

V-11011/10/2015-V.I.
Government of India/Bharat Sarkar
MINISTRY OF HEALTH AND FAMILY WELFARE
New Delhi

CIRCULAR

Applications are invited for the post of Director at Pasteur Institute of India, Coonoor, Tamil Nadu, an Autonomous Organization fully funded by Government of India, Ministry of Health and Family Welfare.

Name of the Post	:	Director
Number of the Post	:	1 (one)
Method of filling of post	:	By Deputation failing which by Direct Recruitment
Age	:	50 years for Direct Recruitment (relaxable in accordance with the instructions or orders issued by the Central Government) and 56 years for deputation.

Essential Qualifications and Experience required for Direct Recruitment:

- 1) M.B.B.S. from a recognized University or Institute.
- 2) M.D. (Microbiology/Bio-chemistry/Pharmacology) from a recognized University or Institute.

OR

- 1) B.V.Sc. from a recognized University or Institute.
- 2) M.V.Sc. Biotechnology/ Microbiology from a recognized University or Institute.

OR

- 1) A Master's degree in Microbiology/ Biochemistry/Biotechnology from a recognized University or Institute.
- 2) A doctorate degree (Ph.D.) in Microbiology/ Biochemistry/ Biotechnology from a recognised University or Institute.

Experience:

15 years in the Manufacturing/testing of biologicals/ pharma products/ practical experience in research or education in the relevant field.

Desirable:

- 1) Experience in production of immunobiologicals.
- 2) 5 years of administrative experience.

Essential Qualifications and Experience required for Deputation :

- a) Persons under Central/ State Govt./ Universities/ Recognized Research Institutions/ PSUs/ Statutory, Semi Govt. or Autonomous organizations.
 - (i) Holding analogous posts on regular basis.
 - (ii) With 5 years of service in the posts in Level 13 (pre-revised Pay Band of Rs.37400-67000 with GP Rs.8700) or equivalent; and
- b) Possessing qualifications mentioned for direct recruitment.


Place of Posting : Coonoor, Nilgiris, Tamil Nadu

Duties and Responsibilities of the Post : Director will be the overall incharge of the Institute and shall exercise the administrative and financial powers as specified in the Bye-Laws of the Institute under the directions of Governing Body of the Institute.

GENERAL TERMS & CONDITIONS

1. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview.
2. Application must be neatly typewritten on A-4 size paper in the prescribed proforma (Annexure-I). The proforma can be downloaded from the website www.mohfw.nic.in or www.persmin.nic.in.
3. One recent passport size photograph should be pasted on the top right hand corner of the application and be signed by self across. Application without photograph will be treated as incomplete application and will not be considered.
4. Envelope containing application should be super-scribed with "APPLICATION FOR THE POST OF DIRECTOR, PASTEUR INSTITUTE OF INDIA, COONOOR."
5. The candidates short-listed for interview will be informed by post, e-mail as well as notified in the Ministry's website. The Ministry will not be responsible for any postal delay.
6. Original certificates should be produced only at the time of interview. However, attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
7. Candidates may send an advance copy of application in case they are working with any Government/semi Government organisations. However, advance application shall be entertained only when application through proper channel (Forwarding Authority) is received. It shall be, however, necessary to furnish "No Objection Certificate" from the parent department/present employer at the time of interview.
8. Applications received after expiry of the prescribed period and/or found incomplete in any manner or not submitted in prescribed proforma will entertain.
9. The decision of the Ministry in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
10. The Ministry reserves the right not to fill up the vacancy advertised, if the circumstances so warrant.

11. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time.
12. Forwarding Authority is to ensure that the applications must be accompanied by ACRs for last five years, Integrity Certificate and Vigilance Certificate. In case of photocopies of A.C.R are sent, these may be attested by an officer not below the rank of Under Secretary of the Government of India. The experience claimed may be tallied with the job description mentioned in the CR reports.
13. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
14. Age may be relaxed at the discretion of Governing Body, Pasteur Institute of India, Coonoor under special circumstances.
15. The application complete in all respect must be sent to "SHRI VIKAS ARYA, DIRECTOR, MINISTRY OF HEALTH AND FAMILY WELFARE, ROOM NO.303-D, NIRMAN BHAWAN, MAULANA AZAD ROAD, NEW DELHI – 110011" within 45 days from the date of publication in the Employment News.
16. The above circular may also be downloaded from the website of Ministry and DoPT.



Director
(Vikas Arya)

Copy along with vacancy circular to:

- 1) Establishment Officer, Department of Personnel and Training, North Block, New Delhi.
- 2) Director General, Directorate General of Health Services, Nirman Bhawan, New Delhi.
- 3) Joint Secretary (Ms. Archana Varma), Deptt. of Personnel and Training, North Block, New Delhi – with a request to kindly get the enclosed vacancy circular uploaded in the web-site of DoPT immediately.
- 4) Sr. Technical Director, NIC, Department of Health & Family Welfare – with a request to get the enclosed vacancy circular uploaded in the website of the Ministry immediately.
- 5) Director General, Indian Council of Medical Research, Ansari Nagar, New Delhi.
- 6) Director, Pasteur Institute of India, Coonoor, Nilgiris, Tamil Nadu.
- 7) Department of AYUSH, B Block, GPO Complex, INA Colony, New Delhi, Delhi 110023
- 8) Department of Health Research, 2nd Floor, IRCS Building Red Cross Road, New Delhi, Delhi 110001
- 9) Director General, Indian Council of Medical Research, Ansari Nagar, New Delhi.

Annexure-I

RECRUITMENT TO THE POST OF DIRECTOR AT
PASTEUR INSTITUTE OF INDIA, COONOR
(TAMIL NADU)

Affix recent
passport size
photograph duly
signed on the same
by the applicant

BIO-DATA

1. Post applied for : DIRECTOR
2. whether Direct Recruitment or Deputation
Please clearly mention :
3. Name of the Applicant :
4. Father's/Husband's Name :
5. Date of Birth & Age as on the closing date
of receipt :
6. Sex (Male/Female) :
7. Marital Status :
8. Category (UR/SC/ST/OBC) :
9. Address
(i) Correspondence :

Pin Code _____
- (ii) Permanent :

Pin Code _____
10. E-mail ID :
11. Telephone/Mobile No. :
12. Present post held :
13. Date of Appointment in the Present post :
14. Present Pay (Specify whether regular Pay or
ACP/MACP pay) :
15. Level in Pay Matrix/Scale of pay and grade pay :
16. Educational Qualifications :

S. No	Examination passed	Board/University/ Institute	Year of Passing	Division	Subjects

(Please attach attested Xerox copies of the testimonials)

17. Experience

S. No.	Office in which worked/Designation	From	To	Nature of duties (attach experience certificates)	Whether regular or on deputation

(Please use extra sheets, if necessary by indicating the period of experience as mentioned in the job description for the post)

18. Please state clearly whether in the entries above made, you meet the requirement of the post : _____

19. Awards, Prizes, Scholarship, etc., secured during education carrier : _____

20. Languages known : _____

21. Other information, if any : _____

UNDERTAKING

I hereby certify that the above information recorded is correct to the best of my knowledge and belief.

Signature of the applicant

Date: _____

Place: _____

Certificate by the forwarding office in case of applications on deputation terms

Forwarded and certified that the information furnished by Shri/Smt./Ms. _____ in his/her application has been verified from records and is found to be correct and he or she is having relevant experience mentioned as per the job description.

It is further certified that no vigilance/disciplinary case is either pending or contemplated against Shri/Smt./Ms. _____

Xerox/true copies of the CR documents of the above candidates who preferred for deputation for the post of _____ in Ministry of Health and Family Welfare for the last 5 years duly attested, are enclosed.

Signature _____
Name _____
Designation _____
(Office seal)

No. of enclosures attached