

**F. NO D.21013/164/2015-DC
CENTRAL DRUGS STANDARD CONTROL ORGANISATION
DIRECTORATE GENERAL OF HEALTH SERVICES**

**FDA Bhawan, Kotla Road,
New Delhi, dated the 5th February, 2016**

VACANCY CIRCULAR

One position of Consultant (Liaison) at Indore under Dy. Drugs Controller, CDSCO(WZ), Mumbai is to be filled up on a purely contractual basis for a period of 06 months from the date the same is filled up. The eligibility criteria together with the admissible monthly remuneration etc. are contained in the ToR at **Annexure-A** to this circular.

2. Interested candidates may apply latest by 22.02.2016 by sending applications to :-

Dr. K. Bangarurajan
Deputy Drug Controller(I), CDSCO(West Zone),
4th Floor, Zonal FDA Bhawan, GMSD Compound,
Bellasis Road, Mumbai Central,
Mumbai-400 008.
Phone: 022-23002279, 23002215
E-Mail: wzmumbai@cdsco.nic.in

**Sd-
(U.S. Mehta)
Dy. Director Admn.(D)
05.02.2016**

Terms of Reference for Appointment as Consultant (Liaison)

1. Age - Not exceeding 55 years
2. Minimum qualification - Graduation in any discipline
3. Experience -15 to 20 years' experience working with States/Central Government.
4. Remuneration - Not exceeding Rs. 50,000/-.
5. Period of Engagement - This engagement may be initially for a period of six months, which could be curtailed/extended based on assessment of the performance of the selected candidate.

Duties and responsibilities -

1. To identify land from State/Central Govt. Department.
2. Timely follow- up and discussion with concerned Departments for allotment of land and disbursement of payment for work.
3. Arrangement for survey plan.
4. Preparation of lay out plan with Govt. approved architect.
5. Approval from Town and Country Planning.
6. NOC from Pollution control board.
7. Lay out plan (engineering drawing) approval from local municipal corporation for starting of constructions.
8. Supervising the ongoing work at Indore and liaise with CPWD on behalf of CDSCO(WZ) for timely completion of work.
9. Necessary local arrangement for foundation stone laying ceremony.
10. The competent authority may assign any other duties as deemed necessary.
11. Since the position is at a senior level, the selected candidate will be expected to play an active role in the area of work assigned and his/her continuation beyond three months will be expressly dependent on performance.

12. Office timing will be as per the normal working hours from 9:30 AM to 6:00 PM from Monday to Friday on 05-day week basis. However, the selected candidate would be called upon to work on Saturdays/Sundays/Holidays and also to sit late in the evening as per the exigencies of work for which no extra remuneration will be allowed.
13. The selected candidate will be required to travel in connection with the official work assigned during the period of engagement on contract basis. Normal rules applicable to non officials will apply to draw TA/DA.
14. The selected candidate will be subject to the provisions of Indian Official Secrets Act 1923, not only during the period of engagement but also thereafter.
15. If the selected candidate wishes to resign from the post at any time, he/she will give one month's notice. Similarly, one month's notice shall be given to the candidate by this office in case it is decided to terminate his/her contractual assignment.