

T.S
16-3-12

CIRCULAR

In continuation of this Ministry's circular of even No. dated 23.09.2011, applications are invited in the prescribed Proforma for filling up of one post of Assistant Director (Administration) in the National Centre for Disease Control, Delhi, a subordinate office under Ministry of Health & Family Welfare in the pay scale of in the pay scale of Rs. 15,600-39,100 + Grade Pay Rs. 6,600/- (PB-3). The post is required to be filled up by transfer on deputation from the officers under the Central Government/State Government having the following eligibility criteria:

Officers from the Central/State:

Handwritten notes and signatures on the left side of the page, including a signature that appears to be 'S. S. S.' and the date '07/02'.

- (a) (i) Holding analogous post or
- (ii) With 5 years regular service in the pay scale of Rs. 700-1300 (Revised to Rs. 2200-4000 by 4th CPC, Rs. 8000-13500 by 5th CPC, further revised to PB-2 Rs. 9300-34800+Grade Pay Rs. 5400 by 6th CPC or equivalent
- Or
- (iii) With 8 years regular service in the post in the pay scale of Rs. 650-1200. (Revised to Rs. 2000-3500 by 4th CPC, further revised to PB-2 Rs. 9300-34800 + Grade Pay Rs. 4600 or equivalent. The number of years has been reduced to 6 years as per UPSC letter No. 3/40/2005. AD T.T dated 28.06.2006.

(b) Possessing experience in administrative, establishment and accounts matters

Handwritten notes: 96 CHS, 9/2/12

(The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some of the organization/department of the Central Govt. shall not exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications)

Handwritten notes: S. S. S., A. B., 23.02.12

2. Period of Deputation shall ordinarily not exceed 3 years. The officers selected for appointed on deputation basis shall be governed by the Government of India Instruction contained in Department of Personnel & Training's OM No. 06/08/09- Estt (Pay-II) dated 17.06.2010, as amended from time to time.

3. The eligible and interested officers may send their applications in the enclosed Proforma (Annexure-I) through proper channel, so as to reach the undersigned within 60 days from the date of publication of the vacancy circular in the Employment News along with the following documents:-

Handwritten number: 503

- (i) Original/ Photocopies of the ACR's (duly attested by a Group-A Officer) for the last Five Years.
- (ii) Vigilance clearance certificate.
- (iii) Integrity certificate duly signed by an officer not below the rank of Deputy Secretary.
- (iv) No penalty certificate duly signed by an officer not below the rank of Deputy Secretary.

Handwritten signature and date: 22/2/12

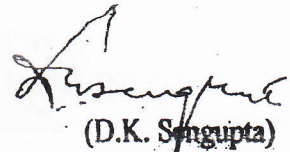
Handwritten signature and date: 9/2/2012

Contd.....

Address: Shri D.K. Sengupta, Under Secretary (Public Health-II), Ministry of Health and Family Welfare, Room Ni. 434 'C', 4th Floor, Nirman Bhawan, New Delhi. (3)

Application received without aforesaid documents or after the prescribed date, shall liable to be rejected.

Encl: performa of Application



(D.K. Sengupta)

Under Secretary to the Govt. of India

Tel.No.23061141

To,

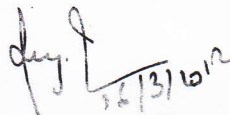
1. All Ministries/Departments of Government of India (including Autonomous Organizations/Research Institutes under their control).
2. Chief Secretaries of State Governments/Administrators of Union Territories.
3. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.
4. The Director (Sh. Rajiv Kumar Jain), Dte. of Advertising and Visual Publicity (DAVP), Scochna Bhawan, Room No. 540, CGO complex, New Delhi with reference to the previous circular of this Ministry dated 23.09.2011 and letter of even No. dated 19.01.2012 (copy enclosed)
5. JS (PH)
6. Coord-I Section, D/o H&FW.
7. Dir. (NIC), Ministry of Health and Family Welfare for uploading on Ministry's website.
8. Director, NCDC, 22, Sham Nath Marg, Delhi-54 for information and necessary action arising later relating to this matter.

3/11/11-01-09/2012
प्रमाणित

175 (3)

दिनांक 16.03.2012

प्रतिपक्ष - सभी निदेश नए नए की तरह प्रेषित की नए नए
के अनुसार प्रेषित प्रेषित ।



प्रमाणित

(4) 3

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR
(ADMINISTRATION) ON TRANSFER ON DEPUTATION BASIS IN
NATIONAL CENTRE FOR DISEASE CONTROL, DELHI.**

BIO-DATA PROFORMA

1. Name & Address in Block Letters:-
2. Data of Birth (in Christian Era):-
3. Data of retirement under Central Government Rules:-
4. Educational Qualifications:-
5. Whether educational and other qualifications/
experience/eligibility conditions 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/Eligibility	
Qualifications/Experience/Eligibility	Conditions required
Conditions possessed by the Officer	

(a)

(b)

(c)

6. Date from which appointed on regular basis in analogous post Or in pay scale of Rs. 9300-34800+5400/- (Pre-revised Rs. 8000-13500/-) Or in pay scale of Rs. 9300-34800+4200/- (Pre-revised Rs. 6500-10500/-) and the name of the post:-

7. In case holding or held a post carrying pay scale of Rs. 9300-34800+4200/- indicate its pre-revised scale:-

8. The period spent in Administration in supervisory capacity (please indicate the post held and duration):-

9. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:-

13. Additional information, if any, which you would like to mention in support of your suitability for the post.
(Enclose a separate sheet if the space is insufficient):-

14. Full address of forwarding authority with telephone number:-

15. Whether belongs to SC/ST:-

16. Remarks:-

Date:-

Signature of the candidate
Full office address,
Contact number & E. Mail ID

ANNEXURE-II

(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER /HEAD OF OFFICE/FORWARDING AUTHORITY)

Certified that the particulars furnished by _____ are correct and he/she fulfills eligibility conditions mentioned in the vacancy circular.

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 fro the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.

(iv) *No major/minor penalty has been imposed on him/her during the last 10 years.

(v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed*.

Signature _____

Designation _____

Office Seal with contact number _____

Place:-

Dated:-

List of enclosure:-

*Strike out which is not applicble.