

F. No. D.21013/17/2016-DC
Government of India
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 on contractual basis- Applications invited from Retd. Govt. officers-Regarding.

The Central Drugs Standard Control Organization (HQ), FDA Bhawan, Kotla Road, Near Mata Sundari College, New Delhi - 110002 requires the service of TDA (Admn./Finance). The TDAs are purely on **contractual basis**. These supporting staff will assist Senior Officers in matters relating to day-to-day Administrative work carried out in the office of CDSCO. Qualification, experience, job description, for the posts are as under:-

Admin/ Financial TDA (4 positions) which may increase or decrease as per decision of the competent authority

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

Qualification/Age:-

At least 10 years' experience in Admn/Finance/Budget and Estt.matters in Central Govt./Ministries or their attached Subordinate offices. The applicants should have retired from similar positions like Assistant, Section Officer, Under Secretary etc. The candidate should not be more than 65 years of age as on the closing date of application.

Job description :-

Handling of Admn.and Estt. matters, Financial matters, Budget, Preparation of Bills, Procurement, Payment of Salary etc. Any other duties assigned by the Senior Officers from time to time.

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 up 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 26.02.2016 by 03:00 P.M. The interview call will be given by email/mobile phone. It is, therefore, essential that candidates must give their email address/mobile number in their applications.
2. The candidates should mention on the TOP of envelop "Application for the post of Admn./Financial TDA."

Encl.:- Proforma for Application

NOTE:- Currently, these positions are sanctioned upto 31.03.2016 but are likely to be extended.

(U. S. Mehta)
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 with 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 factual has been suppressed.

Signature

Date
Place