



**ICMR- NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS
CHENNAI**

NO. NIRT/ESTT/DEP/2018/

Dated: 13/02/2018

VACANCY CIRCULAR

Sub: Filling up one post of Senior Administrative Officer in the Pay Level 11 of VII pay commission of Pay Matrix (Pre-revised pay scale of 15600-39100 G.P. of Rs. 6600/-) on Deputation basis at Chennai.

The National Institute for Research in Tuberculosis, an Autonomous Institute, under the Indian Council of Medical Research, Department of Health Research, Ministry of Health and Family Welfare, invites applications for the following post on **DEPUTATION BASIS**. The period of deputation shall initially be for a period of three years (renewable every year)

A detail of the post and the eligibility criteria is given below:

Name of the Post	Senior Administrative Officer
No. of Posts	One (1)
Duration of Deputation	Three (3) Years - Renewable every year
Eligibility	Officers from Central Government / State Government / Autonomous Body / PSU a) Holding Analogous Post or Administrative Officer / Section Officer In P.B-3 Grade Pay Rs.5400 or equivalent with five (5) years of Service in the Grade; and b) Five (5) years working experience in Administration or Finance.
Pay Scale	Level 11 (eleven) in the Pay Matrix of VIIth Pay Commission (pre-revised P.B.-3 15600-39100 Grade Pay Rs.6600/- of VI Pay Commission)
Location	Chennai.

Note 1: The period of Deputation 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 2: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 3: The upper age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

General conditions and terms of Deputation

1. The Deputation will be governed as per the instructions issued by the Department of Personnel and Training from time to time and also as per the provisions of the Recruitment Rules.
2. The tenure of deputation will initially be for a period of three (03) years and is renewable every year.
3. The matter of pay and allowances will be governed strictly by the orders of the Central Government for such comparable posts.
4. Preference will be given to the officers whose pay and allowances are governed by Central Government rules including GPF Rules.
5. The officer should be holding the analogous post on substantive basis.
6. The appointment in NIRT, ICMR will be further subject to acceptance of terms and conditions of appointment issued by ICMR.
7. In case the selected officer seeks repatriation before completion of two years on deputation, no transfer TA /DA will be paid on repatriation. Further if any officer seeks repatriation within one year or less, Transfer TA/DA already paid, if any is also liable to be recovered.
8. Applications which are not accompanied with the certificate / information to be given by the Head of Office /Employer of the Applicant as per Annexure-B will not be considered.
9. Application not sent through proper channel on or before the due date / not in the prescribed format, and applications received after the cutoff date i.e. 12/03/2018 will not be entertained.
10. Willing and eligible officers may please forward their application in the prescribed format (Annexure-A) and their certificate / information is to be given by the Head of Office / Employer of the Applicant (Annexure-B), through proper channel, to the Director-in-Charge, National Institute for Research in Tuberculosis, No.1, Mayor Sathyamoorthy Road, Chetpet, Chennai- 600031, on or before 12/03/2018.
11. Officials who are selected for the above post will not be permitted to withdraw their names after selection.
12. It is to be noted that mere possession of the qualification does not entitle a candidate for appointment for the aforementioned posts.
13. The Director-in-charge of NIRT reserves the right to accept/reject any application without specifying any reason.

DIRECTOR-IN-CHARGE

Annexure-A

APPLICATION FORM FOR THE POST OF _____

1. Name (in Block Letters) :
2. Name of the Office/Department/ Ministry
Where working (in Block Letter):
3. Date of Birth (in Christian Era):
4. Date of appointment in Government
Service (in Christian era):
5. Date of Retirement under Central/State
Government/Autonomous Body/PSU:
6. Substantive Pay scale:
7. Present Pay scale:
8. Educational Qualifications:
9. Experience:
10. Nature of present employment (Whether ad-hoc or
Temporary or permanent):
11. Details of Employment, in chronological order(Enclose a separate sheet, duly authenticated by
candidate's signature, if the space below is in-sufficient)

Name of Organization / office	Post held	From	To	Pay Band + Grade Pay/Pay level	Nature of Duties

12. Additional information, if any, which you would like to mention in support of your suitability
for the post. Enclose a separate sheet, if the space is insufficient.
13. Please state clearly whether in the light of entries made by you, you meet the requirement of
the post.
14. Whether belongs to SC/ST/OBC:
15. Remarks, if any:

Date: -

Signature of the Candidate

Telephone No:

E-mail id:

Residential Address:

Annexure - B

Certificate / information to be given by the Head of Office / Employer of the applicant

1. It is certified that the particulars furnished by the officer in Annexure-A, are correct as per the service records.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the officer and he / she is clear from the vigilance angle.
3. His / Her integrity is certified.
4. It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.
5. APAR grading for the last 05 years in respect of the official is as under:-

Name of the Official	2012-13	2013-14	2014-15	2015-16	2016-17

6. The official will be relieved from his duties to take up the assignment in NIRT on his / her selection on deputation basis.

Head of Office / Employer with seal