

No.A.12021/01/2021-Admn.
GOVERNMENT OF INDIA
BCG VACCINE LABORATORY
No.110, 33 Feet Road, Mount Road,
GUINDY, CHENNAI – 600 032

Dated: June, 2021

Subject: Vacancy circular for the post of Stenographer Grade-I on deputation
basis in BCG Vaccine Laboratory, Guindy, Chennai – Reg.

BCG Vaccine Laboratory, Chennai, a Subordinate Office of the Directorate General of Health Services, Ministry of Health and Family Welfare invites applications for filling up **ONE POST of Stenographer Grade-I on deputation basis** in its office located at Chennai from amongst suitable and eligible officers. The Level in Pay Matrix (pre-revised Pay Band with Grade Pay), eligibility criteria for the post are as follows:

Name of the post and Level in Pay Matrix (pre-revised Pay Band with Grade Pay)	Number of vacant posts	Eligibility Criteria
Stenographer Grade-I Level-6 in Pay Matrix (Pre-revised PB-2: Rs.9300-34800) + GP Rs.4200/-)	01	Officers holding the post of Stenographer under the Central Government: (i) Holding analogous post on regular basis in the parent cadre or Department OR (ii) With ten years regular service in the level-4 (Rs.25500-81100/-) or equivalent. Note 1: 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 3 years. 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.
Last Date	45 days from the date (excluding the first day) of advertisement in Employment News.	

2. AGE LIMIT:

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

3. Eligible and willing candidate may apply through proper channel in prescribed format – Annexure-I. Cadre Authorities/ Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- (i) Application in prescribed proforma – Annexure-I
- (ii) Statement giving details of Major/Minor penalties, imposed upon the Officers, if any during the last ten (10) years (Annexure-II)
- (iii) Vigilance Clearance/Integrity Certificate (Annexure-II)
- (iv) Photocopies of the ACR/APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary or equivalent (Annexure-II)

4. While forwarding the application, it may also be verified and certified by the Cadre Controlling Authority that the particulars furnished by the applicant are correct (Annexure-II).

5. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in para 3 and 4 above may be forwarded to The Director, BCG Vaccine Laboratory, Guindy, Chennai – 600 032. The last date for receipt of applications complete in all respect is **45 days from the date (excluding the first day) of issue of this Notification in the Employment News**. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.**

6. Applications received after the last date or otherwise found incomplete shall not be entertained.

7. The Director, BCG Vaccine Laboratory, Chennai reserves the right to withdraw any vacancy circular at any time without assigning any reasons.

DIRECTOR

ANNEXURE-I

Application for the post of **Stenographer Grade-I on deputation basis** in BCG Vaccine Laboratory, Guindy, Chennai

(Since this vacancy is to be filled up on deputation basis, **private candidates are not eligible**)

1	Name		Paste your recent Passport size photograph	
2	Date of Birth			
3	Present Post			
4	Date from which the present post is held on regular basis			
5	Present place of posting			
6	Service			
7	Parent Cadre			
8	Date of joining Service			
9	Pay Matrix of the present post			
10	Basic Pay drawn			
11	Old Pay Scale + Grade Pay			
12	Whether the eligibility criteria prescribed for the post are satisfied			
13	Mobile/Office/Residence Number	Mobile: _____ Office: _____ Res: _____		
14	Educational/Professional Qualification (Please mention Graduation level and above)			
Sl.No.	Qualification	Subject	Year/Division	Institution/University Place/ Country

15 Details of Experience/employment (Please attach a separate sheet, if required)						
Sl.No.	Office	Post Held	Nature of duties performed	From	To	Pay Level and Cell in Pay Matrix (Pay Band along with Grade Pay in pre-revised scale)
16	Date of retirement under Central Government Rules					
17	Training(s) undergone					

Certified that information furnished above by me is correct in all respect to the best of my knowledge & belief

Date & Place:

(Signature of the Candidate)

(To be filled up by the Cadre Controlling Authority)

Office of

F.No.....

Date:.....

1. The Applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
 3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
 4. Integrity of the applicant is certified as 'Beyond Doubt'.
 5. No Vigilance case is pending/contemplated against the Officer.
 6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
 7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Telephone number
of the forwarding officer

Date:

(Office Seal)

Place: