



भारतसरकार
GOVERNMENT OF INDIA

केंद्रीय अनुसंधान संस्थान / CENTRAL RESEARCH INSTITUTE
कसौली / KASAU LI

Registered/Speed Post/E-mail

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संख्या / No.: 2-6/2024-प्रशासन

दिनांक / Dated 21 JUL 2025

ABRIDGED NOTICE

Applications are invited for one post of Assistant Director (Rajbasha), General Central Civil Service, Group 'A' Gazetted (Non-Ministerial) in the Pay Level-10 (Rs.56100-177500) in Central Research Institute, Kasauli Under Ministry of Health & Family Welfare. The post is required to be filled by deputation from amongst the Officers from the Central Government or State Government or Union territory Administration as under. :-

- (a) (i) Holding analogous posts on regular basis in the parent cadre or department; or
(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in posts in pay Level-7 in the pay Matrix (Rs.44900 to 142400); or
(iii) with eight years service in the grade rendered after appointment thereto on a regular basis in posts in Level -6 in the pay matrix (Rs. 35400 to 112400); and

B) Possessing the following educational qualifications and experience.

Essential :-

Master degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Masters degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

OR

Master degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

(ii) three years experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under Central Government or State Government or autonomous body or statutory organisations or public sector undertakings or Universities or recognised research or educational institutions;

OR

Three years experience of teaching in Hindi or English or research in Hindi or English under Central Government or State Government or autonomous body or statutory organisations or public sector undertakings or Universities or recognised research or educational institutions;

Desirable:

Studied one of the languages other than Hindi included in the Eighth Schedule of the Constitution in 10th standard from a recognised Board.

- Note 1: The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation,. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
- Note 2. Period of deputation including the 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.
- Note 3. The maximum age-limit for appointment by deputation shall be 'not exceeding fifty six years' as on the closing date of receipt of applications.
- Note 4: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
- Note 5. The person selected will be entitled to draw pay deputation allowance in accordance with the Department of Personal & Training. OM No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017 and as amended time to time.
- Note 6. 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, duly verified to the undersigned within 45 days of publication in Employment News, in the prescribed proforma, alongwith 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.
- Note 7. The candidate once selected for the post will not be allowed to withdraw the candidature under any circumstance. Incomplete applications shall not be entertained.

(Dr.(Ms.)Dimple Kasana),
DIRECTOR.

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19/12/25
J.S.
12/12/25

BIO-DATA

Proforma

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 services					
	(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 circular				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 Regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) 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 organisation
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 a lien in his parent cadre/organisation		
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 Organisation	
	(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 6th CPC/Pay Level as per 7th CPC	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may been closed.		
	Basic Pay with Scale of Pay And rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	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 thereto.)		
	(i) Additional academic qualifications		
	(ii) Professional training and		
	(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement (Note: Enclose a separate sheet, if the space is insufficient)		
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;		
	(iv) Any research/innovative measure involving official recognition.		
	(v) Any other information. (Note: Enclose a separate sheet if the space is insufficient.)		

17.	Please state whether you are applying for deputation or short term contract.	
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

Shree/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 equivalents 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 may be)

Countersigned

(Employer/Cadre Controlling Authority with seal)