

The proposed advertisement to be uploaded on the institute website is as below:-

<p>सुपर स्पेशियलिटी बाल चिकित्सालय एवं स्नातकोत्तर शैक्षणिक संस्थान, सेक्टर-30 नोएडा 201303 गौतमबुद्धनगर उ०प्र० (राज्य सरकार के अधीनस्वायत्तशासी संस्थान) वेब-साइट:- www.ssphpgti.ac.in ई-मेल: recruitment@ssphpgti.ac.in</p>			
विज्ञापन संख्या-SSPHPGTI/Est./2020/05		दिनांक 29/02/2020	
सुपर स्पेशियलिटी बाल चिकित्सालय एवं स्नातकोत्तर शैक्षणिक संस्थान, नोएडा में निम्नलिखित गैर शैक्षणिक पदों के लिए आवेदन आमंत्रित किये जाते हैं।			
क्र० स.	पदनाम	वेतनमान	कुल पद 01
1	भण्डार क्रय अधिकारी	(रु० 53100-167800, लेवल-9)	01
2	वरिष्ठ प्रशासनिक अधिकारी	(रु० 47600-151100, लेवल-8)	01
3	पुस्तकालयध्यक्ष ग्रेड-1	(रु० 29200-92300, लेवल-5)	01
<p>उक्त पदों हेतु ई-मेल के माध्यम से आवेदन दिनांक 01.03.2020 से किये जा सकेंगे एवं आवेदन करने की अन्तिम तिथि दिनांक 31.03.2020 सायं 05.00 बजे तक होगी। उपरोक्त पदों हेतु अर्हता, आवेदन शुल्क, ई-मेल के माध्यम से आवेदन प्रक्रिया एवं अन्य सम्बन्धित विस्तृत जानकारी संस्थान की वेबसाइट www.ssphpgti.ac.in पर दिनांक 01.03.2020 से उपलब्ध होगी। पदों की संख्या आवश्यकतानुसार घटाई अथवा बढ़ाई जा सकती है। आरक्षण उत्तर प्रदेश सरकार के नियमानुसार लागू।</p>			
			निदेशक

Eligibility and Qualification:-

Sl No.	Post	Upper age Limit	Qualification
1	Store Purchase Officer	40 Years	<p>1. Graduate in Science/ Commerce/ economics (55% and above) from a recognized university, and</p> <p>2. MBA or PG Diploma of 2 years in Material Management & Inventory Control, and</p> <p>3. 3 years experience at supervisory level in Material Management, which can be relaxed for persons with MBA, and</p> <p>4. Knowledge of computers.</p> <p style="text-align: center;">OR</p> <p>1. 1st class Engineering Degree in Industrial Engineering with Material Management and inventory control as approved subject, and</p> <p>2. Two years experience at supervisory level in Material Management or store in Government/Semi Government PSU/large hospital/Scientific organization. Preference: Experience of using computer.</p> <p>3. Knowledge of computers.</p>

2	Senior Administrative Officer	40 Years	1. Five years Govt. service as Administrative Officer 2. If sufficient number of eligible persons are not available, the field of eligibility may be extended to include such substantively appointed Administrative Officers who, taken together, have completed at least fifteen years substantive Govt. service on the posts of Junior Assistant, Senior Assistant, Head Assistant and Administrative Officer.
3	Librarian Grade-I	40 Years	Intermediate and 2 year diploma in library science, DOEACC "O" Level Certificate.

General Conditions for filling up application:

1. Applications are accepted only if emails and hard copies are received. The application needs to be sent to **recruitment@ssphpgti.ac.in** by 5.00 PM on 31-03-2020
2. A hard copy of duly signed application form must to be sent to the **Director, Super Speciality Paediatric Hospital & Post Graduate Teaching Institute, Sector-30, Noida-201303, Gautambudh Nagar, U.P. (India)** through registered/speed Post or courier only so as to reach by 17:00 Hrs on 31-03-2020 Hard copy of applications by hand will not be accepted.
3. All those applicants **for the post of Senior Administrative Officer** who have applied earlier vide Advertisement No. 7/2016 dated 17.06.2016, Advt. No. 23/2016 dated 11.06.2016 & Advt. No. Est.-01/2019 dated 24.01.2019 should submit an updated application in the new format, if they wish to apply again. However, they need not pay the processing fee, if they attach details of proof of previous payment, towards the same. **Please Note that all the candidates applying for the post of Store Purchase Officer and Librarian Grade-01 need to deposit the processing fee as mentioned in S.No.5**
4. A format of application is given on the website. The applicants need to download it and fill by typing on computer. The form then should be converted to PDF and sent via E-mail. Scanned self attested copy of all relevant documents in PDF including Demand Draft must be sent with the application e-mail otherwise form will be treated as cancelled.
5. A demand draft towards processing fee of Rs. 500 for General Category and Rs. 250 for reserved category candidates, applying for the posts advertised, must be sent with application form. The Demand Draft should be made in favour of **"Director, SSPHPGTI"** and it should be payable at Noida.
6. You should apply only if you are fulfilling the eligibility criteria as per advertisement. Fee once deposited shall not be refunded in any circumstances.
7. The reservation norms for SC/ST and OBC category shall be determined as per U.P Govt. rules only. Such applicants must have and send caste certificate (issued not earlier than 6 months) from the authorities of U.P only. Applicants not having caste certificate from U.P. Govt. authorities will be considered in general category & are advised to fill the form accordingly.
8. Institute reserves the right to fill or not fill the advertised post.
9. Institute reserves right to reject, any or all the applications without assigning any reason.

10. The candidates may be short listed for the interview by the Institute depending on the number of applications against the advertised posts whenever required.
11. The number of posts may be increased or decreased without assigning any reason.
12. Age (as on the last date of application submission):-Minimum age is 21 years. Maximum age for posts is 40 years for general candidates. Relaxation for SC/ST/OBC/ Ex-service candidates in maximum age will be applicable as per the U.P. government rules.
13. Any corrigendum /amendment will now be published on website only.
14. Please ensure that self-attested copies of the following documents apart from any other relevant documents have been attached with E-mail as well as hard copy of the application (if the records are not in English/Hindi, a certified English/Hindi translation of the certificates must be provided).
 - (I) A certificate of Date of Birth (Matriculation certificate)
 - (II) All educational certificates.
 - (III) Experience certificates.
 - (IV) Caste Certificate (if applicable).
 - (VI) Any other relevant certificates/documents.