

GOVERNMENT OF INDIA
Ministry of Health & Family Welfare
Directorate General of Health Service
Central Drugs Standards Control Organisation
Zonal Office, S. R. Nagar, Hyderabad

Invites application for the post of Upper Division Clerk in CDSCO
Zonal Office, S.R. Nagar, Hyderabad on Deputation Basis.

Last date for receipt of application in Department will be 21.11.2016.

For details login to website: <http://www.cdsco.nic.in>



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भारत सरकार / Government of India
केंद्रीय औषध मानक नियंत्रण संगठन / Central Drugs Standard Control Organization
आंचलिक कार्यालय. सी. डी. एस. सी. ओ. भवन. हैदराबाद / Zonal Office, CDSCO BHAVAN, Hyderabad,
स्वास्थ्य एवं परिवार कल्याण मंत्रालय / Ministry of Health & Family Welfare,
स्वास्थ्य सेवा महानिदेशालय / Directorate General of Health Services,
एस.आर. नगर, हैदराबाद - ५००००३८ / S.R. Nagar, Hyderabad - 500038.
(An ISO 9001:2008 Certified)

संदर्भ सं. /Ref: 2-3/HZ/2016-17/10338

दिनांक/Date: ०६.10.2016

VACANCY CIRCULAR

Subject: Filling up of the post of Upper Division Clerk on Deputation basis in the O/o Deputy Drugs Controller (I) ,CDSCO Zonal Office, S.R. Nagar, Hyderabad – Regarding.

The undersigned is directed to say that one post of Upper Division Clerk in the Pay Band-1, Rs.5200-20200 Grade Pay Rs.2400/- as per Sixth CPC (*Seventh pay CPC effective) in the CDSCO Zonal office, Hyderabad is proposed to be filled up on deputation basis on the following terms & conditions:


Eligibility Conditions:

- I. Employees under the Central Government:
 - (a) Holding analogous post on regular basis; or
 - (b) With eight years regular service in the grade of Lower Division Clerk or Equivalent
- II. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications
- III. The departmental employees in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization shall not exceed three years.
- IV. All Department Heads of Central Government Offices in Hyderabad region are requested to circulate the vacancy amongst the eligible officers, under their control, and forward the applications of the

eligible and willing officers in the enclosed proforma in duplicate along with the following documents:

- (a) Complete and up-to-date Confidential Character Rolls dossiers or the attested photocopies of the ACRs (on each page) for the last 5 years duly attested by an officer, not below the rank of Under Secretary.,
 - (b) Cadre Clearance Certificate; as per the format enclosed
 - (c) Vigilance Clearance as per the format enclosed.
 - (d) Integrity Certificate, as per the format enclosed
 - (e) Statement indicating the major/minor penalties imposed upon the applicant during the last 10 years; as per the format enclosed.
- V. While forwarding the applications of the eligible and willing officers, the particulars furnished by the applicants should be duly verified/ countersigned by Parent Office. The name of the post applied for, should be clearly specified on the application. The applications should reach to the O/o Deputy Drugs Controller (I), CDSCO Zonal Office , CDSCO Bhavan, Beside A.P.T.B. Demonstration & Training Center, S.R. Nagar, , Hyderabad- 500 038 on or before 21st November,2016.
- VI. Incomplete applications or applications not received through proper channel or applications received after the specified date shall not be entertained and would be, straightaway rejected.
- VII. The candidates, in the event of their selection, will not be allowed to withdraw their candidature subsequently on any ground.

Encl.: As above.


(PBN Prasad) 06/10/16

Dy. Drugs Controller
CDSCO, Hyderabad

To,

1. All Central Govt. Offices in and around Hyderabad Region.
2. Director Admin (Drugs), New Delhi for uploading on CDSCO website.

Proforma

Application for the post of Upper Division Clerk

1. Name and Address (In Block Letters) :
2. Complete postal address official and residential :
3. Date of Birth (in Christian era):
4. Date of retirement under Central Government Rules
5. Educational Qualifications :-

6. Please state clearly whether in the light of entries made by you above , you meet the requirements of the post.

7. Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Official/Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties (In detail)

9. Nature of present employment i.e. Ad hoc or Temporary or Quasi-Permanent or Permanent

10. 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 you belong.

11. Additional details about present Employment:

Please state whether working under (Indicate the name of your employer relevant column):

(a) Central Government

(d) Universities

(b) Autonomous

(e) Others

(c) Government Undertakings

12. Please state whether your 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.

15. Additional Information, if any, which you would like to mention is support of your suitability / for the post (This among other things may provide information with regard to :-

(i) Additional academic qualification

(ii) Professional trainings and

(iii) Work experience over and above prescribed in the vacancy circular

Note: Enclose a separate sheet, if the space is insufficient.

16. Whether belongs to SC/ST:

I have carefully gone through the Vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post.

Date:

Signature of the candidate

Address

Telephone No.(Office/Residence).

Countersigned

(Employer with seal and telephone number)

Note: whenever there is a change of address or change in telephone number, the candidate/Employer should intimate the same.

Integrity Certificate

**After scrutinizing the service records of Shri/Smt/Ms..... working as
.....it is certified that there is no doubt about his /her integrity.**

**Name and Designation of the Officer
With Stamp
(to be signed by the Officer)
Not below the rank of
Deputy Secretary level**

Major/Minor Penalties Certificate

**This is certified that no major/minor penalties have been imposed
on Shri /Smt/ Ms..... working as....during the last ten years.**

**Name and Designation 'of the Officer
With Stamp
(to be signed by the Officer)
Not below the rank of
Deputy Secretary level**

Vigilance Clearance Certificate

This is to certify that neither Vigilance case/disciplinary/criminal proceedings are pending nor contemplated against Shri/Smt.....working asHe/She is clear form Vigilance angle.

**Name and Designation of the Officer
With Stamp
(to be signed, by the Officer)
Not below the rank of
Deputy Secretary level**

Cadre Clearance Certificate

This is to certify that the competent authority has granted Cadre Clearance to Shri/Smt..... for applying to the post of A.O. on deputation basis.

**Name and Designation of the Officer
With Stamp
(to be signed by the Officer)
Not below the rank of
Deputy Secretary level**

By mail/speed post

F.No.Z.32029/03/2015-D
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
Central Drugs Standard Control Organization
FDA Bhawan, Kotla Road

New Delhi-110002, dt.

Sept, 2016

To,

Deputy Drugs Controller (I)
Central Drugs Standard Control
Organization, Zonal Office,
CDSCO Bhawan, S.R.Nagar,
Hyderabad - 500038.

04/10/2016

Subject: Filling up the post of UDC-regarding.

Sir,

I am directed to refer to your letter No. 2-3/HZ/20156-17/5786 dated 11th July, 2016 on the subject mentioned above and to say that initiating action to fill up the post of UDC by this Dte is not feasible under rule as the post in question is a Group 'C' post for which such powers had been delegated to concerned heads/DDC (I) being an Appointing Authority. As such, the post may be filled up **by deputation** as per Model recruitment Rules of the post by circulating the vacancy within the Central Govt. offices situated in and nearby Hyderabad. However, a copy of the advertisement may be sent to this headquarters for publishing on CDSCO's website also.

2. As per record, the vacancy was occurred w.e.f. 01.11.2015. It is, therefore requested to complete the action of advertisement of vacancy within this month of Oct,2016 positively, to avoid to lapse the post being remained unfilled for more than one year.

Yours faithfully,


(U.S.Mehta)

Dy. Director Admn (D).

