

IMMEDIATE

**F.No. A.35012/01/2015-D
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
Central Drugs Standard Control Organization (HQ),
FDA Bhawan, Kotla Road,**

New Delhi Dated the 17th February, 2015

Office Memorandum

Subject:- Filling up the post of Junior Administrative Officer at Central Drugs Testing Laboratory, Kolkata.

Services of a suitable officer for the post of Junior Administrative Officer at Central Drugs Laboratory, Kolkata under the Directorate General of Health Service are required as per details given in the Annexure-I. The pay of the Officer selected will be regulated in accordance with the Ministry of Finance Office Memorandum No.F.1(II) F.III(B)/75 dated 7.11.1975 as amended from time to time. The period of deputation will not ordinarily exceed 3 years.

2. Interested Officers who are eligible to apply for the post, should apply giving the detailed information as per annexure-II. Officers who volunteer for the post will not be allowed to withdraw their names later.

3. It is requested that the applications of eligible officers who can be spared immediately may be sent to the undersigned by 30.04.2015 at the latest. The up-to-date ACRs of the applicants may also be sent along with their applications to the undersigned.

This may be noted that applications will not be considered without ACRs.


(Pitam Singh)

Dy. Director Admn (Drugs)

To

1. All the Ministries/Departments of the Govt. of India
2. State Governments/Union Territories
3. Establishment II Section of the Min. of Health & F.W., New Delhi.
4. Admn.I Section of the Dte.G.H.S.
5. The Director, Central Drugs Laboratory, 3, Kyd Street, Kolkata-700016.
6. All the subordinate Offices under the Dte.G.H.S.
7. All Sections of the Dte. G.H.S.
8. Hindi Section, Dte.G.H.S., for Hindi version.
9. Surplus Cell, Ministry of Home Affairs, New Delhi.
10. TDA(IT), CDSCO(HQ), New Delhi with request to upload the matter on the website of the CDSCO.
11. DCG(I) staff.
12. Gourd file.

ANNEXURE

Post: Junior Administrative Officer, Central Drugs Laboratory 3, Kyd Street, Kolkata.

Ministry : Ministry of Health and Family Welfare,

Department: Directorate General of Health Services, New Delhi.

Scale of Pay: Rs.9300-34800 /- + Grade pay of Rs.4600/- (PB-2)

Eligibility Conditions:

1. Transfer on Deputation

Officer under the Central/State Government:-

- (a) (i) holding analogues posts; or
- (ii) with 3 years service in post in PB-2 Rs.9300- 34800/- + Grade Pay of Rs.4200/- or equivalent; or
- (iii) with 8 years service in posts in PB-2 Rs. 5200-20200 + Grade Pay of Rs. 2800/- or equivalent; and
- (b) possessing experience in administrative, establishment and accounts matters.

2. The departmental Superintendent with 3 years regular service in the grade will also be considered and in case he is selected for appointment to the post the same shall be deemed to have been filled by promotion.

(Period of deputation shall not ordinarily exceed 3 years.)

PERFORMA

1. Name :
2. Date of birth :
3. Educational and other special Qualifications :
4. Service to which belongs :

- a) Complete address of Authority :

5. a) Present post held

- b) Date since held on regular basis :
- c) Present Pay :
- d) Scale of Pay :
- e) Post held on regular basis, its
Pay scale and date of regular appointment :

6. Experience :
7. Training experience :
8. Whether S.C./S.T. :
9. Date of reversion from last deputation :
10. Complete official address with
Telephone Number :