military Forces/ Armed Forces of the Union and held not below the rank of Sub-Inspector (exe)/Subedar or an equivalent position with Exemplary service.</li> <li>3. Holding a Valid Driving License to ride Jeep/Motor Cycle.</li> </ol>
	Desirable	<ol style="list-style-type: none"> <li>1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.</li> <li>2. Should able to make written and spoken conversation/communication in English/Hindi.</li> </ol>
05.	<b>Assistant Security Officer</b>	Pay Level – 06, Group - B
	Age limit	45 years
	Essential Educational & other qualification	<ol style="list-style-type: none"> <li>1. A Graduate or an equivalent qualification from a recognized University.</li> <li>2. At least 10 years of experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank of Sub-Inspector (exe)/Naib Subedar or an equivalent position with exemplary service.</li> <li>3. Holding a Valid Driving License to ride Jeep/Motor Cycle.</li> </ol>
	Desirable	<ol style="list-style-type: none"> <li>1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force or any other Govt. Institution.</li> <li>2. Should able to make written and spoken conversation/communication in English/ Hindi.</li> </ol>
06.	<b>Senior Assistant</b>	Pay Level – 06, Group - B
	Age Limit	30 Years
	Essential Educational & other qualification	Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.  <b>Note:</b> <ol style="list-style-type: none"> <li>1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to</li> </ol>

		<p>Educational Administration / Examinations/ General Administration /Accounts/ House Keeping/Establishment / HR/ Legal/ Purchase /Accounts &amp; Finance/Project Management/ Public Relations.</p> <p>2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.</p> <p>3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.</p>
07.	<b>Senior Technician for Central Workshop</b>	Pay Level – 06, Group - B
	Age Limit	30 Years
	Essential Educational & other qualification	<p>Matriculation or equivalent examination of a recognized University / Board, Diploma in Mechanical Engineering with 5 years of experience in Workshop practice and ability to lead and supervise the work of group (candidates will have to pass a trade test). Candidates with additional experience of supervisory work in mechanical workshop will be preferred.</p> <p>Note :- Relaxation in qualifications and experience may be considered in exceptional cases.</p>
08	<b>Technician for Central Animal House</b>	Pay Level – 05, Group - C
	Age Limit	30 Years
	Essential Educational & other qualification	<p>1. Graduate in Science from recognized University preferably with Zoology as one of the subjects.</p> <p>2. Diploma in Laboratory Animal Science Course/Lab. Animal Technicians Course (desirable).</p> <p>3. Two years' experience in Animal House and handling and breeding animals in a recognized/Govt. research institution</p>
09.	<b>Museum Curator</b>	Pay Level – 05, Group - C
	Age Limit	30 Years
	Essential Educational & other qualification	B.Sc. with Zoology/Anatomy/Anthropology/Allied Sciences
	Desirable	Allied Sciences and two years' experience in the filed

10	<b>Assistant</b>	Pay Level – 04, Group - C
	Age Limit	30 Years
	Essential Educational & other qualification	A Graduate from a recognized University in any discipline with good working knowledge of computers.
11	<b>Dispatch Rider</b>	Pay Level – 02, Group - C
	Age Limit	30 Years
	Essential Educational & other qualification	<ol style="list-style-type: none"> <li>1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.</li> <li>2. Possession of a valid driving license for motor Cycle/Auto-rickshaw.</li> <li>3. Knowledge of Motor Cycle/Auto-rickshaw mechanism (The candidate should be able to remove minor defects in vehicle).</li> </ol>
	Desirable	Possessing a valid license for LMV.
12	<b>Receptionist</b>	Pay Level – 02, Group - C
	Age Limit	27 Years
	Essential Educational & other qualification	<ol style="list-style-type: none"> <li>1. Female candidates possessing graduation from a recognized University with pleasing personality and good public relations skills.</li> <li>2. Fluent in English and Hindi an ability to handle visitors and telephone calls.</li> <li>3. Having a typing speed of 40 w.p.m. in English Typewriting through computer</li> </ol>
	Desirable	1. Diploma or certificate course in Hospitality management/ Public Relations. 2. Diploma in Office Management and Secretarial.
13	<b>Junior Work Assistant (Carpenter)</b>	Pay Level – 02 Group 'C'
	Age Limit	27 Years
	Essential Educational & other qualification	<ol style="list-style-type: none"> <li>1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.</li> <li>2. ITI Certificate in relevant trade from a recognized institution.</li> <li>3. 05 experience in relevant field</li> </ol>



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Dilshad Garden, Delhi-110095  
(दिलशाद गार्डन, दिल्ली - ११००९५)

