

F.No.-1-20/2022-NCVBDC(Admn.-I)/Deputation
National Center For Vector Borne Diseases Control
Dte.G.H.S, Ministry of Health & Family Welfare,
22-Shamnath Marg, Delhi-110 054.
Telephone No. 23967780,
Website: www.nvbdc.gov.in

Dated:- 24 JUL 2023

CIRCULAR

Subject:- Filling up of Two (02) vacancy of Upper Division Clerk (UDC) , Group-'C'(Non-Gazetted), Ministerial in the Level-IV in the pay matrix in National Center For Vector Borne Diseases Control, on deputation/absorption basis.

Application in the prescribed proforma, as per the Annexure-II are invited from eligible persons for filling up Two (02) vacancy of UDC in the National Center For Vector Borne Diseases Control, Dte. General of Health Services, Ministry of Health and Family Welfare, 22- Sham Nath Marg, Delhi-110054. The particulars regarding the post are given in Annexure-I.

2. Controlling Offices of the applicants are requested that the applications of such eligible candidates who are desirous of being considered for the post and who can be relieved immediately on selection, no candidature will be allow to withdraw or hold the reliving by the department concerned once selected, may be forwarded along with attested photocopies of last 5 years, ACR/APAR dossier, Vigilance Clearance and Integrity Certificate to the undersigned within a period of 30 days from the date of publication of this Advertisement in the Employment News / Rozgar Samachar. Applicants will not be allowed to withdraw their candidature at a later date. Applications received without the up-to-date CR dossiers, Vigilance Clearance and Integrity certificate will not be entertained.



(Pranab Jyoti Bhuyan)
Joint Director

Enclosure Annexure-I and II
Copy to:-

1. All Ministries/Departments of Government of India.
2. Assistant Editor (Advt.), Employment News, Publication Division, Ministry of I&B, 7th Floor, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi with the request to publish the above vacancy circular in the forthcoming issue of Employment News.
3. Consultant (IT) with the request to upload the vacancy circular on the website of Office.

1. Name of the post : Upper Division Clerk
2. Number of vacancy : Two (02)
3. Classification : General Central Service, Group-C, Non-Gazetted Ministerial
4. Ministry/Department : National Center For Vector Borne Diseases Control Dte.General of Health Services, Ministry of Health and Family Welfare.22- Sham Nath Marg, Delhi-110054.
5. Scale of Pay : Level-4 in the pay matrix
1. Method of Recruitment : Deputation/Absorption

2. Eligibility conditions

A. (i) From Persons holding analogous posts

OR

B. (ii) Lower Division Clerk in the level -2 (19900-63200) with atleast five years regular service under the Central Government or State Government.

C. (i) possessing working knowledge of computer:

Note:- 1. The Departmental Officers in the feeder grade who are in the direct line of promotion will not be eligible for consideration for appointment by deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.

Note:- 2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding appointment in the same or some other organization or department of the Central Government shall not exceed four years. The maximum age limit for appointment by deputation or contract shall be not exceeding 56 years as on the last date receipt of application.

Paste a recent
Passport size
photograph

1. Post applied for :.....
2. Name and Address (in Block Letters) :.....
3. (i) Date of entry into Govt. Service :.....
4. (ii) Date of retirement under Central /State Government Rules :.....
5. Educational Qualifications :.....
6. 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 Level of the post held on regular basis	Nature of Duties (in details)

*Important : Pay Band with Grade Pay and Level in the Pay Matrix granted under ACP/MACP are personal to the Officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band with Grade Pay and Level in the pay matrix drawn under ACP/MACP Scheme	From	To

7 Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent :.....

8 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

Note:- In case of person already on deputation, the applications of such officials should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

Note:- Information under Column 8 (c) and (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/organization.

9. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details:.....

10. Additional details about present employment :

Please state whether working under (indicate the name of your employer against the relevant column)

- a. Central Government
- b. Autonomous Organization
- c. Government Undertaking
- d. Universities
- e. Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. 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

13. Total emoluments per month now drawn

- a. Basic Pay and Level of the Pay Matrix
- b. Emoluments

Contd:3...

14. 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 enclosed.

Basic pay Scale of Pay and Rate of Increment	Dearness Pay/interim relief/other allowances etc (with break-up details)	Total Emoluments

15. 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) additional academic qualifications (ii) professional training.

16. Please state whether you are applying for deputation/absorption basis.

17. 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 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:-

Mobile No.
E. Mail :

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. 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/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above 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 last 10 years is enclosed (as the case may be)
- iv. It is certified that the Shri/Smt. _____ will be relieved immediately after the selection without any delay.

Countersigned
(Employer/Cadre Controlling
Authority with Seal)