

# Central Leprosy Teaching and Research Institute

Chengalpattu -603001, Tamil Nadu

No.F2(11)/E.I/98-99/UDC

Applications are invited from eligible candidates working in the Central Government for the post of Upper Division Clerk on Permanent Absorption basis.

1. Name of the Post : U.D.C.

2. No of Posts : 4 (four)

3. Pay Band and Grade Pay : PB-1, Rs. 5200-20200 + 2400

## Eligibility :

1. Holding analogous posts on a regular basis; **or**
2. With 8 years regular service in the post of L.D.C. in the scale of pay of Rs. 3050-75-3950-80-4590 (Pre-revised) Rs.5200-20200+ 1900 (GP) (Revised)
3. Experience in Establishment, Accounts/Budget and general administration.
4. Good Knowledge in Computer Operation is a must.

The posts carry usual allowances as admissible to Central Government. Application of willing and eligible candidates for appointment to the said post and can be relieved immediately may please be forwarded to this office **within 30 days** from the date of publication of this advertisement.

The application should clearly indicate the service particulars, experience and educational qualifications etc in the Annexure.

The photocopies of ACRs/Dossiers for the last 5 years duly attested along with vigilance/disciplinary clearance may be sent through proper channel to The Director, Central Leprosy Teaching and Research Institute, Chengalpattu - 603001 (Tamil Nadu). It may also be ensured that no vigilance/disciplinary proceedings are pending or being contemplated against the officials concerned. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Director

## Annexure

1. Name :
2. Age/D.O.B. :
3. Whether SC/ST/OBC :
4. Educational & Technical Qualification :
5. Service particulars :
  - a) Present post held :
  - b) Department/Organisation :
6. Particulars of the past service :

Department/ Office	Post held (Specify whether ad hoc or regular)	Period		Scale of pay of the post	Duties performed
		From	To		
1	2	3	4	5	6

7. Particulars of experience :

8. Any other information :

Date :.....

Place :.....

Signature of Candidate

## (To be filled by the parent Office/Department)

Certified that the particulars furnished above by the candidate have been verified from his/her service records and found to be correct. It is also certified that no vigilance case is either pending or contemplated against him/her. His/her ACRs (attested copies) are enclosed.

Date :.....

Signature of the Head of Office

EN 11/48