

No. A-12026/2/2011-PH (CDL)/PH-II  
Government of India  
Ministry of Health & Family Welfare  
PH-II Section

Nirman Bhavan, New Delhi-11,

Dated: 27.1.2012.

**CIRCULAR**

In continuation of this Ministry's circular of even No. dated 23.09.2011, applications are invited in the prescribed Proforma for filling up of one post of Assistant Director (Administration) in the National Centre for Disease Control, Delhi, a subordinate office under Ministry of Health & Family Welfare in the pay scale of in the pay scale of Rs. 15,600-39,100 + Grade Pay Rs. 6,600/- (PB-3), The post is required to be filled up by transfer on deputation from the officers under the Central Government/State Government having the following eligibility criteria:

Officers from the Central/State:

- (a) (i) Holding analogous post or  
(ii) With 5 years regular service in the pay scale of Rs. 700-1300 (Revised to Rs. 2200-4000 by 4<sup>th</sup> CPC, Rs. 8000-13500 by 5<sup>th</sup> CPC, further revised to PB-2 Rs. 9300-34800+Grade Pay Rs. 5400 by 6<sup>th</sup> CPC or equivalent

Or

- (iii) With 8 years regular service in the post in the pay scale of Rs. 650-1200 (Revised to Rs. 2000-3500 by 4<sup>th</sup> CPC, further revised to PB-2 Rs. 9300-34800 + Grade Pay Rs. 4600 or equivalent. The number of years has been reduced to 6 years as per UPSC letter No. 3/40/2005. AD T.T dated 28.06.2006.

- (b) Possessing experience in administrative, establishment and accounts matters

(The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some of the organization/department of the Central Govt. shall not exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications)

2. Period of Deputation shall ordinarily not exceed 3 years. The officers selected for appointed on deputation basis shall be governed by the Government of India Instruction contained in Department of Personnel & Training's OM No. 06/08/09- Estt (Pay-Ii) dated 17.06.2010, as amended from time to time.

3. The eligible and interested officers may send their applications in the enclosed Proforma (Annexure-I) through proper channel, so as to reach the undersigned within 60 days from the date of publication of the vacancy circular in the Employment News along with the following documents:-

- (i) Original/ Photocopies of the ACR's (duly attested by a Group-A Officer) for the last Five Years.  
(ii) Vigilance clearance certificate.  
(iii) Integrity certificate duly signed by an officer not below the rank of Deputy Secretary.  
(iv) No penalty certificate duly signed by an officer not below the rank of Deputy Secretary.

Contd.....

Address: Shri D.K. Sengupta, Under Secretary (Public Health-Ii), Ministry of Health and Family Welfare, Room Ni. 434 'C', 4<sup>th</sup> Floor, Nirman Bhawan, New Delhi.

Application received without aforesaid documents or after the prescribed date, shall liable to be rejected.

Encl: performa of Application

(D.K. Sengupta)  
Under Secretary to the Govt. of India  
Tel.No.23061141

To,

1. All Ministries/Departments of Government of India (including Autonomous Organizations/Research Institutes under their control.).
2. Chief Secretaries of State Governments/Administrators of Union Territories.
3. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.
4. The Director (Sh. Rajiv Kumar Jain), Dte. of Advertising and Visual Publicity (DAVP), Soochna Bhawan, Room No. 540, CGO complex, New Delhi with reference to the previous circular of this Ministry dated 23.09.2011 and letter of even No. dated 19.01.2012 (copy enclosed)
5. JS (PH)
6. Coord-I Section, D/o H&FW.
7. Dir. (NIC), Ministry of Health and Family Welfare for uploading on Ministry's website.
8. Director, NCDC, 22, Sham Nath Marg, Delhi-54 for information and necessary action arising later relating to this matter.

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR  
(ADMINISTRATION) ON TRANSFER ON DEPUTATION BASIS IN  
NATIONAL CENTRE FOR DISEASE CONTROL, DELHI**

**BIO-DATA PROFORMA**

1. Name & Address in Block Letters:
2. Date of Birth (in Christian Era):
3. Date of retirement under Central Government Rules:
4. Educational Qualifications:
5. Whether educational and other qualifications/  
experience/eligibility conditions 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/Eligibility Qualifications/Experience/Eligibility conditions required Conditions possessed by the Officer
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(a)

(b)

(c)

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6. Date from which appointed on regular basis in analogous post or in pay scale of Rs. 9300-34800 + 5400/- (Pre-revised Rs. 8000-13500/-) Or in pay scale of Rs. 9300-34800 + 4200/- (Pre-revised Rs. 6500-10500/-) and the name of the post:
  7. In case holding a post carrying pay scale of Rs. 9300-34800 + 4200/- indicate its pre-revised scale:
  8. The period spent in Administration in Supervisory capacity (please indicate the post held and duration):
  9. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:

10. Details of employment, in chronological order (starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Instt./ Org.	Post held from	Period of Service	Pay in Pay Band	Grade pay	Basic pay	Pay Scale (in pre- revised)	Duties
1.	2.	3.	4.	5.	6.	7.	8.

11. Nature of present employment i.e. ad-hoc or temporary or permanent:

12. In case the present employment is held on deputation please state:

(a) The date of initial appointment:

(b) Period of appointment on deputation:

(c) Name of parent office/Organisation to which you belong:

13. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet if the space is insufficient):

14. Full address of forwarding authority with telephone number:

15. Whether belongs to SC/ST:

16. Remarks:

Date:

Signature of the candidate  
Full office address,  
Contact number & E-mail ID.

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICER/FOR WARDING  
AUTHORITY)**

Certified that the particulars furnished by -----  
are correct and he/she fulfills eligibility conditions mentioned in the vacancy circular.

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 to the Government of India or above, are enclosed.

(iv) \*No major/minor penalty has been imposed on him/her during the last 10 years.

(v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed\*.

Signature-----

Designation-----

Office Seal with contact number-----

Place:

Dated:

List of enclosures:

\*Strike out which is not applicable.