

भारत सरकार /Government of India
स्वास्थ्य और परिवार कल्याण मंत्रालय /Ministry of Health & Family Welfare
स्वास्थ्य सेवा महानिदेशालय /Directorate General of Health Services
ई पी आई अनुभाग/ EPI Section

Nirman Bhawan, New Dehli-110 011
Dated April , 2022

CIRCULAR

Applications are invited for one post of Store Officer, Group 'B', Non-Gazetted, Non-Ministerial in the Pay Level -6 (Rs.35,400- 1,12,400/-) 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) plus promotion from:

(1) Officers of the Central Government or State Government or Union Territories or Public Sector Undertakings or Universities or recognized Research Institutions or Autonomous/ Statutory Bodies; who have the following qualification and experience.

(a) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in the level-5 (Rs. 29,200-92,300/-) in the pay matrix or equivalent in the parent cadre or department; or

(iii) with ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 (Rs. 25,500-81,100/-) in the pay matrix or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience;

(i) Master degree with Economics or Commerce or Statistics or Business studies or Public Administration from a recognised University or institute; and one year experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or autonomous organization or Public Sector Undertaking or University or any recognised institute or Banks or in a Private Sector Organization listed on the stock exchange of India; or

(ii) Bachelor degree in Economics or Commerce or Statistics or Business studies or Public administration as a subject from a recognised University or Institute; and two years experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or Autonomous organization or Public sector Undertakings or University or any recognised institute or Banks or in a Private Sector organization listed on the stock exchange of India; or

(iii) Diploma in Materials Management or Warehousing Management or Purchasing or logistic or Public Procurement from recognised University or Institute; and three years experience in handling stores and keeping accounts in a store or in a concern of Central or State Government or Statutory or autonomous organization or Public Sector Undertaking or University or any recognised institute or Banks or in a Private Sector Organization listed on the stock exchange of India;

Note1: The Departmental Store Keeper in level-4 (Rs. 25,500-81,100/-) in the pay matrix with ten years regular ten years regular service in the grade and having the educational qualification and experience prescribed for deputationists will also considered alongwith 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 three 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.

3. Duties and Responsibilities;

- (i) Overall responsible for maintenance/ operation of Stores efficiently.
- (ii) Perform the environmental and safety audits.
- (iii) Maintain effective and professional relationship with subordinate/ vendors and service provider for upmost function of Stores.
- (iv) Receipt and proper stores of materials according to their status and FIFO/ GIGO (Quarantine / Form / Fail/ Reject).
- (v) Intimation to Q.A. of material received and sampling of the same for Raw Material testing.
- (vi) On the receipt of report from Q.A. the material has to be stored on their status.
- (vii) Distribution of materials based on the Indent from user and stock.
- (viii) Maintenance of adequate stock of materials.
- (ix) Maintenance and updating of registers/ forms pertaining to stores.
- (x) Communicate with other departments to ensure proper flow of information.
- (xi) Preparation of necessary reports on periodical basis.
- (xii) Responsible for Inventory/ Stock management.

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 performa of Bio-Data is attached.
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 on the website 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	:	
4.	Educational Qualifications	:	
5.	Whether Educational and other qualifications required for the post are satisfied.(If any qualification has been treated as equivalent to	:	
Qualifications/ Experience required as		Qualifications/experience possessed by the	
Essential		Essential	
(A) Qualific ation		(A) Qualific ation	
(B) Experien ce		(B) Experien ce	
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				
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the				
Office/Institution	Post held on Regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular	Nature of Duties (in detail) highlighting experience

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,		
	(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
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,		
9.2	Vigilance Clearance and Integrity certificate. Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the		
10.	If any post held on Deputation in the past by the applicant, date of		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the		
	(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		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the		

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		
	Basic Pay with Scale of Pay	Dearness Pay/interim relief/	Total Emoluments
16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This covers other	:	
	(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	:	
	(i)Research publications and reports and special projects	:	
	(ii)Awards/Scholarships/Official Appreciation	:	
	(iii) Affiliation with the professional bodies/institutions/societi	:	
	(v) Any research/innovative measure involving official	:	
	(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 lf act 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)