Government of India / Bharat Sarkar Directorate General of Health Services

बी. सी. जी. वैक्सीन प्रयोगशाला, BCG Vaccine Laboratory, गिण्डी, चैत्रई, 600032. Guindy, Chennai-600032.

VACANCY CIRCULAR

Applications are invited to fill the following posts in BCGVL, Guindy, Chennai under the Directorate General of Health Services, Ministry of Health and Family Welfare, on deputation (including Short Term Contract) basis.

S.	Post	No. of	Classification	Level in the
No.	1051	Posts	Classification	Pay matrix
	Assistant		Group "A"	Level - 11
1.	Director	1	Gazetted	(Rs.67,700 -
	(Non Medical)		(Non-Medical)	2,08,700/-)
			Group "B"	Level - 08
2.	Supply Officer	1	Gazetted	(Rs.47,600 -
		4	(Non-Ministerial)	1,51,100/-)
		1)	Group "B"	Level - 06
3.	Store Officer	1	Non-Gazetted	(Rs.35,400 -
			(Non-Ministerial)	1,12,400/-)

The details of eligibilities, educational qualifications, experience, age and terms & conditions, etc. along with Application Proforma may be accessed from website www.dirbcglab.gov.in / www.mohfw.gov.in / www.dqhs.gov.in

Application duly filled may be sent directly to Deputy Director (EPI), Directorate General of Health Services, Nirman Bhawan, New Delhi - 110011 through proper channel.

Director, BCGVL, Guindy

बी.सी.जी. वैकसीनप्रयोगशाला/ BCG VACCINE LABORATORY भारतसरकार/ GOVERNMENT OF INDIA गिण्डी, चेन्नै/ GUINDY, CHENNAI – 32

सं. ए -12021/01/2022 - प्रशासन No. A. 12021/01/2022-Admn

दिनांक Dated 103/2023

CIRCULAR

Ref: DGHS letter No: A-12034/06/2022-EPI/FTS:- P - 8152952 dated 08-02-2023

Applications are invited for one post of Assistant Director (Non-Medical) Group 'A' Gazetted (Non-Menistrial) in the Level -11 (Rs.67,700-2,08,700/-)in the pay matrix in BCGVL, Guindy, Chennai under the Directorate General of Health Services, Ministry of Health and Family Welfare.

- The post is required to be filled on deputation (Including Short Term Contract) from:
 - Officers of the Central Government or State Government or Public Sector Undertakings or Universities or Recognized Research Institutions or Autonomous/ Statutory Bodies;
 - (a) (i) holding analogous post on regular basis in the parent cadre or department;
 or
 - (ii) With five years service in the grade rendered after appointment thereto on a regular basis in posts in the level-10 (Rs. 56,100-1,77,500/-) in the pay matrix or equivalent in the parent cadre or department; and
 - (b) Possessing the following educational qualification and experience;

Essential:

- (i) Master Degree in Science or Master Degree in Veterinary Science in Bio-Chemistry or Microbiology from a recognised University or Institute.
- (ii) Five years experience in manufacturing of Human Biological products or in research in the field of medical of Microbiology or Virology or Bio-chemistry or Immunology along with experience in Current Good Manufacturing Practices regulations and guidelines with ability to prepare and maintain required documentation.

Desirable:

Ph.D in Bio-Chemistry or Microbiology or Immuno-Chemistry from recognised University or Institute.

Note1: The departmental Deputy Assistant Director (Non-Medical) in level-10 (Rs. 56,100-1,77,500/-) in the pay matrix with five years regular service in the grade; and possessing the educational qualifications and experience prescribed for deputationists will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

