

No.A-12018/01/2018-D  
Government of India  
Ministry of Health and Family Welfare  
Directorate General of Health Service  
Central Drugs Standard Control Organization  
(Drugs Section)

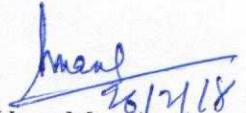
FDA Bhawan, Kotla Road  
New Delhi 110002,  
Dated 26<sup>th</sup> February, 2018

**Office Memorandum**

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 CDTL, Chennai - regarding

The undersigned is directed to attached herewith a copy of CDTL, Chennai's letter No. CDTL/528/Rectt.Actt. /2017-18/3142 dated 15<sup>th</sup> February, 2018 on the above subject and to request to upload the contents (prepared on the basis of Draft Recruitment Rules) of the advertisement in the CDSCO Website urgently.

Encl: As stated anpve

  
(Vum Mang)

Deputy Director Admn. (Drugs)  
Telephone No. 23236971

To

Incharge, I.T. Section, CDSCO (HQ)

No.A-12018/01/2018-D  
Government of India  
Ministry of Health and Family Welfare  
Directorate General of Health Service  
Central Drugs Standard Control Organization  
Central Drugs Testing Laboratory, Chennai

Advertisement No.

Date the February, 2018

Application are invited from eligible candidates for appointment on Deputation (including short-term contract) to the post of Accountant, Group 'C', Leve 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-600 003 within 45 days from the date of publication of this advertisement. 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/-  
(Dr. N. Murugesan)  
Director, Central Drugs Testing Laboratory,  
Government of India,  
Chennai-600 003

ANNEXURE-I

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

Method of Recruitment)	Deputation (including Short-Term Contract)
Eligibility Criteria	<p>Essential:</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 (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 parental 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 PROFORMA

1.Name and address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
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: Graduate in Commerce from a recognised University	Qualification:
B) Experience: Five years' experience in preparation of Budget, Accounts and Audit	Experience:
Note:- In the case of Degree and Post Graduate Qualification, Elective/Main Subjects and subsidiary subjects may be indicated by the candidate.	
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 posts.	
6. Not'': 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).	

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 five years duly attested by an officer of the rank of Gazetted Officer 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)