

No.A.12034/08/2016-EPI
Directorate General of Health Services
(EPI Section)

Chief Secretary's Office

Dy. No.: 152273

Date: 2/12/19

Nirman Bhawan, New Dehli-110 011
Dated the 25 November, 2019

CIRCULAR

Applications are invited for one post of Administrative Officer Group 'B' Gazetted in the Pay Matrix Level -8 (Rs.47600-151100/-) [Pay band-2, Rs.9300-34800 plus Grade Pay Rs.4800/- (pre-revised)] in the Central Research Institute, Kasauli under the Ministry of Health and Family Welfare.

2. The post is required to be filled by transfer on deputation (including short term contract) from:

Officers under the Central Government or State Government or Union territories or Public Sector Undertakings or Autonomous Body or Statutory Body organizations or Universities or Recognised Research Institutes :-

(a)(i) holding analogous post on regular basis in the parent cadre or department;

Or

(ii) with 2 years' service in the grade rendered after appointment thereto on a regular basis in the Level -7(Rs.44900-142400) in the Pay Matrix or equivalent in the parent cadre or department;

And

(b) possessing the following educational qualification and experience :-

Essential :

(i) Degree of a recognised University or Institute.

(ii) three years experience in Establishment, Vigilance, Accounts work and Court matters in a Government Office or Public Sector Undertakings or Autonomous Body or Statutory Body.

DUTIES AND RESPONSIBILITIES:

Administrative Officer has to look after all service matters of the whole staff of the institute as well as other duties assigned by the Head of the Department i.e. Director. This post is the key post in the administrative/ministerial side to put forth proposals, vigilance cases, disciplinary cases, budgetary requirement, judicial matters/court, service matters (appointment, promotion, liaisoning with various committees with regard to service matters), performing duties of Estate Officer, allotment of residential accommodation, outsourcing matters etc. Thus the duties and responsibilities are vital for the smooth running and functioning of the Institute.

3. The person selected will be entitled to draw pay/deputation allowance in accordance with the Department of Personal & Training O.M. No. 2/29/91-Estt. (Pay -II) dated 15.01.1994 as amended vide O.M. No. 2/8/97-Estt. (Pay-II) dated 11.03.1998, 12.11.1998 & O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010.

Services-II Branch

Diary No. 152273

Date 26/12/19

4. The application of suitable officers, who are willing and eligible for the post and who can be spared immediately in the event of selection may be forwarded, through proper channel, duly verified, to the Director, Central Research Institute, Kasauli, Distt. Solan (H.P)-173204; within 45 days of publication in employment News, in the prescribed proforma, along with ACR dossiers for the last 3/8 years as the case may be, Integrity Certificate, Vigilance Clearance and Statement giving details of major or minor penalties imposed on the Officer, if any, etc.
5. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete Application shall not be entertained.


(S.K. Tanwar)
Deputy Director

Copy to:-

1. All Ministries/Departments of the Government of India.
2. All Chief Secretaries of State Govt./ UTs.
3. All Public Sector Undertakings [through Department of Public Enterprise Block No. 14, CGO Complex, New Delhi-110003.
4. Secretary University Grants Commission, Bhadurshah Zafar Marg, New Delhi with the request to forward to all the Heads of the Universities.
5. Deputy Secretary, Department of Science and Technology, technology Bhavan, Rafi Marg, New Delhi with the request to circulate to all the scientific institutions under their administrative control.
6. Deputy Secretary (Administration) CSIR, Anusandhan Bhavan, Rafi Marg, New Delhi
7. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110011.
8. All subordinate Offices of the Ministry of Health F.W/Dte. General of Health Services.
9. All Section/Cells of the Dte. G.H.S.
10. Section, Ministry of Health & Family Welfare with 50 spare copies.
11. NIC for uploading the circular on the website of Ministry of Health & F.W.
12. The Director, Central Research Institute, Kasauli-173204
13. Copy to US (V.I.) with the request to kindly get the circular uploaded on the website of the Ministry of Health & F.W.


(S.K. Tanwar)
Deputy Director

BIO-DATA

Name of the post applied for:-					
1.	Name and Address (in Block Letters)		:		
2.	Date of Birth(in Christian era)		:		
3.	(i)Date of entry into regular service		:		
	(ii) Date of retirement under Central/State Government Rules		:		
4.	Educational Qualifications		:		
5.	Whether Educational and other qualifications required for the post are satisfied.(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		:		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular			Qualifications/experience possessed by the officer		
Essential			Essential		
(A)Qualification			(A)Qualification		
(B)Experience			(B)Experience		
Desirable			Desirable		
(A)Qualification			(A)Qualification		
(B)Experience			(B)Experience		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		:		
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
Office/Institution	Post held on Regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent		:	
9.	In case the present employment is held on deputation/contract basis, please state		:	
(a) The date of initial appointment	(b) Period of appointment on deputation/contract	(c) Name of the parent office/ organization to which the applicant belongs.	(d) Name of the post and Pay of the post held in Substantive capacity in the Parent organisation	
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2	Note :Information under Column9(c) &(d)above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organisation			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		:	
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)		:	
(a)	Central Government	:		
(b)	State Government	:		
(c)	Autonomous Organization	:		
(d)	Government Undertaking	:		
(e)	Universities	:		
(f)	Others	:		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		:	
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		:	

14.	Total emoluments per month now drawn		
	Basic Pay as per 7 th CPC.	Pay Level	Total Emoluments
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be closed.		
	Pay Level and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to)		
	(i) additional academic qualifications	:	
	(ii) professional training and	:	
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement (Note: Enclose a separate sheet, if the space is insufficient)	:	
16.B	Achievements: The candidates are requested to indicate information with regard to;		
	(i) Research publications and reports and Special projects	:	
	(ii) Awards/ Scholarships/ Official Appreciation	:	
	(iii) Affiliation with the professional bodies/institutions/societies and;	:	
	(v) Any research/ innovative measure Involving official recognition	:	
	(vi) Any other information.	:	
	(Note: Enclose a separate sheet if the space is insufficient)		

17.	Please state whether you are applying For deputation or short term contract.	:	
18.	Whether belongs to SC/ST	:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Address

(Signature of the candidate)

Date

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 3/8 years attested by an officer of the rank of Under Secretary of the Govt. of India or equivalents are enclosed.
- (iv) No major/minor penalty has been imposed on him/ her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)