

भारत सरकार / GOVERNMENT OF INDIA
स्वास्थ्यसेवामहानिदेशालय / DIRECTORATE GENERAL OF HEALTH SERVICES
स्वास्थ्यऔरपरिवारकल्याणमंत्रालय/ MINISTRY OF HEALTH & FAMILY WELFARE
बी.सी.जी. वैक्सीनप्रयोगशाला / B C G VACCINE LABORATORY
(cGMP Compliant Vaccine Production Facility)
110, 33 फीटरोड, माउंटरोड, गिंडी, चेन्नई 600032
110,33 FEET ROAD, MOUNT ROAD, GUINDY, CHENNAI 600 032, TAMILNADU.

VACANCY CIRCULAR

Applications are invited to fill the below mentioned post in BCGVL, Guindy, Chennai under the Directorate General of Health Services, Ministry of Health and Family Welfare, on deputation basis.

Sl. No	Post	No. of post	Classification	Level in the pay matrix
1.	Stenographer Grade - I	01 post	Group "B" Non-Gazetted	Level - 6 (Rs. 35400-112400/-)

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


Director, BCGVL, Guindy

No.A.12021/08/2024-Admn.
 GOVERNMENT OF INDIA
 BCG VACCINE LABORATORY
 No.110, 33 Feet Road, Mount Road,
 GUINDY, CHENNAI - 600 032

Date:13.09.2024

CIRCULAR

BCG Vaccine Laboratory, Chennai, a Subordinate Office of the Directorate General of Health Services, Ministry of Health and Family Welfare invites applications for filling up the following post **on deputation basis** in BCGVL, Chennai:

S.No	Post Details	
1.	Name of the post	Stenographer Grade - I
2.	Number of post	1(one)
3.	Eligibility for deputation	Pay Level-6 (Rs.35400-112400) – General Central Services, Group B - Non-Gazetted, Non-Ministerial
4.	Eligibility for deputation	Officers holding the post of Stenographer under the Central Government: (a) (i) holding analogous post on regular basis in the parent cadre or Department, or (ii) with ten years regular service in level-4 (Rs.25500-81100/-) or equivalent; and Note1: Period of deputation including the 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 exceed 3 years. Note 2: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.
5.	Duties and responsibilities	1. Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer. 2. Managing of appointments / engagements 3. Attending to the telephone calls and receiving visitors 4. Maintaining the papers required to be retained by the officer 5. Destroying by shredding / burning the stenographic record of the confidential and secret letters. 6. Assisting the officer in such a manner as she / he may direct. 7. Any other work assigned to him/her from time to time.

6.	Age limit		The maximum age-limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of the receipt of applications.
7.	Period of deputation	of	Period of deputation including the 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 exceed 3 years.

Note:

1. The terms and conditions of deputation will be regulated in terms of Department of Personnel and 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.
2. The application can be downloaded from BCGVL website : www.dirbcqlab.gov.in. 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 Director, BCG VACCINE LABORATORY, GUINDY, CHENNAI 600 032 superscribing the name of the post, **within a period of 60 days from the date of publication in Employment News**, in the prescribed proforma, along with up-to-date ACR/APARs dossiers of the officer (last five years, each page duly attested by an officer not below the rank of Under Secretary or equivalent) along with (i) Vigilance Clearance (ii) Integrity Certificate and (iii) major/minor penalty statement for the last 10 years.
3. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete application shall not be entertained.


ADMINISTRATIVE OFFICER
(For Director)
BCGVL, Guindy, Chennai

APPLICATION PROFORMA / CURRICULUM VITAE

APPLICATION FOR THE POST OF **STENOGRAPHER GRADE - I** TO BE FILLED
ON DEPUTATION BASIS AT BCGVL, GUINDY, CHENNAI

1.Name and Address (in block letters)					
2.Date of Birth (in Christian era)					
3.Date of entry into service					
4.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 advertisement / vacancy circular		Qualifications / experience possessed by the officer / official			
Experience: With 10 years of service in the level – 4 (Rs.25500 – 81100/-) or equivalent					
6. Please state clearly whether in the light of entries made by you above, you meet the requisitework experience of the post					
7. Details of employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:					
Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP / MACP are personal to the officer / official 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:

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP / MACP scheme	From	To
8. i) Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or permanent			
ii) In case the present employment is held on deputation, please state -			
a) The date of initial appointment	b) Period of appointment on deputation	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
<p>Note:</p> <p>A) In case of Officers / officials already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre clearance, Vigilance Clearance and Integrity Certificate</p> <p>B) Information under Column 8 (ii) (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in the parent cadre / organization.</p>			
9) If any post held on deputation in the past by the applicant, date of return from the last deputation and other details			
10) Total emoluments per month now drawn			
Pay level and Basic Pay		Total Emoluments	
11 (a) Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to:			

<ul style="list-style-type: none"> (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the vacancy circular / advertisement <p>Note: Enclose a separate sheet, if the space is insufficient</p>	
11(b) Achievements if any:	

I have carefully gone through the vacancy circular / advertisement 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)

Address:

Certificate 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 /contemplated against Shri / Smt. _____

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)**