

No. 5/2/2012-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi-110001
Dated the 31st May, 2012.

To,

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

Subject: Filling up the post of Deputy Director(Admn.) in AIIMS like Institutions at Bhopal, Bhubaneshwar, Jodhpur, Patna and Raipur (5Posts) under the Ministry of Health & Family Welfare.

Sir/Madam,

It is proposed to fill up the post of Deputy Director (Administration) in the Project Cell of the AIIMS like Institutions at Bhopal, Bhubaneshwar, Jodhpur, Patna and Raipur (5 Posts) under the Ministry of Health & Family Welfare in the pay scale of Rs. 37,400 – 67,000/- + Grade Pay of Rs. 8700/-, on deputation basis.

2. Officers of the rank of Deputy Secretary / Director to the Government of India, who have sufficient administrative experience and have been involved in institution building at some stage in their career, and are eligible for appointment under the Central Staffing Scheme at the Director level in Government of India are eligible for this post. The period of deputation is 3 years.

3. The post may be circulated amongst all the Deputy Secretary / Director level officers in the State Governments/ Ministries/ Departments of Government of India on priority basis. Names of willing and eligible officers who can be spared may be forwarded to the Department along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers**. For officers working in the cadre, it may also be ensured that the 'Cooling off', after a previous stint on deputation, if any, is completed and the officer is eligible to be appointed on Central Deputation as per rules.

4. It is requested that the application of the eligible candidate(s) may please be forwarded so as to reach this Department not later than **30/06/ 2012**.

Yours faithfully,

Amarpreet Duggal

(Dr. Amarpreet Duggal) 31/5/12

Deputy Secretary to the Government of India
Tel: 23092842

Copy to:

1. Ministry of Health & Family Welfare, w.r.t. their D.O. No. A-11012/2/09-SSH dated 23.05.2012.
- ✓ 2. NIC Cell, DOP&T for placing on Department Website.
3. PS to DS (MM) for uploading through bulk e-mail system.

Amarpreet Duggal

31/5/12

(Dr. Amarpreet Duggal)
Deputy Secretary to the Government of India

Bio-Data

1	Name	:			
2	Date of Birth	:			
3	Service	:			
4	Batch	:			
5	Cadre(If All India Service)	:			
6	Contact Telephone No. (O)	(R)	(M)		
7	Educational Qualifications	:			
8	Complete Experience/Posting Profile				
Sl.No.	Period	Post held/ Organization	Cadre post/ Deputation post	Place of Posting	Brief Job description
9	Whether clear from Vigilance angle?	:	YES / NO		
10	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.	:			
11	Whether the officer is debarred from deputation under the Central Staffing Scheme.	:	YES / NO		

12. Certified that the above particulars are correct and complete.

Signature of the applicant

Date

Signature:
Name/Designation & Rubber Stamp
of officer certifying the above Particulars.

Note:

Columns 1-8 to be filled in by applicant.

Columns 9-12 to be filled in by Cadre Controlling Authority.