

F. No.A-12034/06/2022-EPI  
भारत सरकार /Government of India  
स्वास्थ्य और परिवार कल्याण मंत्रालय /Ministry of Health & Family Welfare  
स्वास्थ्य सेवा महानिदेशालय /Directorate General of Health Services  
ई पी आई अनुभाग/ EPI Section

Nirman Bhawan, New Delhi-110 011  
Dated 14<sup>th</sup> March, 2022

**CIRCULAR**

Applications are invited for one post of Assistant Director (Non-Medical) Group 'A' Gazetted (Non-Menistrial) in the Level -11 (Rs.67,700-2,08,700/-)in the pay matrix in BCGVL, Guindy, Chennai under the Directorate General of Health Services, Ministry of Health and Family Welfare.

2. The post is required to be filled on deputation (Including Short Term Contract) from:

- (1) Officers of the Central Government or State Government or Public Sector Undertakings or Universities or Recognized Research Institutions or Autonomous/ Statutory Bodies;
- (a) (i) holding analogous post on regular basis in the parent cadre or department;  
or  
(ii) With five years service in the grade rendered after appointment thereto on a regular basis in posts in the level-10 (Rs. 56,100-1,77,500/-) in the pay matrix or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualification and experience;

**Essential :**

- (i) Master Degree in Science or Master Degree in Veterinary Science in Bio-Chemistry or Microbiology from a recognised University or Institute.  
(ii) Five years experience in manufacturing of Human Biological products or in research in the field of medical or Microbiology or Virology or Bio-chemistry or Immunology along with experience in Current Good Manufacturing Practices regulations and guidelines with ability to prepare and maintain required documentation.

**Desirable:**

Ph.D in Bio-Chemistry or Microbiology or Immuno-Chemistry from recognised University or Institute.

**Note1:** The departmental Deputy Assistant Director (Non-Medical) in level-10 (Rs. 56,100-1,77,500/-) in the pay matrix with five years regular service in the grade; and possessing the educational qualifications and experience prescribed for deputationists will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

**Note2:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

**1. Duties and Responsibilities:**

- (i) Overall responsible for all production related activities.
  - (ii) Preparing and reviewing of instruction for the production of product according to written documents.
  - (iii) Reviewing of all production batch records and ensure that they are completed and signed.
  - (iv) Reviewing of protocols, SOP's related to production.
  - (v) All Production deviation are reported, evaluated and the critical deviation are investigated and conclusion is recorded.
  - (vi) To ensure the production facilities is cleaned, disinfected and maintained.
  - (vii) To ensure necessary calibration are performed and recorded.
  - (viii) Evaluation of proposed changes in product process on equipment.
  - (ix) To ensure the validation of process are carried out & recorded.
  - (x) Strengthening of training of staff of production.
4. The terms and conditions of deputation will be regulated in terms of Department of Personal & Training O.M. No. 2/29/91-Estt. (Pay-II) O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended vide O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017.
5. 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 Consultant (Deputy Director- EPI), Directorate General of Health Services, Room No. 758 – A-wing, Nirman Bhawan, New Delhi-110011 within 60 days of publication in Employment News, in the prescribed proforma, along with APAR/ ACR dossiers for the last 5 years, Integrity Certificate, Vigilance Clearance and Statement giving details of major or minor penalties imposed on the Officer, if any, etc. A copy of proforma is enclosed.
6. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete Application shall not be entertained.

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. Coordination Section, Ministry of Health & Family Welfare with 50 spare copies.
11. The Director, BCGVL, Guindy, Chennai-600032 with the request to advertisement said post in the Employment News and leading newspapers. Also upload the post on the website of the Laboratory for wide publicity.
12. NIC for uploading the circular on the website of MoHFW.
13. DDA (G) for uploading the circular on the website of Dte.GHS .

  
(R S Nautiyal)  
Consultant (Deputy Director)

  
(R S Nautiyal)  
Consultant (Deputy Director)

## BIO – DATA / CURRICULAM VITAE PROFORMA

APPLICATION PROFORMA FOR THE POST OF **ASSISTANT DIRECTOR (NON MEDICAL)** TO BE FILLED ON DEPUTATION BASIS AT BCGVL, GUINDY, CHENNAI UNDER THE DIRECTORATE GENERAL OF HEALTH SERVICES, MINISTRY OF HEALTH AND FAMILY WELFARE.

1. Name and Address (in block letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central /State Government Rules	
4. Educational Qualifications	
5. a) 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)	
b) Qualifications / Experience required as mentioned in the vacancy circular	<b>Qualifications / experience possessed by the officer</b>
(i) <b>Qualification:</b> <b>Essential:</b> Master Degree in Science or Master Degree in Veterinary Science in Bio-Chemistry or Microbiology from a recognized University or Institute. <b>Desirable:</b> Ph.D in Bio-Chemistry or Microbiology or Immuno-Chemistry from recognized University or Institute.	

