

No.A.12023/02/2009-Estt.III  
Government of India  
Ministry of Health & Family Welfare  
(Department of Health & Family Welfare)

Nirman Bhavan New Delhi,  
Dated the July 2012.

VACANCY CIRCULAR

6 AUG 2012

Applications are invited in the prescribed pro-forma for filling up one post of Assistant Programme Officer (Drug De-addiction Programme) Group 'B' Gazetted, Non-Ministerial, in the pay scale of Rs.7450-11500 (pre-revised) with a Grade Pay of Rs. 4600/- in Pay Band-2 in the Department of Health & Family Welfare, Ministry of Health & Family Welfare. The post is required to be filled up by transfer on deputation basis for a period of three years from amongst the officers working under the Central Government and fulfilling the following conditions:

a) Officers under the Central Government:-

- i) holding analogous posts on regular basis in the parent cadre/Department; or
- ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.6500-10500 (Pre-revised) or equivalent in the parent cadre; or
- iii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5500-9000 or equivalent in the parent cadre/ Department; **and**

b) Possessing the following educational qualifications and experience:-

- i) Bachelor's Degree from a recognized University or equivalent;
- ii) Two years experience in any health related programme.

(Period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years on the closing date of receipt of applications).

2. Persons appointed on deputation will be allowed to draw pay/ deputation duty allowance in terms of Department of Personnel & Training's O.M. 6/8/2009-Estt. (Pay II) dated 17<sup>th</sup> June 2010, as amended from time to time.

3. The eligible and interested officers may apply through proper channel in the pro-forma annexed to this circular so as to reach the undersigned **within 60 days from the date of publication in the Employment News**. While forwarding the applications, it may please be ensured that the particulars of the candidates are verified and they fulfil the eligibility conditions. It is also to be certified that no vigilance/disciplinary proceedings are either pending or contemplated against the candidates and also to forward attested copies of the Annual Confidential Reports for the last five years along-with their applications.

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4. Assistant Programme Officer (Drug De-addiction Programme) will be responsible to provide support to the Director (Drug De-addiction Programme) in all respects pertaining to management, planning, budgeting, monitoring, evaluation and implementation of the programme.
5. The candidates who apply for the post will not be allowed to withdraw their candidature in the event of their selection consequently.
6. Hindi version follows.



(Anil Kumar)

Under Secretary to the Government of India

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To:

1. All Ministries/Departments of the Government of India
2. All Sections/Cells/Units in the Ministry of Health & Family Welfare.
3. Director, Drug De-addiction Programme, D/o Health & FW.
4. Dte.GHS Admn. I Section/O&M. Section.
5. Pay & Accounts Officer (Sectt), M/o Health & FW, Nirman Bhavan, New Delhi.
6. Budget (H&FW)/Cash (H&FW) Sections, M/o Health & FW, Nirman Bhavan.
7. The Assistant Director, DAVP, Soochna Bhavan, Room No.839-A, CGO Complex, Lodi Road, New Delhi. It is requested that the estimated cost towards publication of this circular may kindly be intimated to this Ministry immediately to enable this Ministry to issue necessary sanction. It is also requested that the vacancy circular may kindly be published in the earliest issue of the Employment News under intimation to the undersigned. *This may kindly be sent urgently.*
8. Assistant Director (NIC) with request to upload it on Ministry's website.
9. DoPT, North Block, New Delhi
10. Notice Board/Guard File.

**PROFORMA**

1. Name and Address  
(in Block Letters)
2. Date of Birth  
(in Christian era)
3. 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 per RRs.

Qualifications/ Experience  
Possessed by the officer

- Essential:**
- 1) Bachelors Degree from a recognized  
recognized University or equivalent, and
  - 2) Two years' experience in any health  
related programmes.

6. Please State clearly whether in the light  
of entries made by you above, you meet the  
requirement 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	From	To	Scale of Pay and Basic pay (pre-revised & revised)	Nature of duties (in detail)

8. Nature of present employment i.e.  
Ad-hoc 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 you belong. ....
10. Additional details about present employment: ..  
Please state whether working under ..  
(indicate the name of your employer ..  
against the relevant column). ..

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. 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
13. Total emoluments per month now drawn:
14. Additional information, if any, which you would like to mention 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).

15. Whether belongs to SC/ST
16. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the Professional bodies/institutions/societies And (iv) any other information.  
(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date

Signature of the  
Candidate and address

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Countersigned  
(Employer with Seal)