1. Duties and Responsibilities;

- (i) Overall responsible for all production related activities.
- (ii) Preparing and reviewing of instruction for the production of product according to written documents.
- (iii) Reviewing of all production batch records and ensure that they are completed and signed.
- (iv) Reviewing of protocols, SOP's related to production.
- (v) All Production deviation are reported, evaluated and the critical deviation are investigated and conclusion is recorded.
- (vi) To ensure the production facilities is cleaned, disinfected and maintained.
- (vii) To ensure necessary calibration are performed and recorded.
- (viii) Evaluation of proposed changes in product process on equipment.
- (ix) To ensure the validation of process are carried out & recorded.
- (x) Strengthening of training of staff of production.
- 4. The terms and conditions of deputation will be regulated in terms of Department of Personal & Training O.M. No. 2/29/91-Estt. (Pay-II) O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended vide O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017.
- The application of suitable officers, who are willing and eligible for the post and who can be spared immediately in the event of selection may be forwarded, through proper channel, duly verified, to the Deputy Director (EPI), Directorate General of Health Services, Room No. 758 A-wing, Nirman Bhawan, New Delhi-110011 within 60 days of publication in Employment News, in the prescribed proforma, along with APAR/ ACR dossiers for the last 5 years, Integrity Certificate, Vigilance Clearance and Statement giving details of major or minor penalties imposed on the Officer, if any, etc. A copy of proforma is enclosed.
- 6. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete Application shall not be entertained.
- 7. This issues with the approval of competent authority

Administrative Officer i/c BCGVL, Guindy, Chennai

Copy to:

1. Directorate General of Health Services, EPI Section, Nirman Bhavan, New Delhi 110001 for further necessary action please.

50/-

Administrative Officer i/c BCGVL, Guindy, Chennai

BIO - DATA / CURRICULAM VITAE PROFORMA

APPLICATION PROFORMA FOR THE POST OF **ASSISTANT DIRECTOR (NON MEDICAL)** TO BE FILLED ON DEPUTATION BASIS AT BCGVL, GUINDY, CHENNAI UNDER THE DIRECTORATE GENERAL OF HEALTH SERVICES, MINISTRY OF HEALTH AND FAMILY WELFARE.

Name and Address (in block letters)	
2. Date of Birth (in Christian era)	
i) Date of entry into service	
ii) Date of retirement under Central /State Government Rules	
Educational Qualifications	
5. a) Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
b) Qualifications / Experience required as mentioned in the vacancy circular	Qualifications / experience possessed by the officer
(i) Qualification: Essential: Master Degree in Science or Master Degree in Veterinary Science in Bio-Chemistry or Microbiology from a recognized University or Institute. Desirable: Ph.D in Bio-Chemistry or Microbiology or Immuno-Chemistry from recognized University or Institute.	

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*Important: Pay-band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned.

Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:					
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17. Please state whether you are applying	
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I have carefully gone through the vacancy circular and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date:

(Signature of the candidate)

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

i)	There	is	no	vigilance	or	disciplinary	case	pending	I	contemplated	against
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- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years Or A list of major / minor penalties imposed on him / her during the last 10 years is enclosed. (as the case may be)

Counter signed (Employer / Cadre Controlling Authority with seal)

बी.सी.जी. वैकसीनप्रयोगशाला/ BCG VACCINE LABORATORY भारतसरकार/ GOVERNMENT OF INDIA गिण्डी, चेन्नै/ GUINDY, CHENNAI – 32

सं. ए -12021/20/2020 - प्रशासन No. A. 12021/20/2020-Admn

दिनांक Dated 1/4 03/2023

CIRCULAR

Ref: DGHS letter No: A-12034/04/2022-EPI/FTS:- P - 8152834 dated 08-02-2023

Applications are invited for one post of Supply Officer, Group 'B' Gazetted (Non-Ministerial) in the Level -8 (Rs.47,600-151100/-) in the pay matrix in BCGVL, Guindy, Chennai under the Directorate General of Health Services, Ministry of Health and Family Welfare.

