

OFFICE MEMORANDUM

Sub:- Filling up of one post of Administrative Officer on Deputation in BCG Vaccine Laboratory, Guindy Chennai under Directorate General of Health Services, Ministry of Health & Family Welfare.

Applications are invited from the eligible candidates for appointment on deputation basis to one post of Administrative Officer in BCG Vaccine Laboratory, Guindy Chennai in the pay scale of Rs.7500-250-12000 (pre-revised), General Central Service Group 'B' Gazetted (Ministerial). Applications of only such officers will be considered which is routed through proper channel in the prescribed proforma (Annexure-I) in duplicate. The post to be filled by transfer on deputation from the amongst officers under the Central Government/State Government/PSU.

- (a) i) Holding analogous posts on regular basis, or
ii) With three years regular service in the post in the scale of Rs.6500-10500 or equivalent, or
iii) With eight years regular services in the post in the scale of Rs.5500-9000 or equivalent and
(b) Possessing experience in Administration, Account and establishment matters.

2. The period of deputation will not exceed 3 years.

3. The pay and allowances and other terms of the officers who are selected will be regulated in accordance with DOPT's O.M. No.6/8/2009-Estt.(Pay II) dated 17.6.2010 as amended from time to time.

4. 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 undersigned within 30 days from the date of issue of this Office Memorandum in the prescribed proforma (Annexure-I) along with 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.

5. The candidates once selected for the post, will not be allowed to withdraw their candidature under any circumstances, incomplete applications shall not be entertained.

Yours faithfully,


(Veenfa Verma)

Deputy Director Admn.

To,

- 1) All Ministries/Departments of the Government of India
 - 2) Union Public Service Commission, Dholpur House, Shalajahan Road, New Delhi-110011.
 - 3) The Director, BCG Vaccine Laboratory, Guindy Chennai-600032
 - 4) The Director, CRI, Kasauli (HP).
 - 5) All subordinate offices of the Ministry of Health & F.W./Dte. GHS.
 - 6) All Section/Cell of the Dte. G.H.S.
 - 7) Coordination Section, Ministry of Health & F.W. with 50 spare copies.
 - 8) Chief Secretary of State as per list attached.
- ✓ I/C, NIC, MoHFW and requested to upload this O.M. on the website of Ministry of Health & Family Welfare

**Post : Administrative Officer, BCG Vaccine Laboratory, Guindy Chennai.
Under the Directorate General of Health Services (Ministry of Health & F.W.)**

Scale of pay: Rs.7500-250-12000 (pre-revised)

Eligibility: Officers under Central Govt./State Govt. Holding analogous posts, or with 3/8 years regular services in the posts in the scale of pay of Rs.6500-10500 and Rs.5500-9000 (revised) or equivalent respectively and having experience in the administrative accounts and establishment,

(Period of deputation shall ordinarily not exceed 3 years)

Ministry/Department-----

1. Name
2. Date of Birth
3. Present post held and whether it is a cadre post or ex-cadre post.
4. Present pay and scale of pay
5. Educational & other special qualification, if any
6. Brief service particulars

Designation of the Period	Scale of pay	Pay last drawn
Post held From	To	

7. Experience in Administration
Accounts and Estt. Matters
8. Date of return from last ex-cadre post, if any
9. Whether SC/ST

Date:

Place:

Signature of Candidate