

भारत सरकार  
GOVERNMENT OF INDIA

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संख्या No: 2-13/2019-Admn.  
केन्द्रीय अनुसंधान संस्थान,  
CENTRAL RESEARCH INSTITUTE,  
कसौली KASAULI.  
दिनांक Dated the 20-10-2019

प्रेषक / From:

निदेशक / DIRECTOR,  
केन्द्रीय अनुसंधान संस्थान,  
CENTRAL RESEARCH INSTITUTE,  
डा0घ0 कसौली अ0स0(हि0प्र0)  
P.O.KASAULI R.I. (H.P)  
पिन कोड / Pin Code: 173204

**ADVERTISEMENT**

Applications are invited for filling up of one post of Private Secretary, General Central Service, Group 'B' Gazetted (Ministerial) in the Pay Level-7 in the pay matrix, Rs.44900-142400, in Central Research Institute, Kasauli Under Ministry of Health & Family Welfare. The post is required to be filled by Composite Method (deputation (including short term contract/Promotion)) from Officers holding the post of Stenographers under the Central Government or State Governments or Union territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or Autonomous Bodies or Statutory Organizations as under. :-

- Holding analogous posts on regular basis in the parent cadre or department; or
- with 5(five) years' regular service in the Stenographers grade in level-6 in the pay matrix (Rs.35400-112400) in the parent cadre or department; or

Note 1: The Departmental Stenographer Grade-I in level-6 (Rs.35400-112400) in the pay matrix with five years regular service in the grade will also be considered along with outsiders and in case he or she is selected for appointment to the post, the post shall be deemed to have been filled by promotion.

Note 2: The Period of deputation(including short term contract) 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 exceed three years.

Note: The maximum age limit for appointment by deputation (including short term contract) shall be 'not exceeding 56 years' as on the closing date of receipt of applications.)

- 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.
- 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.
- The candidate once selected for the post will not be allowed to withdraw the candidature under any circumstance. Incomplete applications shall not be entertained.

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

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

(DR. Ajay Kumar Tahlan),  
DIRECTOR.

*[Signature]*

*[Signature]*  
11/10

*[Signature]*  
10/10/19

*[Signature]*  
10/10/19

**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 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 Essential			Qualifications/experience possessed by the officer 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)	(b)	(c)	(d)
The date of initial appointment	Period of appointment on deputation/contract	Name of the parent office/organization to which the applicant belongs.	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 <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 And rate of increment	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 among other things may provide information with regard to academic qualifications		
	(i) professional training and		
	(ii) 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;		
	(iv) 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 Vitaeduly 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)

Duties and responsibilities :-

Attached with Director of the Institute. Besides routine duties of providing Stenographic assistance to the officer concerned, handling of all office gadgets, telephone calls, visitors, maintenance of tour diary, meeting schedule, drafting of various important and time bound notes and letter correspondence, minutes of meetings, handling of APARS of Officers, the duties and responsibilities also involves assistance in service and administrative matters.

*Beena*  
15/12/14  
Officer-in-Charge  
Administration