

No.A.12023/2/2013- Estt.III  
 Government of India  
 Ministry of Health & Family Welfare  
 (Department of Health & Family Welfare)

Nirman Bhawan, New Delhi  
 Dated the 02-01-2014

**Vacancy Circular**

In supersession of this Ministry's vacancy circular of even no. dated 05.08.13 it is proposed to fill up **2 (two)** vacant posts of Junior Analyst (Work Study) in the scale of pay ₹ 9,300-34,800 with Grade pay of ₹4,600/- in the Ministry of Health & Family Welfare. The post is required to be filled up on deputation basis (including short-term contract) from amongst the officers under the Central Government failing which officers under the State Government/ Union Territory/ Recognized Research Institutions/ Public Sector Undertakings/ Semi Government/ Autonomous or Statutory Organizations:

(a) (i) holding analogous posts on regular basis in the parent Cadre/ Department; or

(ii) with three years' regular service in a post in the scale of 5500-175-9000 (pre-revised) or equivalent in the parent Cadre/ Department; or

(iii) with six years' regular service in the post in the scale of 5000-150-8000 (pre-revised) or equivalent in the parent Cadre/ Department and

(b) Possessing the following qualifications and experience:

(i) Degree from a recognized University or equivalent;

(ii) have successfully completed the Advanced management Service Course of the Institute of Secretariat Training and Management or Defence Institute of Work Study or equivalent training in any other recognized institute Or have atleast two years' experience in the application of Work Study/ Organization and Methods/Analytical/ Statistical / Operations/ Research and other management research techniques Or have successfully completed the basic management services course of the Institute of Secretariat Training and Management or equivalent training in any other recognized institution and have one year experience in the application of Work Study/ Organization and Methods/ Analytical/ Statistical/ Operations research and other management research techniques.

(Period of deputation/ contract including period of deputation/ contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceed five years). (The maximum age limit for appointment by deputation/ contract shall not be exceeding 56 years as on the closing date of receipt of applications.)

From pre-page:

2. It is requested to forward the applications of interested & eligible officers in the attached proforma at Annexure- I through proper channel so as to reach the undersigned within 60 days from the date of publication of this circular in the Employment News. While forwarding the applications, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded alongwith the following documents:-

- (i) Original/ Photocopies of the ACR duly attested by a Group 'A' officer for the last 5 years;
- (ii) Vigilance clearance certificate.
- (iii) Integrity certificate duly signed by an officer not below the rank of Deputy Secretary.
- (iv) No penalty certificate duly signed by an officer not below the rank of Deputy Secretary.

Application received without aforesaid documents or after the prescribed date, shall be rejected.

Encl: Proforma of application.

(Dhruv Chakravarty)

Under Secretary to the Government of India  
Tel. No.(011)23061323

To

1. All Ministries/ Department of Government of India (as per standard list).
2. All Sections/ Desks/Cells/Units in the Department of Health.
3. Notice Board.
4. DAVP (Asstt. Media Executive), 3<sup>rd</sup> Floor, PTI Building, Sansad Marg, New Delhi-110001. It is requested that the circular may be published in the Employment News at the earliest.
5. Asstt. Director, NIC, M/o Health & Family Welfare, New Delhi with a request to upload the same on this Ministry's website.
6. Director (IFD), D/o Health & Family Welfare.
7. Asstt. Director (Hindi- I), to provide the Hindi version.

**CURRICULAM VITAE PROFORMA**

1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian era)					
3. Date of retirement under Central/State Government Rules					
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	Qualifications/Experience possessed by the officer			
	<u>Essential:</u> (1) (2) (3)  <u>Desired:</u> (1) (2)				
6. Please State clearly whether in the light of entries made by you above, you meet the requirement 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	From	To	Scale of Pay and Basic	Nature of duties (in detail)
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent					
9. In case the present employment is held on deputation/contract basis, please state:- a) The date of initial appointment b) Period of appointment on deputation/contract					

c) Name of the parent office/organization to which you belong	
<p>10. Additional details about present employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>	
11. Please state Whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13. Total emoluments per month now drawn	
<p>14. Additional information, if any, which you would like to mentioned in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) Note: Enclose a separate sheet, if the space is sufficient).</p>	
15. Please state whether you are applying for deputation (ISTC)/Absorption/Re=Employment basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates are eligible only of Short Term Contract)	
16. Whether belongs to SC/ST	

17. Remarks (The candidate may indicate information with regard to (i) Research publications and reports and special projects (ii) awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection committee at the time of selection for the post.

Date \_\_\_\_\_

Signature of the Candidate

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_  
\_\_\_\_\_

(Employer with Seal)