

भारत सरकार

स्वास्थ्य और परिवार कल्याण मंत्रालय,  
स्वास्थ्यसेवा महानिदेशालय

केन्द्रीय औषधी नियंत्रक मानक संगठन  
केन्द्रीय औषधी परीक्षण प्रयोगशाला

रा.प.अ.प्र प्रत्यायक प्रयोगशाला

जी.एम.एस.डी. कैम्पस, स.37, नेवल अस्पताल रोड,

पेरियामेट, चेन्नै-600 003

Tel.Ph. :044-25610402, E-mail : [cdtichennai@cdsco.nic.in](mailto:cdtichennai@cdsco.nic.in), Tele.Fax:044-25610906



GOVERNMENT OF INDIA  
M/o.HEALTH & FAMILY WELFARE  
DTE. GENERAL OF HEALTH SERVICES  
CENTRAL DRUGS STANDARD CONTROL ORGANISATION  
CENTRAL DRUGS TESTING LABORATORY  
NABL ACCREDITED LABORATORY  
G.M.S.D CAMPUS, NO.37, NAVAL HOSPITAL ROAD  
PERIAMET, CHENNAI-600003.

No.CDTL/528/Rectt.Actt./2018-19/

dated the 06<sup>th</sup> August, 2018

To

The Director Admn.,  
Central Drugs Standard Control Organisation,  
Dte. General of Health Services,  
FDA Bhavan, Kotla Road,  
New Delhi-110 002.

Sub:- Advertisement in the CDSCO Website regarding filling up of one vacant  
Post of Accountant at CDTL, Chennai on deputation basis – Reg.

Ref.:- This office letter No.CDTL/528/Rectt.Actt./2017-18/3142 dated 15.02.2018.

Sir,

Thanks for giving advertisement in the CDSCO Website regarding filling up of one vacant post of Accountant at CDTL, Chennai on deputation basis. However, 4 (four) pages have been omitted in the advertisement. So, you are requested to kindly re-load our advertisement in the CDSCO Website.

A copy of the advertisement sent vide this office letter No.CDTL/528/Rectt.Actt./2017-18/3142 dated 15.02.2018 alongwith draft recruitment rules for the post of Accountant is enclosed herewith.

भवदीय,  
Yours faithfully,  
Sd/-  
(डॉ. ना. मुरुगेशन)  
(Dr N. MURUGESAN)  
निदेशक/DIRECTOR  
PH.NO.044-25610906

Encl:As above

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G.M.S.D CAMPUS, NO.37, NAVAL HOSPITAL ROAD  
PERIAMET, CHENNAI-600003.

No.CDTL/528/Rectt.Actt./2017-18/3142

dated the 15<sup>th</sup> February, 2018

To

The Drugs Controller General (I),  
Central Drugs Standard Control Organisation,  
Dte. General of Health Services,  
FDA Bhavan, Kotla Road,  
New Delhi-110 002.

Sub:- Request to advertise in the CDSCO Website regarding filling up of one vacant Group 'C' Non-Gazetted post of Accountant on deputation basis including short-term contract in the office of Central Drugs Testing Laboratory, Chennai – Reg.

Ref.:-Dte.'s letter No.A-12018/01/2018-D dated 29.01.2018.

Sir,

With reference to above, It is to inform that this Laboratory has been sanctioned with 01 (one) Group 'C' Non-Gazetted post of Accountant in Pay Level – 5 of the Pay Matrix (Pre-revised pay of Rs.5200-20200 plus Grade Pay Rs.2800/-). The post is lying vacant with effect from 01.11.2017 due to retirement on superannuation of the incumbent. Since the post is an isolated post, the reservation roster does not arise.

Your good office have permitted this office vide letter referred above to fill up the vacant post of Accountant of CDTL, Chennai on deputation basis including short-term contract as per Recruitment Rules. Since the Recruitment Rules for the post of Accountant at CDTL, Chennai has not so far been framed and notified, the post is to be filled up based on the Draft Recruitment Rules (copy enclosed herewith).

