

भारत सरकार  
**GOVERNMENT OF INDIA**

CENTRAL RESEARCH INSTITUTE, KASAULI(HP) -173204  
(Ministry of Health & Family Welfare/Dte. G.H.S., New Delhi)

दूरभाष /Tel No: 01792-272060, 272114.  
फैक्स /Fax No : 01792-273377, 272016,


संख्या/No.1-6/2019-Admn.  
केन्द्रीय अनुसंधान संस्थान, कसौली (हि0प्र0)  
CENTRAL RESEARCHINSTITUTE,  
KASAULI (HP). Dated:

**ABRIDGED ADVT. NOTICE**

Applications are invited for filling up of one post of Administrative Officer, Group B (Gazetted) at Central Research Institute, Kasauli (Under Ministry of Health & Family welfare /Dte. General of Health Services) in the Pay Matrix level-8(47600-151100) {(Pay Band-2, Rs. 9300-34800 + Grade Pay 4800(pre-revised)} on deputation from Section Officers or Assistant Section Officers of Central Secretariat Service having degree of a recognized University.

A detailed advertisement notice alongwith application format can be seen on Institute Website.  
[www.crikasauli.nic.in](http://www.crikasauli.nic.in).

Duly completed applications, through proper channel, should reach to the undersigned within 45 days of publication of this Notice in Employment News.

  
(Dr. Ajay Kumar Tahlan),  
Director.

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CENTRAL RESEARCH INSTITUTE,  
KASAULI (HP). Dated:

**ADVERTISEMENT**

**Filling up of one post of Administrative Officer in Central Research Institute, Kasauli under Ministry of Health & family Welfare / Dte.General of Health Services on deputation basis.**

Applications are invited from the eligible candidates for appointment on deputation basis to the one post of **Administrative Officer** in Central Research Institute, Kasauli in the Pay Matrix level-8 (47600-151100) {(Pay Band-2, Rs. 9300-34800 + Grade Pay 4800(pre-revised)}, General Central services Group 'B' Gazetted (Ministerial). Application of only such Officers will be considered as are routed through proper channel in the prescribed proforma (Annexure-1), in duplicate. The post is to be filled by transfer on deputation :-

1. Section Officers or Assistant Section Officers of Central Secretariat Service having degree of a recognized University.
2. About 5 years administrative experience in a responsible capacity (qualifications relaxable at Commission's discretion in case of candidates otherwise well- qualified), **Desirable:-** Experience of Administration in a Medical Research Institute.
3. The period of deputation will ordinarily not exceed 3 years.
4. The pay and allowances and other term of the officer who are selected will be regulated in accordance with DOPT O.M. No. 6-8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.
5. The applications 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 to the **Director, Central Research Institute, Kasauli Distt. Solan (H.P.) -173204** duly verified within 45 days of publication in Employment News in the prescribed proforma alongwith APAR/ACR dossiers (Attested copies) for the last 5 years, Integrity Certificate, Vigilance Clearance and statement details of major or minor penalties imposed on the officer, if any, etc.

CENTRAL RESEARCH INSTITUTE,  
KASAULI (H.P.)-173204

*prok*  
29/3/19  
(DR. Ajay Kumar Tablan),  
DIRECTOR. *JK*  
26/3/19  
*BC*  
*RL*  
28/3/19  
*JK*  
29/3/19

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<br>Central/State Government Rules  |      | :   |   |   |
| 4.                                     | Educational Qualifications   |      | :   |   |   |
| 5.                                     | Whether Educational and other<br>qualifications required for the post are<br>satisfied.(If any qualification has been<br>treated as equivalent to the one<br>prescribed in the Rules, state the<br>authority for the same) |      | :   |   |   |
| Qualifications/ Experience required as |  |      | Qualifications/experience possessed by the<br>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<br>of entries made by you above, you meet<br>the requisite Essential Qualifications and<br>work experience of the post.  |      | :   |   |   |
| 7.                                     | Details of Employment, in chronological order. Enclose a separate sheet duly<br>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<br>post held on regular<br>basis | (indetail) highlighting<br>experience required<br>for the post applied<br>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 Column 9(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 <sup>th</sup> CPC /Pay Level as per 7 <sup>th</sup> 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   | Dearness Pay/interim relief/ | Total Emoluments |
|      | And rate of increment   |                              |                  |
|      |   |                              |                  |
| 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 with regard to                          | :                            |                  |
|      | (i) 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 Vita 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

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(Employer/Cadre Controlling Authority with Seal)