<p><b>(ii) Experience:</b>  <b>Essential:</b>        Five years experience in manufacturing of Human Biological products or in research in the field of medical of microbiology or Virology or Bio-chemistry or Immunology along with experience in Current Good Manufacturing Practices regulations and guidelines with ability to prepare and maintain required documentation.</p>					
<p>5.1: Note: In the case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects <b>may be indicated by the candidate</b></p>					
<p>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.</p>					
<p>7. Details of employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:</p>					
Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale for the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
<p>*Important: Pay-band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned.</p>					

Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office / institution	Pay, Pay Band and Grade Pay drawn under ACP / MACP scheme	From	To
8. Nature of present employment i.e. Ad – hoc or Temporary or Quasi – Permanent or Permanent			
9. In case of 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 organization
<p>9.1 Note: In case of Officers / officials 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</p> <p>9.2 Note: Information under Column 9 (c ) &amp; (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 the parent cadre / organization.</p>			
10) If any post held on deputation in the past by the applicant, date of return from the last deputation and other details			
<b>11) Additional details about present employment:</b> 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		
Pay Level and Basic Pay	Total Emoluments	
15. In case of 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 enclosed:		
Basic pay with scale of pay and rate of increment	Dearness pay / interim relief/other allowances etc., (with break-up details)	Total emoluments
<b>16 (a) Additional information</b> , 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  <b>Note: Enclose a separate sheet, if the space is insufficient</b>		
<b>16 (b) Achievements if any:</b> 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; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		

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

I have carefully gone through the vacancy circular 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.

Date:

(Signature of the candidate)

**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 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above 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)

**Counter signed  
(Employer / Cadre Controlling Authority with seal)**

Nirman Bhawan, New Dehli-110 011  
Dated 14 March, 2022

**CIRCULAR**

Applications are invited for one post of Supply Officer, Group 'B' Gazetted (Non-Ministerial) in the Level -8 (Rs.47,600-151100/-) in the pay matrix in BCGVL, Guindy, Chennai under the Directorate General of Health Services, Ministry of Health and Family Welfare.

2. The post is required to be filled on deputation (Including Short Term Contract) from:

- (1) Officers of the Central Government or State Government or Public Sector Undertakings or Universities or Recognized Research Institutions or Autonomous/ Statutory Bodies;
  - (a) (i) holding analogous post on regular basis in the parent cadre or department; or
  - (ii) With two years service in the grade rendered after appointment thereto on a regular basis in posts in the level-7 (Rs. 44900-142400/-) or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualification and experience;
  - (i) M.Sc. Degree in Microbiology or Bio-Chemistry or Bio-Technology or B.Pharma or B.Tech. (Bio-Technology) from a recognised University or Institute.
  - (ii) Three years experience in handling of supply chain of a Biologicals or Pharmaceuticals products from a recognised Institute.

**Note1:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

**Note2:** The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

1. **Duties and Responsibilities;**

- (i) To co-ordinate between Procurement Cell of UIP and Q.A.
- (ii) To Assess then and there the production stock ready for Supply.
- (iii) To Co-ordinate the supply centers allotted by UIP, then and there.
- (iv) To Co-ordinate between Airline people/Transport in looking for the smooth operation of lifting vaccine.
- (v) To maintain complete correspondence/ records pertaining to supply.
- (vi) Ensure proper, safe transport of Vaccine to various centers.
- (vii) To estimate the cost of service machineries basic necessities and any other materials required for supply.
- (viii) To supply vaccine along with saline in proper condition with required quantity as mentioned in the supply order to the allotted UIP centers.
- (ix) To prepare all monthly/ Quarterly/ Annual reports on supply of vaccine.
- (x) Any other works assigned by superiors.

4. The terms and conditions of deputation will be regulated in terms of Department of Personal & Training O.M. No. 2/29/91-Estt. (Pay -II) O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended vide O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017.
5. 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 Consultant (Deputy Director- EPI), Directorate General of Health Services, Room No. 758 – A-wing, Nirman Bhawan, New Delhi-110011 within 60 days of publication in Employment News, in the prescribed proforma, along with APAR/ ACR dossiers for the last 5 years, Integrity Certificate, Vigilance Clearance and Statement giving details of major or minor penalties imposed on the Officer, if any, etc. A copy of proforma enclosed.
6. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete Application shall not be entertained.



