

F. No. A-32014/01/2007-CGHS-I
Government of India
Ministry of Health and Family Welfare
CGHS Division
(CGHS-I Section)

Room No.430, C-Wing
Nirman Bhawan, New Delhi
Dated : 07 March, 2016

To

- i. All Ministries of the Government of India
(Including Ministry of Railways & Ministry of Defence)
- ii. All State Governments/ Administration of Union Territories.
- iii. All Statutory bodies/ Autonomous Bodies/ Semi-Government Organizations
under Central/State Government/Government of National Capital Territory
of India, Delhi

Subject: Filling up of five posts of Administrative Officers in the CGHS at CGHS Delhi,
CGHS Kolkata and CGHS Hyderabad on deputation basis-reg.

Sir,

The Ministry of Health and Family Welfare, CGHS Division has decided to fill up five posts of Administrative Officers **on deputation** from amongst the officers holding analogous posts under Central Government (including Ministries of Railways and Defence) or State Governments or Union Territories or suitable officers holding analogous posts under the statutory bodies, autonomous bodies, semi-government organizations under Central/State Governments.

2. Officers holding analogous posts on regular basis, having requisite qualifications and experience as mentioned in the **Annexure-I** and having completed their period of probation in the parent organization can apply for appointment on deputation to CGHS indicating the name of the post and the sub cadre, through proper channel. All the officers who are presently working on deputation (ad-hoc) basis may also apply. The details of post and scale of pay of post, qualification and experience required for the post is at **Annexure -I**. The qualification etc. may also be seen in Ministry's website **viz <http://mohfw.gov.in>**

3. **The appointment on deputation basis will be made for CGHS Delhi, CGHS Kolkata and CGHS Hyderabad. The officers selected will have all India Transfer liability.**

4. The officers selected for appointment on deputation to CGHS may either retain their grade pay in the scale applicable to them plus deputation allowance and other allowances as admissible in the parent cadre, or draw their pay in the appropriate grades in CGHS. The period of deputation will be governed by Central Government Health Scheme (Administrative Officer) Group 'B' Gazetted post Recruitment Rules, 2002 as amended from time to time. However, the Ministry can end the term of deputation unilaterally if the regular recruitment takes place or if the policy gets changed due to any reason. The terms of deputation will be governed by standard terms of deputation as prescribed by the Government of India from time to time.

5. Applications in the prescribed proforma (**Annexure II**) should be forwarded to **Under Secretary (Admn.), CGHS, Room No.430, 'C' Wing, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi, 110011** within forty-five days of the date of issue of this letter for consideration for appointment on deputation against the post mentioned in Annexure I. All applications should reach this Ministry through proper channel within prescribed time-limit. **Advance copies of the applications will not be entertained.**

6. While forwarding the application, the following documents may also please be sent to this Ministry along with the application.

- (i) A Certificate to the effect that State Government/ Union Territory or the Parent Department/organization has “**NO OBJECTION**” to the appointment of the officer concerned under CGHS on deputation.
- (ii) Attested copies of the ACRs/APARs of the applicant for the last five years.
- (iii) A Certificate about the integrity of the officer recommended for appointment on deputation under CGHS.
- (iv) Vigilance Clearance in respect of applicant duly signed by an officer of the appropriate status.
- (v) Certificate of major/minor penalty imposed if any on the officer during the last ten years/service period whichever is less.

Incomplete application(s)/ received without above-mentioned documents will be summarily rejected. In case, application along with the requisite documents is not received within the stipulated time, it would be presumed that the parent organization is not in favour of appointment of the applicant on deputation. The Ministry will not be responsible for collection of above mentioned documents.

Yours faithfully,


(Dharminder Singh)

Under Secretary to the Govt. of India
Phone No.: 011-23062666

Encl:-As above

Copy to:

- i. The Director, Advertising & Visual Publicity, Directorate of Advertising & Visual Publicity, Phase IV, Sookna Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003 with the request that the vacancy circular may kindly be published in the EMPLOYMENT NEWS and leading national dailies immediately.
- ii. Senior Director (Tech.), NIC, Ministry of Health and Family Welfare is requested to host the vacancy circular on the website of this Ministry.


(Dharminder Singh)

Under Secretary to the Govt. of India
Phone No.: 011-23062666

Annexure – I

Name of the post : Administrative Officer

Number of post : Five

Pay scale of the post : Rs.7500-200-12000/- (Pre - revised)
(Revised Pay Band-2 (Rs. 9300-34,800) +Rs.4800 Grade Pay)

Qualification and experience:

Any person who is holding analogous posts on regular basis in the parent cadre/department; or with two years' service in the grade rendered after appointment thereto on regular basis in the pay scale of Rs. 6500-10,500 (Revised Pay Band-2 (Rs. 9300-34,800) +Rs.4200 Grade Pay) or equivalent in the parent cadre/department; or with seven years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5500-9000 (Revised Pay Band-2 (Rs. 9300-34,800) +Rs.4200 Grade Pay) or equivalent in the parent cadre/department; and possessing two years' experience in administration, establishment and Accounts matters.

PROFORMA

1. Name of the post applied for :
2. Name and Present Designation :
3. Date of initial appointment with the pay scale :
4. Present scale of Pay :
5. Full Address in Block letters :
6. Date of Birth (in Christian era) :
7. Date of retirement under Central/
State Government rules :
8. Educational Qualifications :
9. 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
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- Essential (1)
(2)
(3)

- Desired (1)
(2)

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10. Please state clearly whether in the light
of entries made by you above, you meet the
requirements of the post :

11. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature and verified, by employer, if the space below is insufficient :

Office/Instt./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties
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12. Nature of present employment, i.e., ad hoc or temporary or permanent :

13. Whether Probation period completed satisfactorily :

14. 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/organisation to which you belong :

15. Additional details about present employment :
Please state whether working under :-
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government Undertakings
 - (e) Universities

16. Please specify whether on deputation to any State Government or in Central deputation earlier :

17. Please specify whether unauthorized absence, EOL, Or Leave Not Due (LND) taken earlier.

18. 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 :

19. Total emoluments per month now drawn :
(Indicating Pay Band, Band Pay and Grade Pay separately)
20. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient and got verified by employer. :
21. Whether belongs to SC/ST/OBC :
22. Remarks :

Date.....
Countersigned.....
(Employer)

Signature of the Candidate

Address.....
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