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INDIAN COUNCIL OF  
MEDICAL RESEARCH  
NEW DELHI  
संस्थापित १५. ११. १९५२

भारतीय आर्युर्विज्ञान अनुसंधान परिषद  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

No. 16/32/2019-Admn.-II

Dated : 15.1.2020,

To

The Directors/Directors-in-Charge of  
Permanent Institutes/Centres of the Council

Subject : vacancy circular received from different Ministries-

Sir/Madam,

Please find enclosed herewith copies of the vacancy circular received from different Ministries along with its annexures for information and necessary action which are as under:-

S.No.	Reference no. & date	Name of Ministry	Subject
1	No. A.12034/14/2019-EPI dt. 17.12.2019.	Directorate General of Health Services, New Delhi	Vacancy circular for the post of Private Secretary in the level -7 in the Central Research Institute, Kasauli under Ministry of Health & Family Welfare
2.	No. PA/253/2019-CPMU dt. 5.12.2019.	Ministry of Women and Child Development	Vacancy circular for the 1 post of Project Officer by transfer on deputation basis/contract basis in the National Nutrition Resource Centre-Central Project Management Unit under the IBRD assisted POSHAN ABHIYAN

Yours faithfully,

(Bharat Bhushan)  
Sr. Administrative Officer  
for Director General

Encl : As above

Copy to:-

- 1 PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
- 2 All Divisional Heads
- 3 Asstt. Director-General (Admn.)
- 4 IRSM Division- with the request to place above circular on ICMR website.

4. The application 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, duly verified, to the Director, Central Research Institute, Kasauli, Dist. Solan (H. P.), 173204, within 45 days of publication in Employment News, in the prescribed proforma, along with ACR dossiers for the last 5 years, Integrity Certificate, Vigilance Clearance and Statement giving details of major or minor penalties imposed on the Officer, if any, etc.
5. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete Application shall not be entertained.
6. This issues with the approval of Competent Authority.



(S. K. Tanwar)  
Deputy Director

To:-

1. All Ministries/Departments of the Government of India.
2. All Chief Secretaries of State Govt. /UTs.
3. All Public Sector Undertakings [through Department of Public Enterprise Block No. 14, CGO Complex, New Delhi-110003.
4. Secretary University Grants Commission, Bhadurshah Zafar Marg, New Delhi with the request to forward to all the Heads of the Universities.
5. Deputy Secretary, Department of Science and Technology, technology Bhavan, Rafi Marg, New Delhi with the request to circulate to all the scientific institutions under their administrative control.
6. Deputy Secretary (Administration) CSIR, Anusandhan Bhavan, Rafi Marg, New Delhi
7. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110011.
8. All subordinate Offices of the Ministry of Health F.W. /Dte. General of Health Services.
9. All Section/Cells of the Dte. G.H.S.
10. Section, Ministry of Health & Family Welfare with 50 spare copies.
11. NIC/IT Cell for uploading the circular on the website of M/o Health & F.W/Dte.GHS.
12. The Director, Central Research Institute, Kasauli-173204 with the request to get the enclosed advertisement published in the Employment News and other newspapers through DAVP.
13. Copy to US (V.I.) with the request to kindly get the circular uploaded on the website of the Ministry of Health & F.W.



(S. K. Tanwar)  
Deputy Director

Ministry of Health and Family Welfare  
Director General of Health Services  
(PI Section)

Form No. 100/100/100/100  
Dated the 13 December 2019

CIRCULAR

Applications are invited for one post of Private Secretary Group 'B' Gazetted in the Level 7 (Rs.44900-142400) [Pay band- 2, Rs.9300-34800 plus Grade Pay Rs.4600/-(pre-revised)] in the Central Research Institute, Kasauli under the Ministry of Health and Family Welfare.

2. The post is required to be filled by Composite Method [Deputation (Including Short Term Contract)/Promotion] from:

Officers holding the post of Stenographers under the Central Government or State Governments or Union territory administrations or Public sector undertakings or Universities or recognised Research Institutions or autonomous bodies or statutory organisations:

(i) holding analogous post on regular basis in the parent cadre or Department;  
or

(ii) with five years regular service in the Stenographers grade in level-6 in the pay matrix of (Rs. 35400-112400) in the parent cadre or Department.

