

F.No.A.11011/03/2020-N
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare

Nirman Bhawan, New Delhi.
Dated: 13th March, 2020

VACANCY CIRCULAR

It is proposed to fill up one vacant post of Professor cum Vice-Principal in Pay Level-12 (Rs.78,800 -209200) of the Pay Matrix [Pay Band- 3 (Rs.15600-39100) with Grade Pay Rs.7600] in pre- revised scale of pay] in the Rajkumari Amrit Kaur College of Nursing, New Delhi on deputation (including short-term contract) basis from the officers of Central or State Government or Union Territories or Recognised Research Institutions or Universities or Public Sector Undertakings or Semi-Government or statutory or Autonomous organisation:-

- (A) (i) holding analogous post on regular basis in the Parent Cadre/Department; or
(ii) with five years' service rendered after appointment thereto on regular basis in Level 11 in the pay matrix or equivalent in the parent cadre or department;

And

- (B) Possessing the following educational qualifications and experience;

Essential:

- (i) Masters Degree in Nursing from a recognized University;
(ii) Registered as a Nurse and Midwife with State Nursing Council;

And

Experience:

- (iii) Twelve years experience with M.Sc. (N) out of which ten years should be teaching experience with Minimum of five years in Collegiate Programme;
(iv) Three years experience in administration in Nursing in State or Union Territories or Central Government.

Desirable:

M. Phil/Ph. D. in Nursing


Note : Period of deputation (including short term contract) including period of deputation (including short term contract) in another Ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years, as on the closing date of receipt of application.

2. It is requested to forward the applications of interested & eligible officers in the attached proforma through proper channel so as to reach the undersigned within 60 (sixty) days from the date of publication of this circular in the Employment News. While forwarding the applications, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded alongwith the following documents:-

- (i) Original/ attested photocopies of the APARs for the last 5 years;
(ii) Vigilance clearance certificate.
(iii) Integrity certificate.
(iv) No Major/Minor penalty certificate for last 10 years.

3. Application received without aforesaid documents or after prescribed date, shall be rejected.

Encl.: Proforma of application.


(Dr Rath Balachandran)
Assistant Director General (Nursing)
Tel. No. (011)23061033

To

1. All Ministries/ Department of Government of India (as per standard list).
2. All Sections/ Desks/Cells/Units in the Department of Health.
3. Dte.GHS, Admn. I/II Section/O&M Section, Nirman Bhawan, New Delhi.

4. Employment News, Publications Division, Ministry of Information & Broadcasting, Government of India, VII Floor, Sochna Bhavan C.G.O. Complex, Lodhi Road, New Delhi-110003. It is requested that the vacancy circular may kindly be published in the earliest issue of the Employment News under intimation to this Ministry.
5. Director (e- Gov), D/o Health & Family Welfare, New Delhi with a request to upload the same on this Ministry's website.
6. Notice Board/ Guard File.

BIO – DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters):					
2. Date of Birth (in Christian era):					
3. i) Date of entry into service					
ii) Date of retirement under Central / State Government Rules					
4. Educational Qualifications					
5. Whether Education 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)					
Qualification/ Experience required as mentioned in the advertisement/ vacancy circular				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	
<p>5.1 Note : This column needs to be amplified to indicate Essential and Desirable Qualification As mentioned in the RRs by the Administrative Ministry / Department / Office at the time of issue of circular and issue of advertisement in the Employment News.</p> <p>5.2 In the case of degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p> <p>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</p>					
<p>6.1 Note: Borrowing Departments are to provide their specific comments / views confirming The relevant Essential Qualification/Work experience possessed by the Candidate (as Indicated in the Bio-data) with reference to the post applied.</p>					
<p>7. Details of Employment in chronological order, enclose a separate sheet duly Authenticated by your signature, if the space below is insufficient.</p>					
Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (In details) highlighting experience required for the post applied for
<p>*Important : Pay Band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>					
Office / Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme			From	To
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 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 application of such Officer 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) must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post is 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	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 Enclosed.			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (with break –up Details)	Total Emoluments	
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 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)			

<p>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 iv) Patents registered in own name or achieved for the organization: v) Any research /innovative measure involving official recognition: vi) Any other information. (Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis#. # (Officers under Central/State Government are only eligible For "Absorption" Candidates of Non-Government Organizations are eligible only for Short-Term Contract).</p>	
<p># (The option of STC/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ST</p>	

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.

Date _____

(Signature of the Candidate)

Address _____

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 advt. 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 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above 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
(Employment/Cadre Controlling Authority with Seal)