As the advertisement of the contents enclosed herewith in the Employment News is costly, you are requested to kindly advertise the contents in the CDSCO Website.

भवदीय,  
Yours faithfully,  
Sd/-

(डाँ ना. मुरुगेशन)  
(Dr N. MURUGESAN)  
निर्देशक/DIRECTOR  
PH.NO.044-25610906

Encl:As above

GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE  
DIRECTORATE GENERAL OF HEALTH SERVICES  
CENTRAL DRUGS STANDARD CONTROL ORGANISATION  
CENTRAL DRUGS TESTING LABORATORY, CHENNAI  
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Advertisement No.

Dated February, 2018

Applications are invited from eligible candidates for appointment on Deputation (including short-term contract) to the post of Accountant, Group 'C', Level 5 (Rs.29200-92300/-), Central Drugs Testing Laboratory, Chennai, Central Drugs Standard Control Organisation, Directorate General of Health Services, Ministry of Health & Family Welfare. The details of the post, eligibility criteria, job requirement, age limit etc. required for the post are indicated in Annexure I. The pay and other terms and conditions of deputation (including short-term contract) will be regulated in accordance with DOPT's O.M.No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time. Cadre Authorities/Heads of Department are requested to forward applications of eligible and willing candidates whose services can be spared for appointment to the post by the Deputation (including short-term contract) so as to reach Dr N. Murugesan, Director, Central Drugs Testing Laboratory, Govt. Medical Stores Depot Campus, No.37, Naval Hospital Road, Periamet, Chennai-600003 within 45 days from the date of publication of this advertisement in the Employment News. The Application Form/Curriculum Vitae proforma is at Annexure-II.

LIST OF DOCUMENTS TO BE SENT ALONGWITH THE APPLICATION

1. Application in prescribed format –Annexure II duly filled in and signed by the candidate and countersigned with seal by the Cadre/Appointing Authority.
2. Attested copies of APAR/ACRs for the last 5 (five) years duly attested on each page by a Gazetted Officer of Central/State Government.
3. Integrity Certificate.
4. Vigilance Clearance Certificate.
5. Statement of major or minor penalties, if any, imposed on the officer during the last 10 years of service.
6. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
7. Cadre Clearance Certificate.

NOTE: Incomplete application or application not accompanied by the above documents will be summarily rejected.

Sd/-  
(डॉ. ना. मुरुगेशन)  
(Dr N. MURUGESAN)  
निदेशक/DIRECTOR

**ANNEXURE-I**

One post of Accountant, Central Drugs Testing Laboratory, Chennai, Group 'C', Level '5', (Rs.29200-92300/-) in the pay matrix

<b>Method of Recruitment</b>	<b>Deputation (Including Short-Term Contract)</b>
<b>Eligibility Criteria</b>	<p><b><u>Essential:</u></b></p> <p>Officers under the Central/State Govt./Union Territories/Recognised Research Institutions/Public Sector Undertakings/Semi Govt./Statutory or Autonomous Organisation:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre/deptt; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in the Level 4 (Rs.25500-81100/-) in the Pay Matrix or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the educational qualifications and experience as given below</p> <p>Graduate in Commerce from a Recognised University</p> <p>Five years experience in preparation of Budget, Accounts and Audit.</p> <p>Note : The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.</p>

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
	(ii)
4. Educational Qualifications	
5. 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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5. 1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5. 2 In the case of Degree and Post Graduate Qualifications Elective/Main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
<p>6. 1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied</p>	

<b>7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient</b>					
<b>Office/Institution</b>	<b>Post held on regular basis</b>	<b>From</b>	<b>To</b>	<b>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</b>	<b>Nature of Duties (in detail) highlighting experience required for the post applied for</b>
<p><b>*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/Pay Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/Pay Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated</b></p>					
<b>Office/Institution</b>	<b>Pay, Pay Band and Grade Pay/Pay Level in the Pay Matrix drawn under ACP/MACP Scheme</b>	<b>From</b>	<b>To</b>		
<b>8. Nature of present employment i.e. Ad-hoc of Temporary or Quasi-Permanent or Permanent</b>					
<b>9. In case the present employment is held on deputation/contract basis, please state-</b>					
<b>a) The date of initial appointment</b>	<b>b) Period of appointment on deputation/contract</b>	<b>c) Name of the parent office/ organization to which the applicant belongs</b>	<b>d) Name of the post and pay of the post held in substantive capacity in the parent</b>		
<p><b>9. 1 Note : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</b></p>					
<p><b>9. 2 Note : Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization.</b></p>					

