

F. No.A.12034/09/2020-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

निर्माण भवन, नई दिल्ली/Nirman Bhawan, New Delhi

दिनांक/ Dated: 30th March.,2022

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 BCG Vaccine Laboratory, Guindy, Chennai under Directorate General Health Services, Ministry of Health and Family Welfare.

2. The post is required to be filled by transfer on deputation from Officers under the Central Government / State Government, fulfilling the following terms and conditions;

(a)(i) Holding analogous post on regular basis,

or

(ii) With 5 years' regular service in the post, in the Level - 6 of the Pay Matrix (Grade Pay of Rs.4200/ revised) or equivalent

and

(b) Possessing experience in Administration, Accounts and Establishment matters.

3. The Period of deputation will not exceed three years.

4. **DUTIES AND RESPONSIBILITIES:**

- i. To look after all Administrative matters relating to appointment, legal matter, supervision of Accounts and other Establishment matters, co-ordination with internal and statutory Audits as well as with various local authorities and CPWD.
- ii. Preparation of Budget and monitoring of expenditure
- iii. To perform the duties of DDO and other work assigned by the Director of Laboratory

5. The deputation tenure and terms and condition of person selected will be regulated in terms with the Department of Personal & Training O.M. No. 6/8/2009- Estt. (Pay-II) dated 17.06.2010 and OM number No 2/6/2016 Estt (Pay -II) dated 23.02.2017 or any other orders issued by GoI from time to time

6. 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

7. 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. Deputy Secretary, Department of Science and Technology, technology Bhavan, Rafi Marg,
4. Deputy Secretary (Administration) CSIR, Anusandhan Bhavan, Rafi Marg, New Delhi
5. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110011.
6. All subordinate Offices of the Ministry of Health F.W/Dte. General of Health Services.
7. All Section/Cells of the Dte. G.H.S./ MoHFW.
8. Coordination Section, MoHFW.
9. NIC for uploading the circular on the website of Ministry of Health & F.W.
10. Deputy Director (G) for uploading the circular on the website of Dte G-H S
12. The Director, BCG Vaccine Laboratory, Guindy, Chennai - 600032 .



(R S Nautiyal)

Consultant (~~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				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	From	To	*Pay Band and Grade	Nature of Duties	
	Regular basis			Pay/Pay Scale of the post held on regular basis	(indetail) 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 organization
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 Column 9(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 alien in his parent cadre/ organization		
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 in the PB as per 6 th CPC /Pay Level as per 7 th CPC		Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be closed.		
Basic Pay with Scale of Pay		Dearness Pay/Interim relief/	Total Emoluments
And rate of increment		other Allowances etc., (with	
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		
	(i)additional academic qualifications	:	
	(ii)professional training and	:	
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)	:	
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.	:	
17.	Please state whether you are applying		

18.	Whether belongs to SC/ST	:	
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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.

(Signature of the candidate)

Address_____

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 equivalent 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)