

**Government of India  
Ministry of Health and Family Welfare  
Directorate General of Health Service  
Central Drugs Standard Control Organization  
(Drugs Section)**

**Advertisement for the post of Senior Scientific Officer in Regional Drugs Testing  
Laboratory, Guwahati**

**Advertisement No. Admin-12011(16)/2/2024-eoffice**

**Date: 07.02.2025**

Applications are invited from eligible candidates for appointment by the Deputation (including short term contract) as per available RR to the post of Senior Scientific Officer, Group A, Non-Ministerial, Level-11 (Rs.67,700-2,08,700) in the Regional Drugs Testing Laboratory, Guwahati, CDSCO, DGHS, Ministry of Health & Family Welfare. The details of the post, eligibility criteria, job requirement, Age limit etc. required for the post are indicated as per available RR attached as Annexure-I. The pay and other terms and conditions of Deputation (including short term contract) will be regulated in accordance with DOPT's order as amended from time to time. Interested candidates are requested to submit the application with full Bio-data to **Shri Pawan Kumar, Deputy Director (Admn.), Central Drugs Standard Control Organisation (CDSCO), FDA Bhawan, Kotla Road, New Delhi-110002** within 60 days from the date of publication of this advertisement in Employment news through proper channel. The application Form / Curriculum Vitae proforma is at Annexure-II.

List of documents to be sent along with the application:

1. Application in prescribed format-Annexure II duly filled in and signed by the candidate and countersigned with seal by the Cadre/Appointing authority.
2. Attested copies of APAR/ACRs for the last 05 (five) years duly attested on each page by and officer not below the rank of Under Secretary to the Government of India.
3. Integrity Certificate.
4. Vigilance Clearance Certificate.
5. Statement of major or minor penalties, if any, imposed on the officer during the last 10 years of service.
6. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
7. Cadre Clearance Certificate.

NOTE: Incomplete application or application not accompanied by the above documents will be summarily rejected.

**(Pawan Kumar)**

**Dy. Director (Admn.), CDSCO (HQ)  
FDA Bhawan, Kotla Road, New Delhi - 110002**

**Filling up of one post of Senior Scientific Officer Group 'A' Gazetted, Non-Ministerial, in the Pay Level 11 (Rs.67,700 – 2,08,700) of pay matrix of 7<sup>th</sup> CPC at Regional Drugs Testing Laboratory (RDTL), Guwahati.**

Method of Recruitment	Deputation (including short term contract)
Eligibility Criteria	<p><b>Deputation (including short term contract):</b></p> <p>Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, University or recognised research Institution:</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) with five years service rendered after appointment to the post on a regular basis in level-10 (Rs.56,100-1,77,500/-) in the pay matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with eight years service rendered after appointment thereto on a regular basis in level-8 (Rs.47,600-1,51,100/-) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience:</p> <p>(i) <u>Essential Qualification:</u></p> <p>Master's degree in Chemistry or Biochemistry or Pharmacy or Pharmaceutical Chemistry or Pharmacology or Bacteriology or Medicine or Microbiology or Biotechnology from a recognised university or institute.</p> <p>(ii) <u>Experience:</u></p> <p>Six years experience in Drugs Testing and Standardization and research.</p> <p>(iii) <u>Desirable:</u></p> <p>Doctorate in Chemistry or Biochemistry or Pharmacy or Pharmaceutical Chemistry or Pharmacology or Bacteriology or Medicine or Microbiology or Biotechnology from a recognized University or Institute.</p> <p>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.</p> <p>Note 2: The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>



**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3 (i) Date of entry into 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 circular	Qualifications/Experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A). Qualification	A) Qualification
B). Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A). Qualification	A) Qualification
B). Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry / Department / Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be <b>indicated by the candidate</b>.</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: <b>Borrowing Departments</b> 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>	

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

**\* Important:** Pay-band and Grade Pay 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, and Grade Pay drawn under ACP/MACP Scheme	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 parent office/organization to which the applicant belongs	d) Name of post and Pay of the post held in substantive capacity in the parent organization
<p><b>9.1 Note:</b> 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><b>9.2 Note:</b> Information under Column 9 (c) &amp; (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.			

