

**MEDICAL COUNCIL OF INDIA**  
**POCKET-14, SECTOR-8, PHASE-I, DWARKA,**  
**NEW DELHI.**

Applications are invited for the post of Deputy Secretary (Medical) and Stenographer in the Council office.

1.	Name of Post	<b>Deputy Secretary (Medical)</b>
	No. of Post	Two
	Scale of Pay	Pay Band – 3 Rs.15600-39100 plus Grade Pay Rs.7600 and non-practicing & other allowances as admissible.
	Age	Between 35 to 45 years.
	Educational Qualification	A recognised M.B.B.S. qualification or its equivalent with a recognised Postgraduate Medical degree.
	Experience	Must have 10 years experience in the profession out of which 3 years teaching experience in medical college after postgraduate medical degree.
2.	<b>Stenographer Grade - III</b>	<b>2 (1 Gen., 1 OBC)</b>
	Scale of Pay	Pay Band – 1 Rs.5200-20200 plus Grade Pay of Rs.2400 & other allowances as admissible.
	Educational & Other Qualification	<b><u>Qualification :</u></b> Matriculation or its equivalent. A Speed of 80 w.p.m. in shorthand (English) and a minimum speed of 40 w.p.m. in English Typing.  <b><u>Desirable Qualification :</u></b> A degree from a recognised University/ Institution.
	Age	Between 18 to 27 years.

Five years relaxation in the upper age limit is permissible for Government servants and SC/ST Category and three years for OBC Category.

**NOTE :**

1. Candidates must possess the prescribed educational qualifications and experience as on the date of application.
2. Mere possession of minimum qualification and experience does not entitle a candidate to be called for interview.
3. Candidates already in Government service, must submit their application through proper channel.
4. The Council will not be responsible for late/non-receipt of call letters for interview due to postal delay.
5. Only short listed candidates will be called for interview/test.  
The selection to the post of Stenographer (Grade – III) shall be made on the basis of written examination/typing test and /or interview, as deemed fit.
6. Council may accept or reject any application and no correspondence will be entertained in this regard.
7. Selected candidate will have to join within a period of one month of selection.
8. Council offers Central Govt. salary structure with other allowances as per Govt. directions. Council does not provide residential accommodation.
9. The number of vacancies/posts to be filled may vary due to promotion/resignation etc. during the process of recruitment. The exact number of vacancies will be determined by the office at the time of filling-up the posts.
10. Only selected candidates will be informed in due course and no correspondence on the subject would be entertained.

Applications in the prescribed proforma as given below (which may be downloaded from the website [www.mciindia.org](http://www.mciindia.org)) along with two passport size photographs and self attested copies of all certificates should reach the **Secretary, Medical Council of India, Pocket-14, Sector-8, Phase-I, Dwarka, New Delhi-110 077, latest by 31/10/2014.**

(Dr. Reena Nayyar)  
Secretary (I/c.)

PROFORMA

PHOTO

Application for the post of \_\_\_\_\_

1.

Name

:

2.

Father's/Husband's Name

:

3.

Date of Birth with Age

:

4.

Category (GEN/SC/ST/OBC)

:

5.

Correspondence Address

:

:

Phone Number/Mobile No

:

E-mail ID

:

6.

Permanent Address

:

7. Educational Qualification

Name of Exam Passed	Name of Board/ University	Year of Passing	Division & Percentage of marks	Subject(s)

8. Experience

Name & Address of Organization/ Employer	Post Held	Scale of pay	Period		Total Period (in years)	Nature of Job
			From	To		

9.

Total experience (in years)

- Administrative

:

- Teaching

:

Total

:

10.

Details of awards, distinction, good service marks, etc., if any.

11.

Registration details (for the post of Dy. Secy. Post)

:

Registration No.

:

Date

:

Validity

:

Name of Council

:

13.

Shorthand/Typing Speed

:

(for the post of Stenographer)

(i) English Shorthand Speed

(ii) Typing speed on Computer

12.

Any other information

:

DECLARATION

I hereby declare that the particulars given above are correct and true to the best of my knowledge and believe and nothing has been concealed therein.

Date

:

Place

:

Candidate

Signature of the

Encl : Self Attested copies of all documents