Phone/ फ़ोन: 011-22582972-74

E-mail : principal@ucms.ac.in

### General Instructions for the post of Lady Medical Officer:-

1. Applicants must possess a basic University or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956). They must also be registered in a State Medical Register or Indian Medical Register wherever applicable.
2. The Post-Graduate Medical Qualifications awarded by Indian Universities, must have been included in the Schedules to the Indian Medical Council Act, 1956 (102 of 1956), if any.
3. Applicants, who are registered with the Medical Council of India or State Medical, shall be entitled to non-practicing allowance as per rates decided by the Government of India from time to time.
4. The candidates who have applied earlier vide Advt. No. Advt. No. MC/CCS/NT-II/2022 dated 21.11.2022, are requested to apply again.
5. Other instructions/terms are same as applicable for the other posts as below.

### General Instructions for all posts:-

1. All applicants are required to apply online at web link <https://www.ucms.ac.in/administration/showcareers> in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of submitted information. The complete details of the advertisement is also available on the website of the College [www.ucms.ac.in](http://www.ucms.ac.in). The applicants are required to read complete details before filling up the form.
2. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents uploaded/attached with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.

3. Application fees should be made online (<https://www.ucms.ac.in/common/onlinepayment>) while filling and submitting the application form as per details given below:
  - Application Fee payable is Rs.500/- for UR/OBC/EWS category.
  - No application fee will be charged from applicants from SC, ST, PwBD and Women Applicants.
  - Fees once paid will not be refunded under any circumstances.
4. The reservation for applicants from SC, ST, EWS and OBC (non-creamy layer) categories will be applicable as per UGC/Central Government norms. Applicants seeking reservation benefits available for SC/ST/OBC/EWS categories must attach the necessary certificate(s) justifying the claim of respective reservation as per Govt. of India lists/rules/norms alongwith the hard copy of application form. The certificate should be in the format prescribed by the Union Government.
5. The upper age limit shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Govt. Departments / Statutory or Autonomous Bodies/Universities/affiliated or constituent Colleges under the University/Public Sector Undertakings.
6. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University / College(s).

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in atleast one year of service.

(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).
7. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notice available on the website of the College.
8. In order to avoid last minute rush, the applicants are advised to apply early. The College will not be responsible for any network related issue while submitting the online application.



However, in case of any persistent technical issue, the applicants can mail their query/problem at the e-mail id [recruitment@ucms.ac.in](mailto:recruitment@ucms.ac.in)

9. Applicants are advised to fill their complete, correct and active e-mail address in their online application form as all the correspondences including interview letters will be sent by the College through e-mail only.
10. The age limit, qualification and experience for the post shall be determined as on the closing date of online application.
11. The scheme of examination as per Recruitment Rules (Non-teaching employees) 2020, University of Delhi is enclosed herewith.
12. The applicants are required to submit Matriculation/10th Standard or equivalent certificate indicating date of birth issued by Central/State Board.
13. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from their employer at the time of submission of the application form.
14. The College reserves the right to amend the number of posts or not to fill the post mentioned in the advertisement at its discretion without assigning any reason thereof.
15. The decision of the College in all matters shall be final. No correspondence, whatsoever, will be entertained in connection with the process of selection/interview.
16. Canvassing in any form will be treated as a disqualification.
17. The applicants are required to visit the website of the College regularly as any subsequent corrigendum/addendum/intimation etc. will be uploaded on the website of the College only
18. The College will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case, it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the College.
19. In case of the any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicants.

20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
21. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.

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|  | <p><b>UNIVERSITY COLLEGE OF MEDICAL SCIENCES</b><br/>विश्वविद्यालय चिकित्सा विज्ञान महाविद्यालय<br/>(University of Delhi) (दिल्ली विश्वविद्यालय)<br/>Dilshad Garden, Delhi-110095<br/>(दिलशाद गार्डन, दिल्ली - ११००९५)<br/>Phone/ फ़ोन: 011-22582972-74<br/>E-mail : principal@ucms.ac.in</p> |
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**Annexure-I**

**List of documents (self-attested) to be uploaded while submission of the application form: -**

1. Proof of Date of Birth (Class 10<sup>th</sup> Certificate/Birth Certificate)
2. Copy of Marksheet(s) Essential Educational & other qualification.
3. Copy of Degree Essential Educational & other qualification.
4. Caste Certificate (SC/ST/OBC/EWS), if applicable.
5. PwBD Certificate, if applicable.
6. Copy of the Driving License, if applicable.
7. No Objection Certificate from the employer, if applicable
8. Experience Certificate if any
9. Any other certificate mentioned in the application form.

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