

स्वास्थ्य अनुसंधान विभाग
Department of Health Research
प्रतिष्ठित और प्रमुख अनुभाग
R. & I. Section

जारी किया
Issued

No. S.11013/08/2018-HR
Government of India
Ministry of Health & Family Welfare
(Department of Health Research)

Vacancy Circular

To

1. The Chief Secretaries
All State Government,
2. All Secretaries
Ministries/Departments of Government of India

Sub.: Filling up of post of Administrative Officer GCS Group 'B' in the Bhopal Memorial Hospital & Research Centre (BMHRC), Bhopal.

The Bhopal Memorial Hospital & Research Centre (BMHRC), Bhopal is a unit under the Department of Health Research (DHR) Ministry of Health & Family Welfare, New Delhi. DHR invites applications from eligible persons for One post of Administrative Officer [Group - 'B' (Gazetted)] in Pay Matrix in Level-8 (as per 7th CPC) corresponding to Pay Band Rs.9300-34800 and Grade Pay of Rs.4800 (pre revised) to be filled on deputation basis.

2. Eligibility: Officers under Central Government or State Government or Union Territory Administrative or Public Sector Undertakings or Universities or recognised Research Institutions or Semi-Government or Autonomous bodies or Statutory Organizations:

(A)(i) holding analogous post on a regular basis in the parent cadre or department: or

(ii) with two years' service rendered after appointment thereto on a regular basis in level-7 in the Pay Matrix (Rs. 44,900-1,42,400) or equivalent in the parent cadre or Department; or

(iii) with six years' of service rendered after appointment thereto on a regular basis in level-6 in the Pay Matrix (Rs. 35,400-1,12,400) or equivalent in the parent cadre or Department; and

(B) Possessing the following educational qualification and experience:

- (i) Degree from a recognized University or Institute; and
- (ii) three years' experience in Accounts, Administration, Establishment work in a Government office or Public Sector Undertaking or Autonomous body or Statutory body.

O/C

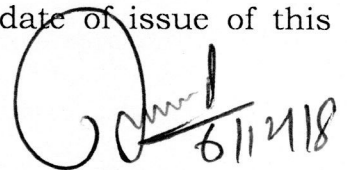
Note 1: Assistant Administrative Officer in level- 6 in the Pay Matrix (Rs. 35,400-1,12,400) with six years of regular service in the grade and possessing the educational qualifications and experience prescribed above shall also be considered along with outsiders. If the departmental candidate is selected 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 period of deputation (including Short-Term Contract) 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. 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.

3. Note: Duties and responsibilities of the Administrative Officer, BMHRC covers processing of all communications including noting and drafting of references relating to service, Administrative and establishment matters, Supervision of P&A wing of the Hospital etc.

4. Application for the above post may be addressed to Deputy Secretary (BMHRC), Department of Health Research, 2nd Floor, Red Cross Building, Red Cross Road, New Delhi- 110001 and should reach DHR within 45 days from the date of publication of the advertisement in Employment News on the prescribed proforma enclosed. However, applications from the persons who are already in the employment of Govt. Ministry/Department/ PSUs/Autonomous Bodies etc. may be forwarded through proper channel alongwith photocopies of their ACRs/APARs for the last five years. The candidates will not be allowed to withdraw their candidature subsequently.

5. It is requested that this circular may please be given wide publicity and application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department within 45 days from the date of issue of this circular.



(Vinod Kumar)

Under Secretary to the Govt. of India

Tel.: 23736089

Copy to:

1. DoPT with a request to upload this OM on their website.
2. Director, BMHRC for information and necessary action. This circular may be uploaded on the website of the BMHRC.
3. ICMR with a request to upload this OM on their website.
4. Secretary, Union Public Service Commission,
Dholpur House, Shahjahan Road, New Delhi- 110069

**APPLICATION FOR THE POST OF ADMINISTRATIVE
OFFICER IN BMHRC (ON DEPUTATION)**

-:Bio-data proforma:-

1. Name and Address in Block letters :
2. Date of Birth (in Christian era):
3. Date of retirement under Central
State Government Rules :
4. Service to which belong :
5. Educational Qualifications :
6. 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	Qualifications/Experience possessed by the officer
Essential (a) (b) (c)	
Desirable (a) (b)	

(Add additional sheet, if necessary)

7. Please state clearly whether in the light
of entries made by you above, you
meet the requirements of the post :
8. Details of Employment in chronological order. Enclose a separate
sheet, duly authenticated by your signature, if the space below is
insufficient.

Office/Institution/ Orgn.	Post held on regular basis	From	To	Level and pay in pay matrix held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

9. Nature of present employment i.e.,
Ad-hoc or Temporary or Permanent :
10. 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:

10.1 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.

10.2 Note: Information under Column 10(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/organization.

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

12. Additional details about present employment:
Please state whether working under:
- (a) Central Government :
- (b) Autonomous Organization :
- (c) Government Undertaking :
- (d) Universities :
- (e) Others :

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

Level in Pay Matrix	Pay drawn	Total Emoluments

15. Additional information, if any, which you would
like to mention in support to your suitability for
the post. Enclose a separate sheet, if the space
is insufficient :

16. Whether belongs to SC/ST:.....

17. Remarks:

Signature of the Candidate :.....

Address :

Tel./Mobile No./E-mail :

Place :

Date :

Signature of Candidate:.....

Countersigned (Employer) :