

GOVT. OF INDIA/भारत सरकार  
MINISTRY OF HEALTH AND FAMILY WELFARE / स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
DIRECTORATE GENERAL OF HEALTH SERVICES/ महानिदेशालय, स्वस्थय सेवाएं  
CENTRAL DRUGS LABORATORY/ केंद्रीय भेषज प्रयोगशाला  
3, KYD STREET, KOLKATA-700016/ 3 किड स्ट्रीट कोलकाता – 700 016

Telephone No. / दूरभाष स . 033 – 22299380

E-mail ID / ई – मेल : [cdlkol@cdsco.nic.in](mailto:cdlkol@cdsco.nic.in)

No. 9-24/2023-Ad/CDL-Steno-I-D / 02

Date: 16<sup>th</sup> October, 2023

Applications are hereby invited through proper channel from eligible Central Govt. Employees for filling up one (01) post of **Stenographer Grade-I** Group-B Non-Gazetted pay level-06 of pay matrix as per 7<sup>th</sup> CPC at **Central Drugs Laboratory Kolkata**, Ministry of Health & Family Welfare on **Transfer on Deputation** basis.

Eligibility Criteria :

- a) Holding analogous posts on regular basis

OR

With 10 years regular service in the pay matrix of level-04 as per 7<sup>th</sup> CPC or equivalent.

AND

- b) Possessing a speed of 100 words per minute in Stenography (English/Hindi)

02. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations/department of the Central Govt. shall ordinarily not exceed 03 years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date for receipt of application and other conditions will apply as per DoPT norms for appointment by transfer on deputation.

03. Place of Posting : - Central Drugs Laboratory, Kolkata.

04. Complete application (in the format given below) along with attested copies of last 05 years ACRs/APARs and vigilance / disciplinary clearance to be submitted and reached through proper channel within 60 days from the date of publication of this advertisement in the Employment News to The Director-in-Charge, Central Drugs Laboratory, 3 Kyd Street Kolkata – 700016 (WB). Please refer website [www.cdsco.gov.in](http://www.cdsco.gov.in).

  
Director-in-Charge

Central Drugs Laboratory Kolkata

**Format of application for filling up one post of Stenographer Grade-I in pay level-06 at Central Drugs Laboratory Kolkata.**

1. Name of the candidate :
2. Date of Birth :
3. Age (as on closing date of application) :
4. Date of Joining to the Govt. Service :
5. Educational and other Special Qualification :
6. Present designation/grade and Date of Entry to the present grade :
7. Present Basic Pay, Pay Level and Scale of Pay :
8. Name of department and Ministry :
9. Full postal address of the present employer With Telephone Number :
10. Working Experience (in detail) :
11. Training Experience :
12. Whether SC/ST/OBC :
13. Date of reversion from last deputation (if any) :
14. Complete Residential Address :
15. Email ID :
16. Mobile No.

I hereby declare that all the information given above are true in my belief and knowledge. If any of the above is found to be false, my candidature will be cancelled at any stage.

Signature of the candidate :  
Name of the candidate :