- 2. The post is required to be filled on deputation (Including Short Term Contract) from:
 - (1) Officers of the Central Government or State Government or Public Sector Undertakings or Universities or Recognized Research Institutions or Autonomous/ Statutory Bodies;
 - (a) (i) holding analogous post on regular basis in the parent cadre or department; or
 - (ii) With two years service in the grade rendered after appointment thereto on a regular basis in posts in the level-7 (Rs. 44900-142400/-) or equivalent in the parent cadre or department; and
 - (b) Possessing the following educational qualification and experience;
 - (i) M.Sc. Degree in Microbiology or Bio-Chemistry or Bio-Technology or B.Pharma or B.Tech. (Bio-Technology) from a recognised University or Institute.
 - (ii) Three years experience in handling of supply chain of a Biologicals or Pharmaceuticals products from a recognised Institute.

Note1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note2: The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

1. Duties and Responsibilities;

- (i) To co-ordinate between Procurement Cell of UIP and Q.A.
- (ii) To Assess then and there the production stock ready for Supply.
- (iii) To Co-ordinate the supply centers allotted by UIP, then and there.
- (iv) To Co-ordinate between Airline people/Transport in looking for the smooth operation of lifting vaccine.
- (v) To maintain complete correspondence/ records pertaining to supply.
- (vi) Ensure proper, safe transport of Vaccine to various centers.
- (vii) To estimate the cost of service machineries basic necessities and any other materials required for supply.
- (viii) To supply vaccine along with saline in proper condition with required quantity as mentioned in the supply order to the allotted UIP centers.
- (ix) To prepare all monthly/ Quarterly/ Annual reports on supply of vaccine.
- (x) Any other works assigned by superiors.

- The terms and conditions of deputation will be regulated in terms of Department of Personal & Training O.M. No. 2/29/91-Estt. (Pay –II) O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended vide O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017.
- The application of suitable officers, who are willing and eligible for the post and who can be spared immediately in the event of selection may be forwarded, through proper channel, duly verified, to the Deputy Director, EPI Section, Directorate General of Health Services, Room No. 758 A-wing, Nirman Bhawan, New Delhi-110011 within 60 days of publication in Employment News, in the prescribed proforma, along with APAR/ ACR dossiers for the last 5 years, Integrity Certificate, Vigilance Clearance and Statement giving details of major or minor penalties imposed on the Officer, if any, etc. A copy of proforma enclosed.
- 6. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete Application shall not be entertained.
- 7. This issues with the approval of competent authority.

Administrative Officer i/c BCGVL, Guindy, Chennai

Copy to:

1. Directorate General of Health Services, EPI Section, Nirman Bhavan, New Delhi 110001 for further necessary action please.

Administrative Officer i/c BCGVL, Guindy, Chennai

BIO - DATA / CURRICULAM VITAE PROFORMA

APPLICATION PROFORMA FOR THE POST OF **SUPPLY OFFICER** TO BE FILLED ON DEPUTATION BASIS AT BCGVL, GUINDY, CHENNAI UNDER THE DIRECTORATE GENERAL OF HEALTH SERVICES, MINISTRY OF HEALTH AND FAMILY WELFARE

1.	Name and Address (in block letters)	
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5.	a)Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	b)Qualifications / Experience required as mentioned in the	Qualifications / experience possessed by the officer / official
	vacancy circular	and difficulty difficulty
	(i) Qualification: M.Sc. Degree in Microbiology or Bio – Chemistry or Bio-Technology or B. Pharma or B.Tech. (Bio-Technology) from a recognized University or Institute	
	(ii) Experience: Three years experience in handling of supply chain of a Biologicals or Pharmaceuticals products from a recognized Institute	

5.1 Note: In the case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects may be indicated by the candidate

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	e present employment	is held on deputation/o	contract basis, please
a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization
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I have carefully gone through the vacancy circular and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date:

(Signature of the candidate)

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

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- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years Or A list of major / minor penalties imposed on him / her during the last 10 years is enclosed. (as the case may be)

Counter signed (Employer / Cadre Controlling Authority with seal)

बी.सी.जी. वैकसीनप्रयोगशाला/ BCG VACCINE LABORATORY भारतसरकार/ GOVERNMENT OF INDIA गिण्डी, चेन्ने/ GUINDY, CHENNAI – 32

सं. ए -12021/27/2020 - प्रशासन No. A. 12021/27/2020-Admn

दिनांक Dated 10/03/2023

CIRCULAR

Ref: DGHS letter No: A-12034/05/2022-EPI/FTS:- P - 8152836 dated 25-01-2023

Applications are invited for one post of Store Officer, Group 'B', Non-Gazetted, Non-Ministerial in the Pay Level -6 (Rs.35,400-1,12,400/-) in the pay matrix in BCGVL, Guindy, Chennai under the Directorate General of Health Services, Ministry of Health and Family Welfare.