Note 1: The Departmental Stenographer Grade-I in level-6 (Rs. 35400-112400) in the pay matrix with five years regular service in the grade will also be considered along with outsiders and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by Promotion.

Note 2: The Period of deputation (including short term contract) including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organisation 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 be not exceeding fifty-six years as on the closing date of receipt of applications.

Duties and responsibilities: Attached with the office of Director of the Institute. Besides routine duties of providing Stenographic assistance to the officer concerned, handling of all office gadgets, telephone calls, visitors, maintenance of tour diary, meeting schedule, drafting of various important and time bound notes and letter correspondence, minutes of meetings, handling of APARs of officers, the duties and responsibilities also involve assistance in service and administrative matters.

3. The person selected will be entitled to draw pay/deputation allowance in accordance with the Department of Personal & Training O.M. No. 2/29/91-Estt. (Pay -II) dated 15.01.1994 as amended vide O.M. No. 2/8/97-Estt. (Pay-II) dated 11.03.1998, 12.11.1998 & O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010.

DY. No-4279  
08/01/2020

APD  
24 DEC 2019  
S7690  
[Signature]

BIO-DATA

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				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	From	To	*Pay Band and Grade	Nature of Duties (indetail) highlighting experience required for the post applied for	
	Regular basis			Pay/Pay Scale of the post held on regular basis		

17	Please state whether you are applying.	
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 Vita 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 equivalent 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

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(Employer/Cadre Controlling Authority with Seal)

No.PA/253/2019 -CPMU  
Government of India  
Ministry of Women and Child Development  
POSHAN Abhiyaan  
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3<sup>rd</sup> Floor, Jeevan Vihar Building,  
Sansad Marg, New Delhi  
Dated the 5<sup>th</sup> December, 2019

Vacancy Circular

**Filling up one post of Project Officer by transfer on deputation basis/Contract basis in the National Nutrition Resource Centre-Central Project Management Unit (NNRC-CPMU), under the IBRD assisted POSHAN Abhiyaan (NNM).**

Ministry of Women and Child Development has set up POSHAN ABHIYAAN (NNM) with the goals to achieve improvement in nutritional status of Children from 0-6 years, Adolescent Girls, Pregnant Women and Lactating Mothers in a time bound manner. There is no dearth of schemes but lack of creating synergy and linking the schemes with each other to achieve common goal. The Abhiyaan through robust convergence mechanism and other components would strive to create the synergy, ensure better monitoring, issue alerts for timely action, and encourage States/UTs to perform, guide and supervise the line Ministries and States/UTs to achieve the targeted goals.

2. Malnutrition is multi-dimensional and inter-generational in nature. There are complex factors that affect the nutritional status of people and in particular children. Being multi-factorial in nature, well-coordinated efforts are necessary for making an impact on nutrition outcomes. In order to ensure regular monitoring and review of all the sectoral programmes, especially those directly affecting malnutrition and to provide knowledge management on nutrition actions, a single unified technical set-up, namely a National Nutrition Resource Centre – Central Project Management Unit (NNRC-CPMU) has been set up at national level within the Ministry of Women and Child Development led by Joint Secretary and Mission Director.

3. One vacant post of Project Officer is to be filled up by transfer on deputation basis or contract basis in the NNRC-CPMU from among the officers of Central Governments, Autonomous bodies, PSUs, etc. The pay of officer selected for the posts will be regulated in accordance with DoPT OM No. 06/08/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from time to time.