(R S Nautiyal)

Consultant (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. Coordination Section, Ministry of Health & Family Welfare with 50 spare copies.
11. The Director, BCGVL, Guindy, Chennai-600032 with the request to advertisement said post in the Employment News and leading newspapers. Also upload the post on the website of the Laboratory for wide publicity.
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(R S Nautiyal)

Consultant (Deputy Director)

## BIO – DATA / CURRICULAM VITAE PROFORMA

APPLICATION PROFORMA FOR THE POST OF **SUPPLY OFFICER** TO BE FILLED ON DEPUTATION BASIS AT BCGVL, GUINDY, CHENNAI UNDER THE DIRECTORATE GENERAL OF HEALTH SERVICES, MINISTRY OF HEALTH AND FAMILY WELFARE

1. Name and Address (in block letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central / State Government Rules	
4. Educational Qualifications	
5. a) 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)	
b) Qualifications / Experience required as mentioned in the vacancy circular	Qualifications / experience possessed by the officer / official
(i) <b>Qualification:</b> M.Sc. Degree in Microbiology or Bio – Chemistry or Bio-Technology or B. Pharma or B.Tech. (Bio-Technology) from a recognized University or Institute	
(ii) <b>Experience:</b> Three years experience in handling of supply chain of a Biologicals or Pharmaceuticals products from a recognized Institute	
5.1 Note: In the case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects <b>may be indicated by the candidate</b>	

<p>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.</p>					
<p>7. Details of employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:</p>					
Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale for the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned.

Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office / institution	Pay, Pay Band and Grade Pay drawn under ACP / MACP scheme	From	To
<p>8. Nature of present employment i.e. Ad – hoc or Temporary or Quasi – Permanent or Permanent</p>			

<p>9. In case of the present employment is held on deputation/contract basis, please state-</p>			
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 organization
<p>9.1 Note: In case of Officers / officials 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</p> <p>9.2 Note: Information under Column 9 (c ) &amp; (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 the parent cadre / organization.</p>			
10) If any post held on deputation in the past by the applicant, date of return from the last deputation and other details			
<p><b>11) Additional details about present employment:</b>            Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>			
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			
Pay Level and Basic Pay		Total Emoluments	

15. In case of 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 enclosed:

Basic pay with scale of pay 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

**Note:** Enclose a separate sheet, if the space is insufficient

**16 (b) Achievements if any:**

(Note: Enclose a separate sheet if the space is insufficient)

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

I have carefully gone through the vacancy circular 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.

Date:

(Signature of the candidate)

**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 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above 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)

**Counter signed  
(Employer / Cadre Controlling Authority with seal)**

Nirman Bhawan, New Dehli-110 011  
Dated 14<sup>th</sup> March , 2022**CIRCULAR**

Applications are invited for one post of Store Officer, Group 'B', Non-Gazetted, Non-Ministerial in the Pay Level -6 (Rs.35,400-1,12,400/-) in the pay matrix in BCGVL, Guindy, Chennai under the Directorate General of Health Services, Ministry of Health and Family Welfare.

2. The post is required to be filled on deputation (Including short term contract) plus promotion from:

- (1) Officers of the Central Government or State Government or Union Territories or Public Sector Undertakings or Universities or recognized Research Institutions or Autonomous/ Statutory Bodies; who have the following qualification and experience.
  - (a) (i) holding analogous post on regular basis in the parent cadre or department; or
  - (ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in the level-5 (Rs. 29,200-92,300/-) in the pay matrix or equivalent in the parent cadre or department; or
  - (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 (Rs. 25,500-81,100/-) in the pay matrix or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience;
  - (i) Master degree with Economics or Commerce or Statistics or Business studies or Public Administration from a recognised University or institute; and one year experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or autonomous organization or Public Sector Undertaking or University or any recognised institute or Banks or in a Private Sector Organization listed on the stock exchange of India; or
  - (ii) Bachelor degree in Economics or Commerce or Statistics or Business studies or Public administration as a subject from a recognised University or Institute; and two years experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or Autonomous organization or Public sector Undertakings or University or any recognised institute or Banks or in a Private Sector organization listed on the stock exchange of India; or
  - (iii) Diploma in Materials Management or Warehousing Management or Purchasing or logistic or Public Procurement from recognised University or Institute; and three years experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or autonomous organization or Public Sector Undertaking or University or any recognised institute or Banks or in a Private Sector Organization listed on the stock exchange of India;

**Note1:** The Departmental Store Keeper in level-4 (Rs. 25,500-81,100/-) in the pay matrix with ten years regular ten years regular service in the grade and having the educational qualification and experience prescribed for deputationists will also be considered alongwith outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

**Note2:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

3. **Duties and Responsibilities;**

- (i) Overall responsible for maintenance/ operation of Stores efficiently.
- (ii) Perform the environmental and safety audits.
- (iii) Maintain effective and professional relationship with subordinate/ vendors and service provider for upmost function of Stores.
- (iv) Receipt and proper stores of materials according to their status and FIFO/ GIGO (Quarantine / Form / Fail/ Reject).
- (v) Intimation to Q.A. of material received and sampling of the same for Raw Material testing.
- (vi) On the receipt of report from Q.A. the material has to be stored on their status.
- (vii) Distribution of materials based on the Indent from user and stock.
- (viii) Maintenance of adequate stock of materials.
- (ix) Maintenance and updating of registers/ forms pertaining to stores.