- The post is required to be filled on deputation (Including short term contract) plus promotion from:
 - (1) Officers of the Central Government or State Government or Union Territories or Public Sector Undertakings or Universities or recognized Research Institutions or Autonomous/ Statutory Bodies; who have the following qualification and experience.
 - (a) (i) holding analogous post on regular basis in the parent cadre or department; or
 - (ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in the level-5 (Rs. 29,200-92,300/-) in the pay matrix or equivalent in the parent cadre or department; or
 - (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 (Rs. 25,500-81,100/-) in the pay matrix or equivalent in the parent cadre or department; and
 - (b) Possessing the following educational qualifications and experience;
 - (i) Master degree with Economics or Commerce or Statistics or Business studies or Public Administration from a recognised University or institute; and one year experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or autonomous organization or Public Sector Undertaking or University or any recognised institute or Banks or in a Private Sector Organization listed on the stock exchange of India; or
 - (ii) Bachelor degree in Economics or Commerce or Statistics or Business studies or Public administration as a subject from a recognised University or Institute; and two years experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or Autonomous organization or Public sector Undertakings or University or any recognised institute or Banks or in a Private Sector organization listed on the stock exchange of India; or
 - (iii) Diploma in Materials Management or Warehousing Management or Purchasing or logistic or Public Procurement from recognised University or Institute; and three years experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or autonomous organization or Public Sector Undertaking or University or any recognised institute or Banks or in a Private Sector Organization listed on the stock exchange of India;

Note1: The Departmental Store Keeper in level-4 (Rs. 25,500-81,100/-) in the pay matrix with ten years regular ten years regular service in the grade and having the educational qualification and experience prescribed for deputationists will also considered alongwith outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

3. Duties and Responsibilities;

- (i) Overall responsible for maintenance/ operation of Stores efficiently.
- (ii) Perform the environmental and safety audits.
- (iii) Maintain effective and professional relationship with subordinate/ vendors and service provider for upmost function of Stores.
- (iv) Receipt and proper stores of materials according to their status and FIFO/ GIGO (Quarantine / Form / Fail/ Reject).
- (v) Intimation to Q.A. of material received and sampling of the same for Raw Material testing.
- (vi) On the receipt of report from Q.A. the material has to be stored on their status.
- (vii) Distribution of materials based on the Indent from user and stock.
- (viii) Maintenance of adequate stock of materials.
- (ix) Maintenance and updating of registers/ forms pertaining to stores.

- (x) Communicate with other departments to ensure proper flow of information.
- (xi) Preparation of necessary reports on periodical basis.
- (xii) Responsible for Inventory/ Stock management.
- The terms and conditions of deputation will be regulated in terms of Department of Personal & Training O.M. No. 2/29/91-Estt. (Pay -II) O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended vide O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017.
- 5. The application of suitable officers, who are willing and eligible for the post and who can be spared immediately in the event of selection may be forwarded, through proper channel, duly verified, to the Deputy Director, EPI Section, Directorate General of Health Services, Room No. 758 A-wing, Nirman Bhawan, New Delhi-110011 within 60 days of publication in Employment News, in the prescribed proforma, along with APAR/ ACR dossiers for the last 5 years, Integrity Certificate, Vigilance Clearance and Statement giving details of major or minor penalties imposed on the Officer, if any, etc. A copy of performa of Bio-Data is attached.
- 6. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete Application shall not be entertained.
- 7. This issues with the approval of competent authority.

Administrative Officer i/c BCGVL, Guindy, Chennai

Copy to:

1. Directorate General of Health Services, EPI Section, Nirman Bhavan, New Delhi 110001 for further necessary action please.

