

National Centre for Disease Control

(Formerly National Institute of Communicable Diseases)

(Directorate General of Health Services)

22-Sham Nath Marg, Delhi-110054

Filling up of the post of Administrative Officer at National Centre for Disease Control on deputation.

1. Applications are invited from suitable candidate to fill up one post of Administrative Officer on deputation basis in the National Centre for Disease Control, Delhi in the Pay Scale of PB-2 (Rs. 9300-34800) + GP Rs. 4800/-. The Appointment on deputation, pay and deputation (duty) allowances will be regulated in accordance with terms and conditions contained in the Department of Personnel and Training O.M. No.2/29/91-Estt. (Pay II) dated 05.01.1994 as amended from time to time. The detailed particulars of the post are given at Annexure-I. The period of deputation shall not ordinarily exceed 3 years.

2. The applications of the eligible candidates in the prescribed proforma (Annexure-II) may be forwarded to Director, NCDC, Delhi within two months from the date of issue of this advt. While forwarding the applications, the following information/Certificates in respect of the applicants may also be furnished :

(v) Integrity Certificate.

(vi) Vigilance Clearance.

(vii) Attested photocopies of Annual Confidential reports for the last five years.

3. Applications of candidates who cannot be relieved immediately need not be forwarded. The selected candidate will not be permitted to withdraw his/her candidature later.

(Sukhpal Singh)
Assistant Director (Admn.)
Annexure-I

1. Name of the Post	: Administrative Officer
2. Number of the Post	: One
3. Classification	: Group 'B'
4. Place of Vacancy	: National Centre for Disease Control Delhi
5. Scale of Pay	: PB-2 (Rs.9300-34800)+GP Rs. 4800/-
6. Description of duty	: Supervision of work of Administration, Accounts and Budget Section.
7. Eligibility	: Section Officers or Assistants with 8 years service in the grade from Central Secretariat Service having experience of Establishment and Administration work.

Proforma

Annexure-II

1. Name (in Block Letters) :
2. Date of birth :
3. Educational Qualification :
4. Service to which belongs :
5. Complete official address with Telephone No. :
6. (a) Present Post held :
- (b) Date since held on regular basis :
- (c) Present Pay :
- (d) Scale of Pay/Pay Band + GP :
7. Experience :

Telephone Number :

Date :

Place :

Signature of Candidate

For use in Applicants Office

1. The details given by the applicant have been verified and correct.
2. The applicant had submitted the application on
3. The ACR folder containing ACRs from.....to.....Vigilance Clearance and Integrity certificates are enclosed.

Date :

Place :

Signature
Designation Office Seal

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