

CIRCULAR

Applications are invited for one post of Assistant Director (Non-Medical) Group 'A' Gazetted (Non-Menistrial) in the Level -11 (Rs.67,700-2,08,700/-)in the pay matrix in BCGVL, Guindy, Chennai under the Directorate General of Health Services, Ministry of Health and Family Welfare.

2. The post is required to be filled on deputation (Including Short Term Contract) from:

- (1) Officers of the Central Government or State Government or Public Sector Undertakings or Universities or Recognized Research Institutions or Autonomous/ Statutory Bodies;
 - (a) (i) holding analogous post on regular basis in the parent cadre or department;
or
 - (ii) With five years service in the grade rendered after appointment thereto on a regular basis in posts in the level-10 (Rs. 56,100-1,77,500/-) in the pay matrix or equivalent in the parent cadre or department; and
 - (b) Possessing the following educational qualification and experience;

Essential :

- (i) Master Degree in Science or Master Degree in Veterinary Science in Bio-Chemistry or Microbiology from a recognised University or Institute.
- (ii) Five years experience in manufacturing of Human Biological products or in research in the field of medical of Microbiology or Virology or Bio-chemistry or Immunology along with experience in Current Good Manufacturing Practices regulations and guidelines with ability to prepare and maintain required documentation.

Desirable:

Ph.D in Bio-Chemistry or Microbiology or Immuno-Chemistry from recognised University or Institute.

Note1: The departmental Deputy Assistant Director (Non-Medical) in level-10 (Rs. 56,100-1,77,500/-) in the pay matrix with five years regular service in the grade; and possessing the educational qualifications and experience prescribed for deputationists will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

1. **Duties and Responsibilities;**

- (i) Overall responsible for all production related activities.
- (ii) Preparing and reviewing of instruction for the production of product according to written documents.
- (iii) Reviewing of all production batch records and ensure that they are completed and signed.
- (iv) Reviewing of protocols, SOP's related to production.
- (v) All Production deviation are reported, evaluated and the critical deviation are investigated and conclusion is recorded.
- (vi) To ensure the production facilities is cleaned, disinfected and maintained.
- (vii) To ensure necessary calibration are performed and recorded.
- (viii) Evaluation of proposed changes in product process on equipment.
- (ix) To ensure the validation of process are carried out & recorded.
- (x) Strengthening of training of staff of production.

4. The terms and conditions of deputation will be regulated in terms of Department of Personal & Training O.M. No. 2/29/91-Estt. (Pay –II) O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended vide O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017.
5. The application of suitable officers, who are willing and eligible for the post and who can be spared immediately in the event of selection may be forwarded, through proper channel, duly verified, to the Consultant (Deputy Director- EPI), Directorate General of Health Services, Room No. 758 – A-wing, Nirman Bhawan, New Delhi-110011 within 60 days of publication in Employment News, in the prescribed proforma, along with APAR/ ACR dossiers for the last 5 years, Integrity Certificate, Vigilance Clearance and Statement giving details of major or minor penalties imposed on the Officer, if any, etc. A copy of proforma is enclosed.
6. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete Application shall not be entertained.

(R S Nautiyal)
Consultant (Deputy Director)

Copy to:-

1. All Ministries/Departments of the Government of India.
2. All Chief Secretaries of State Govt./UTs.
3. All Public Sector Undertakings [through Department of Public Enterprise Block No. 14, CGO Complex, New Delhi-110003.
4. Secretary University Grants Commission, Bhadurshah Zafar Marg, New Delhi with the request to forward to all the Heads of the Universities.
5. Deputy Secretary, Department of Science and Technology, technology Bhavan, Rafi Marg, New Delhi with the request to circulate to all the scientific institutions under their administrative control.
6. Deputy Secretary (Administration) CSIR, Anusandhan Bhavan, Rafi Marg, New Delhi
7. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110011.
8. All subordinate Offices of the Ministry of Health F.W. /Dte. General of Health Services.
9. All Section/Cells of the Dte. G.H.S.
10. Coordination Section, Ministry of Health & Family Welfare with 50 spare copies.
11. The Director, BCGVL, Guindy, Chennai-600032 with the request to advertisement said post in the Employment News and leading newspapers. Also upload the post on the website of the Laboratory for wide publicity.
12. NIC for uploading the circular on the website of MoHFW.
13. DDA (G) for uploading the circular on the website of Dte.GHS .

(R S Nautiyal)
Consultant (Deputy Director)

BIO-DATA

Name of the post applied for:-					
1.	Name and Address (in Block Letters)		:		
2.	Date of Birth(in Christian era)		:		
3.	(i)Date of entry into regular service		:		
	(ii) 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 as mentioned in the advertisement/ vacancy			Qualifications/experience possessed by the officer		
Essential			Essential		
(A)Qualification			(A)Qualification		
(B)Experience			(B)Experience		
Desirable			Desirable		
(A)Qualification			(A)Qualification		
(B)Experience			(B)Experience		
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 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 on	From	To	*Pay Band and Grade	Nature of Duties
	Regular basis			Pay/Pay Scale of the post held on regular basis	(indetail) highlighting experience required for the post applied for

8.	Nature of present employment i.e. Adhoc: or Temporary or Quasi-Permanent or 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 the applicant belongs.
		(d)	Name of the post and Pay of the post held in Substantive capacity in the Parent organization
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.		
9.2	Note: Information under Column9(c) &(d)above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining alien in his parent cadre/ organization		
10.	If any post held on Deputation in the past: by the applicant, date of return from the last deputation and other details.	:	
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)	:	
(a)	Central Government	:	
(b)	State Government	:	
(c)	Autonomous Organization	:	
(d)	Government Undertaking	:	
(e)	Universities	:	
(f)	Others	:	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	:	
13.	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.	:	

14.	Total emoluments per month now drawn		
	Basic Pay in the PB as per 6 th CPC /Pay Level as per 7 th CPC	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be closed.		
	Basic Pay with Scale of Pay And rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with	Total Emoluments
16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post.(This among other things may provide information	:	
	(i)additional academic qualifications	:	
	(ii)professional training and	:	
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)	:	
16.B	Achievements: The candidates are requested to indicate information with regard to;	:	
	(i)Research publications and reports and special projects	:	
	(ii)Awards/ Scholarships/ Official Appreciation	:	
	(iii) Affiliation with the professional bodies/institutions/societies and;	:	

	(v) Any research/ innovative measure Involving official recognition	:	
	(vi) any other information.	:	
17.	Please state whether you are applying	:	
18.	Whether belongs to SC/ST	:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents In respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date

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 3/8 years attested by an officer of the rank of Under Secretary of the Govt. of India or equivalent 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)