Administrative Officer i/c BCGVL, Guindy, Chennai

BIO - DATA / CURRICULAM VITAE PROFORMA

APPLICATION PROFORMA FOR THE POST OF **STORE OFFICER** TO BE FILLED ON DEPUTATION BASIS AT BCGVL, GUINDY, CHENNAI UNDER THE DIRECTORATE GENERAL OF HEALTH SERVICES, MINISTRY OF HEALTH AND FAMILY WELFARE

Name and Address (in block letters)	la agreción la una la gravi
2. Date of Birth (in Christian era)	Fine and the Box and and are
3. (i) Date of entry into service	
(ii) Date of retirement under Central / State Government Rules	
4. Educational Qualifications	The second of th
5. a)Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	aland V conspected by the constraint of the cons
b) Qualifications & Experience required as mentioned in the vacancy circular	Qualifications / experience possessed by the officer / official
(i) Master degree with Economics or Commerce or Statistics or Business studies or Public Administration from a recognized University or institute; and one year experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or autonomous organization or Public Sector Undertaking or University or any recognised institute or Banks or in a Private Sector Organization listed on the stock exchange of India; or	along the form of the second o
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- Bachelor (ii) degree Economics or Commerce or Statistics or Business studies or Public administration as a subject from a recognized University or Institute: and two years experience handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or Autonomous organization or Public sector Undertakings or University or any recognized institute or Banks or in a Private Sector organization listed on the stock exchange of India; or
- (iii) Diploma in Materials Management or Warehousing Management or Purchasing or logistic or Public Procurement from recognized University or Institute; and three years experience in handling stores and keeping accounts in a store or in a concern of Central of State Government or Statutory or autonomous organization or Public Sector Undertaking or University or any recognized institute or Banks or in a Private Sector Organization listed on the stock exchange of India

5.1: Note: In the case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects may be indicated by the candidate

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Office / Institution	Post held on regular basis	From	То	*Pay Band and Grade Pay / Pay Scale for the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
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9. In case of the state-	e present employment	is held on deputation/o	contract basis, please
a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization
officers show Cadre clears 9.2 Note: Information where a personal	uld be forwarded by the ance, Vigilance Cleara under Column 9 (c) & son is holding a post o	y on deputation, the apper parent cadre / Departing parent cadre / Departing and Integrity certific (d) above must be given deputation outside the lien in the parent cadre	ment along with cate en in all cases ne cadre /
the past by	held on deputation in the applicant, date of the last deputation etails	or the second of	The first of the second of the
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working in t	he same Department the feeder grade or		
If yes, give the revision indicate the	revised scale of pay? the date from which took place and also pre-revised scale		
Pay Level and Basic F	ments per month now	Total Emoluments	
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	t belongs to an Organisation which is not foll ales, the latest salary slip issued by the Ormay be enclosed:	
Basic pay with scale of pay	Dearness pay / interim Total emoluments	
and rate of increment	relief/other allowances etc.,	8 6 9
	(with break-up details)	. 187 07
16 (a) Additional inform relevant to the post your suit post. This among other provide information wit (i) Additional academic qualifications (ii) Professional trainin (iii) Work experience or above prescribed in circular Note: Enclose a separathe space is insuff	applied for tability for the er things may the regard to: g and the vacancy the vacancy tate sheet, if	
16 (b) Achievements if a (Note: Enclose a sepa the space is insufficient)	any: rate sheet if	State of the state
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17. Please state whether you are applying for deputation or on short term contract basis.	Free was the first problem
18. Whether belongs to SC / ST	

I have carefully gone through the vacancy circular and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date:

(Signature of the candidate)

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that:

i)	There	is	no	vigilance	or	disciplinary	case	pending	1	contemplated	against
Sh	nri / Smt						er .				

- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years Or A list of major / minor penalties imposed on him / her during the last 10 years is enclosed. (as the case may be)

Counter signed (Employer / Cadre Controlling Authority with seal)