

MA-I

No. ARC/P-VI/5/2023(02) - 2719
Aviation Research Centre
Dte. General of Security
(Cabinet Secretariat)
East Block-V, R. K. Puram
New Delhi - 110066
Dated, the 13/10/2023

To, O I/C, RML Hospital
Baba Kharak Singh Marg, Near Gurudwara Bangla Sahib,
Typ III, Cannaught Place, New Delhi-110001

Sub: Filling up the post of Pharmacist in Miscellaneous Cadre in ARC on Deputation basis.

It is proposed to fill up few vacancies in the post of **Pharmacist** in the ARC, DG (S), Cabinet Secretariat **on deputation** [All India Transfer Liability].

Sl. No.	Name of the Post along with Scale of Pay	No. Of Post	Eligibility Criteria	Place of Posting
1.	Pharmacist: Group 'C' Non Gazetted, non ministerial post Level-5 in the Pay Matrix (Rs.29,200-92,300)	01	Deputation (including short term contract)/absorption: Pharmacist or Compounders or Nursing Assistants of the Central Government or State Government or Defence Service holding analogous post on regular basis in the parent cadre or department and possessing the following educational qualifications: (1) 12 th pass in science from a recognized Education Board; and (2) Diploma in pharmacy from a recognized institution registered under Pharmacy Act Of 1948 (8 of 1948)	New Delhi (With all India transfer liability)

2. The number of posts is subject to change. Further, depending on the specific organizational requirements, the Department retains the right to shortlist only those applications that are in conformity with its specific requirements as may exist at a relevant point of time.

3. The deputation tenure of defence service personnel will be as prescribed by Ministry of Defence from time to time.

4. The Central or State Government officials as specified above for deputation shall only be considered for absorption.

5. The officials on deputation will be eligible for **20% security allowance on the Basis pay** along with other allowances as admissible to Central Government employees.

6. The departmental officials who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

7. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or department of the central government shall ordinarily not exceed three years.

8. The maximum age limit for deputation **shall not exceed fifty-six years.**

9. For deputation, the applicants should submit their application (as per proforma ANNEXURE-I) along with certificate by the Employer/ Cadre Controlling Authority (ANNEXURE-II).

10. The initial period of deputation of the official from Central Government shall normally be **three years** which may be extended as per rules.

11. The official who is appointed on deputation can be posted anywhere in India as per requirement of the organization.

12. Incomplete applications, or not in the prescribed proforma and those received late and/or without the requisite enclosures; would be summarily rejected. No correspondence in this regard would be entertained. Canvassing in any form will disqualify the candidates.

13. The Department reserves the right to modify/withdraw the notification at any time.

14. It is requested that panel of willing and suitable officials from your esteemed organization may be forwarded to this office at the following address through proper channel along with the following documents for consideration for appointment to the post of Pharmacist in Miscellaneous Cadre of this Dte on deputation basis:-

**Deputy Secretary,
ARC, DG(S), Cabinet
Secretariat
Block-V (East), R.K. Puram
New Delhi-110066**

- i. Application in the prescribed format as per Annexure-I attached;
- ii. DE/Vigilance clearance/Integrity Certificate/ statement regarding Major/Minor penalty during last 10 years duly countersigned by Employer/ Cadre Controlling Authority (as per proforma attached as Annexure-II);
- iii. Attested copies of ACR/APARs for the last 05 years;
- iv. Attested copies of educational qualification certificates;

Encl: Proforma


**(BIKASH PARIDA)
DEPUTY SECRETARY**

ANNEXURE-I

APPLICATION PROFORMA FOR DEPUTATION TO THE POST OF
 “ ”

1.	Name and address (in block letters)				Affix recent passport size color photograph duly attested	
2.	Date of Birth (DD/MM/YYYY) (in Christian Era)					
3.	i) Date of entry into service ii) Date of Retirement under Central/ State Government Rules					
4.	(i) Educational qualifications (ii) Nationality/ Religion					
5.	Whether educational and other qualifications required for the post are satisfied (if any, as equivalent to the one prescribed in the rules, state the authority for the same)					
Sl. No.	Essential Qualifications/ experience required for the post (Please state as per the circular)	Qualifications/ experience possessed by the officer				
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 : In case of degree and Post Graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>						
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					
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work Experience possessed by the candidate (as indicated in the bio-data) with reference to the post applied.</p>						
<p>7. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</p>						
	Office/ Institution	Post held on regular basis	From	to	* Pay Band and Grade Pay/ Pay Scale/ Level of pay of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
<p>* Important : Pay- Band and Grade Pay/ Level of pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ pay scale/ Level of pay of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay/ Level of pay where such benefits have been drawn by the candidate, may be indicated as below.</p>						
	Office/ Institution	Pay, Pay Band and Grade Pay/ Level of Pay drawn under ACP/MACP Scheme as per 7 th CPC	From	To		
8.	Nature of present employment, i.e. Ad-hoc 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 and pay of the post held in substantive capacity in the Parent organization
<p>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.</p> <p>9.2 Note : Information under Column 9 (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.</p>			
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government/ b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
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 Pay Band/ Pay Matrix/ Pay Level (as per 7th CPC)	Level	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 enclosed:		
	Basic Pay with Scale of pay/ Level of pay and rate of increment	Dearness Pay/ Interim relief/ Other Allowances etc. (with break-up details)	Total Emoluments
16.A	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post (This among the other things may provide information with regard to (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 space is insufficient)</p>		
16.B	<p>Achievements: The candidates are requested to indicate information with regard to</p> <p>i) Research Publications and reports and special projects ii) Awards/ Scholarship/ Official appreciation iii) Affiliation with the professional bodies/ institutions/ societies iv) Patents registered in own name or achieved for the organisation v) Any research or innovative measure involving official recognition vi) Any other information.</p>		

	(Note: enclose a separate sheet, if space is insufficient)	
17.	Please state whether you are applying for deputation(ISTC)/ Absorption/ Re-employment Basis. #(Officers under Central/ State Governments are only eligible for 'Absorption'. Candidates of Non-Government Organizations are eligible only for short-term contract) #(The option 'STC'/ 'Absorption'/ 'Re-employment' are available only, if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18.	Whether belongs to SC/ ST	

UNDERTAKING

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.

Date : _____
Place: _____

Signature of the Candidate
Address _____

CERTIFICATE 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 possess 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./ Ms. _____.

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last five years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above is enclosed.

[Note: In case there is a gap in the APARs of last 05 years, reasons for the same may kindly be mentioned. In case the APARs for the last consecutive 05 years is not available, then APAR for the period prior to that, needs to be submitted so that APARs are available for a period of atleast 05 years.]

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)