- (x) Communicate with other departments to ensure proper flow of information.
- (xi) Preparation of necessary reports on periodical basis.
- (xii) Responsible for Inventory/ Stock management.
4. The terms and conditions of deputation will be regulated in terms of Department of Personal & Training O.M. No. 2/29/91-Estt. (Pay -II) O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended vide O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017.
5. 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 Consultant (Deputy Director- EPI), Directorate General of Health Services, Room No. 758 – A-wing, Nirman Bhawan, New Delhi-110011 within 60 days of publication in Employment News, in the prescribed proforma, along with APAR/ ACR dossiers for the last 5 years, Integrity Certificate, Vigilance Clearance and Statement giving details of major or minor penalties imposed on the Officer, if any, etc. A copy of performa of Bio-Data is attached.
6. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete Application shall not be entertained.



(R S Nautiyal)  
Consultant (Deputy Director)

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3. All Public Sector Undertakings [through Department of Public Enterprise Block No. 14, CGO Complex, New Delhi-110003.
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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. Coordination Section, Ministry of Health & Family Welfare with 50 spare copies.
11. The Director, BCGV, Guindy, Chennai-600032 with the request to advertisement said post in the Employment News and leading newspapers. Also upload the post on the website of the Laboratory for wide publicity.
12. NIC for uploading on the website MoHFW.
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(R S Nautiyal)  
Consultant (Deputy Director)

## BIO – DATA / CURRICULAM VITAE PROFORMA

APPLICATION PROFORMA FOR THE POST OF **STORE OFFICER** TO BE FILLED ON DEPUTATION BASIS AT BCGVL, GUINDY, CHENNAI UNDER THE DIRECTORATE GENERAL OF HEALTH SERVICES, MINISTRY OF HEALTH AND FAMILY WELFARE

1. Name and Address (in block letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central / State Government Rules	
4. Educational Qualifications	
5. a)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)	
b) Qualifications & Experience required as mentioned in the vacancy circular	<b>Qualifications / experience possessed by the officer / official</b>
(i) Master degree with Economics or Commerce or Statistics or Business studies or Public Administration from a recognized University or institute; and one year experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or autonomous organization or Public Sector Undertaking or University or any recognised institute or Banks or in a Private Sector Organization listed on the stock exchange of India; or	

<p>(ii) Bachelor degree in Economics or Commerce or Statistics or Business studies or Public administration as a subject from a recognized University or Institute; and two years experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or Autonomous organization or Public sector Undertakings or University or any recognized institute or Banks or in a Private Sector organization listed on the stock exchange of India; or</p> <p>(iii) Diploma in Materials Management or Warehousing Management or Purchasing or logistic or Public Procurement from recognized University or Institute; and three years experience in handling stores and keeping accounts in a store or in a concern of Central of State Government or Statutory or autonomous organization or Public Sector Undertaking or University or any recognized institute or Banks or in a Private Sector Organization listed on the stock exchange of India</p>	
<p>5.1: Note: In the case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects <b>may be indicated by the candidate</b></p>	

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 for the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned.

Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office / institution	Pay, Pay Band and Grade Pay drawn under ACP / MACP scheme	From	To
8. Nature of present employment i.e. Ad – hoc or Temporary or Quasi – Permanent or Permanent			

<p>9. In case of the present employment is held on deputation/contract basis, please state-</p> <table border="1"> <tr> <td>a) The date of initial appointment</td> <td>b) Period of appointment on deputation / contract</td> <td>c) Name of the parent office / organization to which the applicant belongs</td> <td>d) Name of the post and pay of the post held in substantive capacity in the parent organization</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				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 organization				
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 organization								
<p>9.1 Note: In case of Officers / officials 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</p> <p>9.2 Note: Information under Column 9 (c ) &amp; (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 the parent cadre / organization.</p>											
<p>10) If any post held on deputation in the past by the applicant, date of return from the last deputation and other details</p>											
<p><b>11) Additional details about present employment:</b>          Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>											
<p>12) Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>											
<p>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</p>											
<p>14) Total emoluments per month now drawn</p>											
Pay Level and Basic Pay		Total Emoluments									

15. In case of 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 enclosed:

Basic pay with scale of pay 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

**Note: Enclose a separate sheet, if the space is insufficient**

**16 (b) Achievements if any:**

**(Note: Enclose a separate sheet if the space is insufficient)**

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

I have carefully gone through the vacancy circular 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.

Date: \_\_\_\_\_ (Signature of the candidate)

#### **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 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above 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)

**Counter signed  
(Employer / Cadre Controlling Authority with seal)**