<b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) <ul style="list-style-type: none"> <li>a. Central Government</li> <li>b. State Government</li> <li>c. Autonomous Organization</li> <li>d. Government Undertaking</li> <li>e. Universities</li> <li>f. Others</li> </ul>		
<b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
<b>13.</b> 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.		
<b>14. Total emoluments per month now drawn</b>		
Basic Pay in the PB	Grade Pay	Total Emoluments
<b>15.</b> 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 and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

<b>16.A Additional information,</b> 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 and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient.)</b>	
<b>16. B Achievements:</b> The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> <li>i. Research publications and reports and special projects</li> <li>ii. Awards / Scholarships / Official Appreciation</li> <li>iii. Affiliation with the professional bodies / institutions / societies and;</li> <li>iv. Patents registered in own name or achieved for the organization</li> <li>v. Any research / innovative measure involving official recognition</li> <li>vi. Any other information.</li> </ul> <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	



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 of '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	

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 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 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 the last 10 years is enclosed. (as the case may be)

**Counter signed**  
**(Employer/ Cadre Controlling Authority with Seal)**



Continued from page 40

- (b) Holding posts in Pay Level - 01 of Pay Matrix [Pre-revised Pay Band - 1, Rs. 5200-20200 plus Grade Pay of Rs. 1800/-] with 03 years of regular service.

AND

- (ii) Possessing the following -  
 (a) 12th Class pass or equivalent qualification from recognized Board or University.  
 (b) Typing speed of 35 Words per minute in English (Corresponding to 10500 Key Depressions per Hour) or 30 Words per minute in Hindi (Corresponding to 9000 Key Depressions per Hour) on Computer [Time allowed - 10 minutes].

## 13. DISPATCH RIDER (02)

Group C (Non-Gazetted) in the Pay Level - 02 (Rs. 19900-63200) of Pay Matrix (Pre-revised Pay Band - 1, Rs. 5200-20200 plus Grade Pay of Rs. 1900/-). Vacancies are presently available in Jammu (01) and Srinagar (01) Benches of the Tribunal.

## Eligibility criteria:

From amongst the regular Group 'C' employees of Central Government or State Government or Supreme Court or High Court or District Courts and Central Administrative Tribunal holding post in Pay Band - 1 with Grade pay of Rs. 1800/- on the basis of the result of a Driving Test to assess the competence to drive Motor Cycle or Auto Rickshaw and possess following qualifications, namely:

- (i) Possession of a valid Driving Licence for Motor Cycle or Auto Rickshaw.  
 (ii) Two years experience in the driving Motor Cycle or Auto Rickshaw.  
 (iii) Pass in Matriculation or equivalent of any recognized Board or Institution.

## For Ex-Servicemen of Deputation:

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of 01 year and having the requisite experience and qualification prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter they may be continued on re-employment.

## OTHER TERMS AND CONDITIONS

- The period of deputation in respect of the above posts including deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years.
- Age Limit:** The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.
- Number of vacancies and place of posting are subject to change. The selected Officer/official may be posted in the Bench where the vacancy would be available at that relevant point of time.
- The applications in the given Proforma (duly typed in Double Space) together with attested copies of ACR/APAR for the last five years of the eligible officials who are willing to be considered for the said posts and could be spared immediately, may be forwarded to the Principal Registrar, Central Administrative Tribunal, Principal Bench, 61/35 Copernicus Marg, New Delhi - 110001 (Email ID: [est-cat@gov.in](mailto:est-cat@gov.in) and [pr-catnewdelhi@gov.in](mailto:pr-catnewdelhi@gov.in)) within a month from the date of publication of this Advt. in the Employment News.
- While forwarding the applications, certificate to the effect that the Officer/official is clear from vigilance point of view and there is no disciplinary case pending/contemplated against him/her, may also be furnished.
- The department while forwarding applications may please ensure that the Officer/official who volunteers for the post shall not be allowed to withdraw their names later.
- This Office will not be in a position to return any of the documents provided by the applicant/parent office of the applicant, irrespective of his/her selection.
- Officers/officials posted in CAT Srinagar Bench will be eligible for grant of additional allowances in terms of Government rules.
- Applications received after the expiry of the last date or otherwise found incomplete such as for want of ACR/APAR, vigilance clearance certificate or without the seal of the Office etc. will not be entertained.

(Preeti Singh)

H.J.S

Principal Registrar

Central Administrative Tribunal

Principal Bench, New Delhi - 110001

## PROFORMA FOR FURNISHING BIO-DATA

(To be typed in DOUBLE SPACE on single side)

