

No. 5/7/2009-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi-110001
Dated the 23rd November, 2009.

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 Institution – Raipur under the Ministry of Health & Family Welfare.

Sir/Madam,

It is proposed to fill up a vacancy of Deputy Director (Administration) in the Project Cell of the AIIMS like Institution being set up at Raipur under the Ministry of Health & Family Welfare in the pay scale of Rs. 37,400 – 67.0001- + Grade Pay of Rs. 8700/-.

2. Officers of the rank of Deputy Secretary/Director of the Government of India or equivalent level, eligible for appointment under the Central Staffing Scheme are eligible for appointment under the Central Staffing Scheme are eligible for the post. The period of deputation is 3 years.

3. The post may be circulated amongst all the Deputy Secretary/Director level officers of the State Governments/Ministries/Departments of the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to the Department along with cadre clearance, vigilance clearance, detailed bio-data in **the enclosed proforma and CR Dossier**. 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 officers 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 15th December, 2009.

Yours faithfully,



(G. Srinivasan)

Under Secretary to the Government of India

Copy to:

1. Ministry of Health & Family Welfare, w.r.t. D.O. letter NO A-11012/2/2009-SSH dated 20.10.2009-Ta/TC dated 84,2009.
2. NIC Cell, DOP&T for Placing on Department Website.

Bio-Data

1. Name
2. Service
3. Batch
4. Cadre(If All India Service)
5. Contact Telephone Nos. (O) _____ (R) _____
(Mobile) _____
6. Educational Qualifications:
7. Complete Experience/Posting Profile,

S.NO.	PERIOD	POST HELD/ORGANISATION	CADRE POST/DEPUTATION POST	PLACE OF POSTING	BRIEF JOB DESCRIPTION

8. Whether clear from Vigilance angle?
9. Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.
10. Whether the officer is debarred from
▪ deputation under the Central Staffing Scheme
11. Whether on offer for Central Deputation under the Central Staffing Scheme?
12. Certified that the above particulars are correct and complete

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