4. **Responsibility:** Project Officer will be in-Charge of one or more core functions of the Project as well as establishment and administrative matter of NNRC-CPMU

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6/1/12

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7/1/12  
20 DEC 2019

ii	Group	Group 'B' Central sector
iii	Pay Scale of the post	Pay Level-8
iv	Eligibility criteria	<p>1. Holding analogous posts on regular basis in the Central Government/Public sector Organizations/Autonomous Bodies;</p> <p>Or with five year's regular service in the post in the pay level 7 in the pay matrix of 7<sup>th</sup> CPC (pre-revised Rs. 9300-34,800/- with GP Rs. 4600/-).</p> <p>Preference will be given to the Officers having:</p> <ol style="list-style-type: none"> <li>3-4 years' experience of working in IT related Project and or Financial management/procurement etc;</li> <li>Experience of working in an externally aided project;</li> <li>Professional qualifications and training, preferably having IT background;</li> <li>Capacity of working in a multi-disciplinary team; and</li> </ol> <p>Knowledge of health and nutrition sector.</p>

6. The maximum age limit for appointment by transfer on deputation basis shall not be exceeding 56 years as on the closing date of receipt of the applications.

7. **Engagement of retired Government officer on contract basis:** The Terms and References for engagement of retired Government officer on Contract basis are as under: -

Sl. No.	Name of post	Level	Pay Level	Eligibility criteria	Remuneration
1	Project Officer	SO level	Level 8	i. Central/State Government officers/officials retired as Section Officer or equivalent post.	i. The last pay drawn (excluding HRA & TA& any other allowances if any) minimum



				<p>retired as Assistant Section Officer or equivalent post after five years service in the grade on regular basis.</p> <p>Age should be below 65 years.</p>	<p>ii. At minimum stage of Pay level-8 or last pay drawn (excluding HRA &amp; TA &amp; any other allowances if any) which ever is higher and minus pension amount.</p>
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8. Application from willing and eligible officer who can be spared immediately, may be forwarded through proper channel in the enclosed pro-forma (**Appendix-A**) to **Shri Sanjiv Gajraj, Executive Director, Ministry of Women and Child Development, National Nutrition Resource Centre-Central Project Management Unit, POSHAN Abhiyaan, 3<sup>rd</sup> Floor, Jeevan Vihar Building, Sansad Marg, New Delhi 110001** Duly filled up application form along with relevant documents shall be submitted within 21 days from the date of its publication in the News Papers.

9. The integrity certificate, vigilance clearance certificate, details of punishment awarded, if any, in the last 10 years and duly attested copies of ACRs / APARs for the last five years should be forwarded along with the application.

10. The retired Government Officer will also apply in the same Application Form at **Appendix-A**. Self-attested copies of Superannuation Order and Pension Order should be attached with the application.

11. Applications received incomplete in any respect or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The MWCD reserves the right to reject any or all applications without assigning any reason.

  
**(Sanjiv Gajraj)**  
 Executive Director  
 Tel: 2336 2376/8202

To

1. All Ministries/Departments of Government of India.
2. Director (Technical), NIC, MWCD for uploading the circular on the Ministry's website.

Pass port size  
photo

**Application for the post of Project Officer.**

1	Name and address (in block letters)	
2	Date of birth (in Christian era)	
3	Date of retirement as per Govt. Rules	
4	Educational Qualifications	
5	Experience possessed	
6	Professional Training	
7	Please indicate the following particulars of the present post held:	
	a. Present post held with date	
	b. Whether regular/ ad-hoc	
	c. Pay level:	
	d. Present basic:	

8. Details of previous employments (to be indicated in chronological order) with following details:

Market, Lok Nayak Bhawan, New Delhi will be made available to be uploaded on DoPT's website.

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Name of office/organization where employed	Post held and service/Cadre to which it belongs			Pay Scale/GP/Pay level	Period of duties
(1)	(2)	(3)	(4)	(5)	(6)

9. Whether the applicant belongs to SC/ST:

10. Additional information, if any, which he/she would like to mention in support of his/her application.

(Signature of candidate)

Tel:.....

Email:.....

**(To be filled by the employer)- only for those who are in service**

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that no disciplinary proceedings are either pending or being contemplated against the officer.
3. List of Punishment awarded, if any, during last 10 years attached.
4. Integrity certificate is attached.
5. In the event of selection, s/he will be relieved of her/his duties immediately.

Signature:.....

Name and Designation of the forwarding Officer with seal