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)		
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities		
12. Please state whether you are working in the same		
13. Are you in Revised Scale of Pay? If yes, give the date from which the		
14. Total emoluments per month now drawn		
Basic Pay in the Pay Band/ Pay Level in the Pay Matrix	Grade Pay/Pay Level	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and Rate of Increment	Dearness Pay/Interim Relief/ other Allowances etc., (with break-up details)	Total Emoluments
16. 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 professional training and work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note : Enclose a separate sheet, if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Government are only eligible for "Absorption. # (The option of 'STC'/'Absorption/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").		
18. Whether belongs to SC/ST		

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.

(Signature of the candidate)  
Address \_\_\_\_\_

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/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 Gazetted Officers of Central/State Government 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)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

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EXTRACT FROM THE GAZETTE OF INDIA : PART II, SEC. 3, SUB-SEC. (i)

Appearing on Page Nos.

Dated

MINISTRY OF HEALTH AND FAMILY WELFARE  
NOTIFICATION

New Delhi, the

G.S.R. - In exercise of the powers conferred by proviso to article 309 of the Constitution the President hereby makes the following rules regulating the method of recruitment to Group 'C' Non-Gazetted Post of Accountant at Central Drugs Testing Laboratory, Chennai in Ministry of Health and Family Welfare, Directorate General of Health Services, namely: -

1. Short title and commencement – (1) These rules may be called The Ministry of Health and Family Welfare, Central Drugs Testing Laboratory, Chennai (Group 'C' Non-Gazetted Posts) Recruitment Rules, 2009.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of post, classification and Level in the Pay Matrix – The number of said post, its classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed hereto.
3. Method of recruitment, age limit, qualifications, etc – The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in column (5) to (14) of the said Schedule.
4. Disqualification – No person –  
(a) Who has entered into or contracted a marriage with a person having a spouse living; or  
(b) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to said post:

Provided that the Central Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for such doing, exempt any person from the operation of this rule.

5. Power to relax – Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
6. Saving – Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

**THE SCHEDULE**

Name of the post	No. of post (s)	Classification	Level in the Pay Matrix	Whether Selection Post or Non-Selection Post	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Age Limit for direct recruitment
1	2	3	4	5	6	7
Accountant	01 (One)	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-5 (Rs.29200-92300/-)	Selection	Not Applicable	Between 18 and 27 years Note 1: The crucial date for determining the age-limit shall be closing date for receipt of application from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunchal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul & Spiti District and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep. Note 2: The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.

Educational & Other Qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If DPC/DCC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
8	9	10	11	12	13	14
<u>Essential Qualification</u>  Graduate in Commerce from a Recognised University  Five years experience in preparation of Budget, Accounts and Audit	Not Applicable	Two Years	By direct recruitment failing which by deputation including short-term contract	Deputation (including Short-Term Contract) I. Officers under the Central/State Govt./Union Territories/Recognised Research Institutions/Public Sector Undertakings/Semi Govt./ Statutory or Autonomous Organisation:- (a) (i) holding analogous post on regular basis in the parent cadre/deptt;or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in the Level 4 (Rs.25500-81100/-) in the Pay Matrix or equivalent in the parent cadre/department; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column.8.  The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of application	<u>Departmental Confirmation Committee for considering confirmation:</u> 1. Director, CDTL - Chairman Chennai 2. Director Admn., - Member CDSCO, Headquarters, New Delhi 3. Sr. Scientific Officer Gr.I CDTL, Chennai - Member 4. Accounts Officer, Govt. Medical Stores Depot - Member	Not Applicable

