

भारत सरकार  
GOVERNMENT OF INDIA

CENTRAL RESEARCH INSTITUTE, KASAULI(HP) -173204  
केन्द्रीय अनुसंधान संस्थान, कसौली (हि०प्र०)  
(Ministry of Health & Family Welfare/Dte. G.H.S., New Delhi)

दूरभाष /Tel No: 01792-273189, 273105.  
Website: [www.crikasauli.nic.in](http://www.crikasauli.nic.in)  
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संख्या/No.1-10/2020-Admn.  
केन्द्रीय अनुसंधान संस्थान, कसौली (हि०प्र०)  
CENTRAL RESEARCH INSTITUTE,  
KASAULI, DISTT.-SOLAN,  
H.P.- 173204 Dated: 06/05/2021

**ABRIDGED ADVT. NOTICE**

Applications are invited from the eligible candidates for appointment on deputation basis to one post of **Stenographer Grade-I Group 'B' Non-Gazetted** in Central Research Institute, Kasauli in the pay Scale as per 7<sup>th</sup> CPC in Pay Matrix level -6 (Rs.35400-1,12,400), General Central services Group 'B' (Non- Gazetted (Ministerial)). The post is to be filled by deputation (including short-term contract) from amongst stenographers under the Central Government or State Government/Union Territories/Recognized Research Institutions/Universities or Public Sector Undertakings or Semi-Government/Statutory or Autonomous organisations.

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 60 days of publication of this Notice in Employment News.

  
(DR. Ajay Kumar Tahlan),  
Director.

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केन्द्रीय अनुसंधान संस्थान, कसौली (हि0प्र0)  
CENTRAL RESEARCH INSTITUTE,  
KASAULI, DISTT.-SOLAN,  
H.P.- 173204 Dated:

**ADVERTISEMENT**

Applications are invited from the eligible candidates for appointment on deputation basis (including short term contract) to the one post of **Stenographer Grade-I Group 'B' Non-Gazetted** in Central Research Institute, Kasauli in the pay Scale as per 7<sup>th</sup> CPC in Pay Matrix level 6 (Rs.35400-1,12,400), General Central services Group 'B' (Non- Gazetted (Non-Ministerial). Application of only such Officer's will be considered which are routed through proper channel in the prescribed proforma (Annexure-1), in duplicate. The post is to be filled on deputation (including short-term contract) from amongst stenographers under the Central Government or State Government/Union Territories/Recognized Research Institutions/Universities or Public Sector Undertakings or Semi-Government/Statutory or Autonomous organizations having following qualification :-:

- (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) With ten years regular service in the level-4 (Rs.25500-81100) or equivalent.


**Note 1:** The departmental Stenographer Grade-II in Level-4 with ten years regular service in the grade is to be considered along with the outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

**Note 2:-**Period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organizations or department of the Central Government shall ordinarily not exceed three years.

**Note 3:-** The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.

1. The period of deputation will ordinarily not exceed 3 years.
2. The pay and allowances and other term of the officer who are selected will be regulated in accordance with DOPT OM No. 6-8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.
3. 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 60 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

  
(DR. Ajay Kumar Tahlan),  
DIRECTOR.

**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 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 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 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 Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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 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)		
	(i) 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;		
	(v) Any research/ innovative measure (involving official recognition)		
	(vi) 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 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 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 case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)