

F. No. D.21013/96/2014-DC
Government of India
(Ministry of Health & Family Welfare)
Directorate General of Health Services
Central Drugs Standard Control Organization
FDA Bhawan, Kotla Road, New Delhi- 110002

Recruitment of Admn./Financial Technical Data Associates in the Office of CDSCO at New Delhi on contractual basis- applications regarding -

The Central Drugs Standard Control Organization (HQ), FDA Bhawan, Kotla Road, Near Mata Sundari College, New Delhi - 110002 requires Admn./Finance TDAs purely on **contractual basis initially for a period of six months upto 31.12.2015**. These supporting staff will assist Senior Officers in matters relating to day today Administrative works carried out in the office of CDSCO. Qualification, experience, job description, for the post is as under:-

Admin/ Financial TDA (5 posts)

Total Remuneration:- Under Secretary Level	: - Rs. 31500/-
Section Officer Level	: - Rs. 26,250/-
Assistant Level	: -Rs. 21,000/-

Qualification:

Graduate with 10 years experience in Admn./Finance/Budget and Estt. matters in Govt./ PSU/ Autonomous Body. Preference will be given to retired Govt. servants having retired from similar positions like Section Officer etc. In case of retired Govt. servants from similar positions, the educational qualification clause may not, however, be applicable.

Job description :-

Handling of Admn. and Estt. matters, Financial matters, Budget, Preparation of Bills, Payment of Salary etc. Any other duties assigned by the head of Senior Officers from time to time. Preference will be given to experience retired Govt. Servants.

DESIRABLE QUALIFICATION/SKILLS

FOR ALL THE ABOVE POSTS THE APPLICANTS ARE EXPECTED TO BE PROFICIENT WITH USE OF COMPUTER AND INTERNET.

Note :-

1. The duly filled applications in the prescribed proforma, as given below, alongwith the certificates of Qualification & Experience , shall reach by **POST** or by **HAND** to this office at CDSCO (HQ), FDA Bhawan, Kotla road, Near Mata Sundari College, New Delhi - 02 on or before 26.06.2015 by 03:00 P.M. The interview call will be given by email/ on mobile, therefore, it is essential that candidate must give their email address/mobile number.
2. The candidates should mention on the TOP of envelop "Application for the post of Admn./Financial TDA."

Encl.:- Proforma for Application

-sd-
(Pitam Singh)
Deputy Director Adm(D)

Post applied for _____

PROFORMA FOR APPLICATION

Name

Father's Name

Date of Birth

Marital Status

Proficiency in Languages

Address for Correspondence

Present

Permanent

Telephone No. _____ (O), _____(R), _____(M)

Email:

Educational Qualification

Degree/ Examinations	Year	Board/ University	Subjects/ Specialization	% of marks

Proficiency in computer Details of course/training undertaken

Experience

Declaration

I hereby declare that the information given above is true to the best of my knowledge and belief and nothing has been suppressed there from.

Signature

Date
Place