- Post for which applying: \_\_\_\_\_
- Name of the applicant (in Block Letters): \_\_\_\_\_
- Name, address and contact no. of the Office where working along with Email Id: \_\_\_\_\_
- Contact details of the applicant : \_\_\_\_\_  
 a. Mobile Number/Landline Number: \_\_\_\_\_  
 b. Email ID: \_\_\_\_\_  
 c. Residential Address: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Date of Retirement: \_\_\_\_\_
- Sex (Male/Female): \_\_\_\_\_
- Present post held in parent department on regular basis: \_\_\_\_\_  
 a. Name/Designation of the post: \_\_\_\_\_  
 b. Date from which the post is held on regular basis: \_\_\_\_\_  
 c. Nature of appointment (Adhoc/Regular): \_\_\_\_\_  
 d. Pay scale of the substantive post: \_\_\_\_\_  
 e. Pay scale on grant of ACP/APAR or NFSG: \_\_\_\_\_  
 f. Brief nature of duties performed (May enclose annexure): \_\_\_\_\_  
 g. Details of Service [Central Govt./State Govt./Others(Specify)]: \_\_\_\_\_
- Details of earlier deputation, if any  
 a. Whether presently holding a deputation post (Yes/No): \_\_\_\_\_  
 b. If yes, please mention Name of the Organization/Department, Designation, Pay Scale of the deputation post, Present Basic Pay Drawn, Date from which on deputation and Date of expiry of present term of deputation: \_\_\_\_\_

No. Admin-12011(16)/2024-eoffice  
Government of India

Ministry of Health and Family Welfare

### Directorate General of Health Services Central Drugs Standard Control Organization (Drugs Section)

Ministry of Health and Family Welfare invites application from eligible candidates for filling up the post as mentioned below at Regional Drugs Testing Laboratory, Guwahati by Deputation (including short term contract). The last date for receiving the applications will be within 60 days from the date of publication of this advertisement in the Employment News.

2. For further details please visit Ministry's website <https://mohfw.gov.in> or CDSCO website <https://cdsco.gov.in>.

Sl. No.	Name of the Post	Pay as per 7th CPC	No. of Post	Office for which the post is filled up
1.	Senior Scientific Officer	Pay Level 11 of 7th CPC (Rs. 67700 - 208700)	01	Regional Drugs Testing Laboratory, Guwahati
2.	Scientific Officer	Pay Level 10 of 7th CPC (Rs. 56100 - 177500)	01	Regional Drugs Testing Laboratory, Guwahati

(Pawan Kumar)

Deputy Director (Admn.)

C.D.S.C.O Headquarter, Directorate General of Health Services

Ministry of Health and Family Welfare, New Delhi - 110002

CBC 17194/11/0024/2425

EN 45/70

राष्ट्रीय प्राकृतिक चिकित्सा संस्थान, पुणे

## National Institute of Naturopathy, Pune

निसर्गग्राम, येवलेवाडी, पुणे, महाराष्ट्र - 411048

Nisarg Gram, Yewalewadi, Pune, Maharashtra - 411048

Website: [www.ninpune.ayush.gov.in](http://www.ninpune.ayush.gov.in) Email: [ninpune@bharatmail.co.in](mailto:ninpune@bharatmail.co.in)

## VACANCY NOTICE

National Institute of Naturopathy, an autonomous body of the Ministry of Ayush, Government of India, proposes to fill up the following posts:

S. No.	Name of the post	Pay Level/ Remuneration	Mode of Recruitment	Last Date for Receipt of Applications
1.	Accountant	Level 6 (Rs. 35,400 - 1,12,400) in the pay matrix, 7th CPC	On deputation/ promotion basis	31.3.2025
2.	Consultant (Administration)	Upto Rs. 75,000/- (consolidated)	On contract	28.2.2025

Details of eligibility conditions, terms of employment, method of submission of application, last date for receipt of applications, etc. are given in the vacancy notices available on the website of the Institute [www.ninpune.ayush.gov.in](http://www.ninpune.ayush.gov.in)

EN 45/111

Director

10. Brief service particulars in chronological order from entry into Govt. service to till date including deputation terms and financial upgradations, if any (as per following format):

Sl. No.	Department	Post held	Period From	To	Pay Scale of the post At the time of holding the post	Present	Brief nature of duties

11. Educational qualifications in chronological order including professional qualifications (as per the following format):

Sl. No.	Degree/Diploma	Year of Passing	Subject Taken	Board/ University

12. Category (UR/OBC/SC/ST/PWD):

13. Choice of Station/Posting: \_\_\_\_\_

14. I understand that I shall not be allowed to withdraw my application after selection.

(Signature of the applicant)

## Certificate to be furnished by the Head of Office

- Service particulars of Shri/Smt. .... furnished above have been verified from his/her service records and is found correct.
- Certified that no vigilance enquiry/disciplinary proceeding is pending or contemplated against Shri/Smt. ....
- Shri/Smt. .... will be relieved of his/her duties from this Office to take up the assignment in the Central Administrative Tribunal on his/her selection for appointment to the post.

Place :

Date :

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Office Seal: \_\_\_\_\_

Office Email Id: \_\_\_\_\_

EN 45/107