

No.A.12023/02/2009-Estt.III
Government of India
Ministry of Health & Family Welfare
(Department of Health & Family Welfare)

Nirman Bhavan, New Delhi-110108

VACANCY CIRCULAR

Applications are invited in the prescribed pro-forma for filling up one post of Assistant Programme Officer (Drug De-addiction Programme) Group 'B' Gazetted, Non-Ministerial, in the pay scale of Rs.7450-11500 (pre-revised) with a Grade Pay of Rs. 4600/- in Pay Band-2 in the Department of Health & Family Welfare, Ministry of Health & Family Welfare. The post is required to be filled up by transfer on deputation basis for a period of three years from amongst the officers working under the Central Government and fulfilling the following conditions:

Officers under the Central Government:-

- a)
 - i) holding analogous post on regular basis in the parent cadre/Department;
 - ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.6500-10500 (Pre-revised) or equivalent in the parent cadre; or
- b) Possessing the following educational qualifications and experience:-
 - i) Bachelor's Degree from a recognized University or equivalent;
 - ii) Two years experience in any health related programme.

(Period of deputation, including period of deputation 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 three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years on the closing date of receipt of applications).

2. Persons appointed on deputation will be allowed to draw pay/ deputation duty allowance in terms of Department of Personnel & Training's O.M. dated 2/29/91-Estt.(Pay.II) dated . 5.1.94, as amended from time to time.

3. The eligible and interested officers may apply through their respective departments in the pro-forma annexed to this circular (along with the certificate of the forwarding authority) so as to reach at the following address **within 6 weeks from the date of publication of the abridged circular in the Employment News (i.e., 17-23 September 2011)**. The applications should, therefore, reach the undersigned latest by 31st October 2011.

Mr. Anil Kumar
Under Secretary (Admn.),
Ministry of Health & Family Welfare,
Department of Health & Family Welfare,
Rom No. 330-C, Nirman Bhavan, New Delhi - 110108
Tel. No. 23061954
Email: usadmn.health@gmail.com

4. While forwarding the applications, the concerned departments may please ensure that the particulars of the candidates are verified and they fulfil the eligibility conditions. It is also to be certified that no vigilance/disciplinary proceedings are either pending or contemplated against the candidates and also to forward attested copies of the Annual Confidential Reports for the last five years along-with their applications.

5. The candidates who apply for the post will not be allowed to withdraw their candidature in the event of their selection consequently.

6. Duties attached to the post of Assistant Programme Officer (Drug De-addiction Programme) are given below:

- i) The main function of the Assistant Programme Officer (Drug De-addiction Programme) is to provide able Programme support to the Director (Drug De-addiction Programme) in all respect pertaining to management, planning, budgeting, monitoring & Evaluation and implementation of the Programme.
- ii) In addition to the above, he will continue to look after the work of accounts related to the International Bodies like UNDCP, WHO etc.

**Proforma for application for the post of Assistant Programme Officer (Drug De-Addiction) in
the Department of Health & Family Welfare**

<p>1. Name (in Block Letters) :</p> <p style="text-align: center;">Address (Office):</p> <p style="text-align: center;">Address (Residence):</p> <p style="text-align: center;">Telephone No. (Office): (Residence): e-mail id:</p>		<p>PASTE A COPY OF THE LATEST PASS-PORT SIZE PHOTOGRAPH</p>			
2. Date of Birth (in Christian era)					
3. Date of retirement under Central Government Rules :					
4. Educational Qualifications (enclose attested copies of certificates)					
Qualifications/Experience Required	Qualifications/ Experience Possessed				
5. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post					
6. Do you hold analogous post on regular basis under the Central Government or do you hold any other post with requisite years of service under the central govt. in any specified category next below the analogous post with pay scale (pay band) and grade pay. If so, please specify with reference to the post applied for					
7. Do you hold requisite years of experience for the post applied for in the field of finance, accounts and audit matters					
8. Details of employment in chronological order (starting from entry in Central Govt. service). Enclose separate sheet, duly authenticated by your signature if the space provided is insufficient:					
Office/ Institution	Post held (regular/ adhoc/ deputation)	Scale of Pay and Basic pay	From	To	Nature of duties (in detail)
9. Nature of present employment :					
10. 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:	
11. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post	
12. Are you in revised scale of pay? If yes, date of revision and pre-revised scale:	
13. Total emoluments per month now drawn	
14. Additional information, if any, which you would like to mention in support of your suitability for the post :	
15. Whether belongs to SC/ST :	
16. Remarks :	
17. Full postal address of the forwarding authority With name designation and telephone number	

Signature of the candidate

Place:

Date:

Countersigned
(Employer with Seal)

Certificate to be furnished by the Employer/Head of Office/forwarding authority

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also Certified that:

- (i) There is no vigilance or disciplinary case pending/contemplated against _____
- (ii) His/her integrity is beyond doubt.
- (iii) Copies of his/her ACRs for last five years (2006-07 to 2010-11), attested on each page by an officer not below the rank of Under Secretary to Govt. of India are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last ten years*
- (v) A list of major/minor penalties imposed on him/her during the last ten years is enclosed.*

Signature _____
Name & Designation
Tel. No. and e-mail ID
Office Seal

Place:

Dated:

List of enclosures:

- 1.
- 2.
- 3.

Note: * Strike out which is not applicable.