

No.A.12023/01/2015-Estt.III
Government of India
Ministry of Health & Family Welfare
(Department of Health & Family Welfare)

Nirman Bhavan New Delhi,
Dated the 19 January 2012.

VACANCY CIRCULAR

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 17th 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 45 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.

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.



(Dhruv Chakravarty)

Under Secretary to the Government of India
Tel. No. 23061323.

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, Employment News, East Block-IV, Level -5 R.K.Puram New Delhi-110066. It is requested that the vacancy circular may kindly be published in the earliest issue of the Employment News under intimation to the undersigned.
8. Dir(BOP) with request to upload it on Ministry's website.
9. DoPT, North Block, New Delhi
10. Notice Board/Guard File.

Proforma for application for the post of Assistant Programme Officer (Drug De-Addiction) in the Department of Health & Family Welfare

<p>1. Name (in Block Letters) :</p> <p>Address (Office):</p> <p>Address (Residence):</p> <p>Telephone No. (Office):</p> <p>(Residence):</p> <p>e-mail id:</p>		<p>PASTE A COPY OF THE LATEST PASS-PORT SIZE PHOTOGRAPH</p>			
2. Date of Birth (in Christian era)					
3. Date of retirement under Central Government Rules :					
4. Educational Qualifications (enclose attested copies of certificates)					
Qualifications/Experience Required	Qualifications/ Experience Possessed				
5. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post					
6. Do you hold analogous post on regular basis under the Central Government or do you hold any other post with requisite years of service under the central govt. in any specified category next below the analogous post with pay scale (pay band) and grade pay. If so, please specify with reference to the post applied for					
7. Do you hold requisite years of experience for the post applied for in the field of finance, accounts and audit matters					
8. Details of employment in chronological order (starting from entry in Central Govt. service). Enclose separate sheet, duly authenticated by your signature if the space provided is insufficient:					
Office/ Institution	Post held (regular/ adhoc/ deputation)	Scale of Pay and Basic pay	From	To	Nature of duties (in detail)
9. Nature of present employment :					

10. 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:	
11. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post	
12. Are you in revised scale of pay? If yes, date of revision and 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:	
15. Whether belongs to SC/ST:	
16. Remarks:	
17. Full postal address of the forwarding authority With name designation and telephone number:	

Signature of the candidate

Place:

Date:

Countersigned
(Employer with Seal)

Note: The advertisement along with the proforma may also be downloaded from the website of this Ministry i.e. www.mohfw.nic.in