

भारत सरकार / GOVERNMENT OF INDIA
स्वास्थ्यसेवामहानिदेशालय / DIRECTORATE GENERAL OF HEALTH SERVICES
स्वास्थ्यऔरपरिवारकल्याणमंत्रालय/ MINISTRY OF HEALTH & FAMILY WELFARE
बी.सी.जी. वैक्सीनप्रयोगशाला / B C G VACCINE LABORATORY
(cGMP Compliant Vaccine Production Facility)
110, 33 फीटरोड, माउंटरोड, गिंडी, चेन्नई 600032
110,33 FEET ROAD, MOUNT ROAD, GUINDY, CHENNAI 600 032, TAMILNADU.

VACANCY CIRCULAR

Applications are invited to fill the below mentioned post in BCGVL, Guindy, Chennai under the Directorate General of Health Services, Ministry of Health and Family Welfare, on deputation basis.

Sl. No	Post	No. of post	Classification	Level in the pay matrix
1.	Stenographer Grade - I	01 post	Group "B" Non-Gazetted	Level - 6 (Rs. 35400-112400/-)

The details of eligibilities, educational qualifications, experience, age, terms & conditions and last date of submission of application, etc. along with Application Proforma may be accessed from website, www.dirbcglab.gov.in


Director, BCGVL, Guindy

No.A.12021/08/2024-Admn.
GOVERNMENT OF INDIA
BCG VACCINE LABORATORY
No.110, 33 Feet Road, Mount Road,
GUINDY, CHENNAI - 600 032

Date:13.09.2024

CIRCULAR


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 the following post **on deputation basis** in BCGVL, Chennai:

S.No	Post Details	
1.	Name of the post	Stenographer Grade - I
2.	Number of post	1(one)
3.	Eligibility for deputation	Pay Level-6 (Rs.35400-112400) – General Central Services, Group B - Non-Gazetted, Non-Ministerial
4.	Eligibility for deputation	Officers holding the post of Stenographer under the Central Government: (a) (i) holding analogous post on regular basis in the parent cadre or Department, or (ii) with ten years regular service in level-4 (Rs.25500-81100/-) or equivalent; and Note1: 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 not be exceeding fifty-six years as on the closing date of receipt of applications.
5.	Duties and responsibilities	1. Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer. 2. Managing of appointments / engagements 3. Attending to the telephone calls and receiving visitors 4. Maintaining the papers required to be retained by the officer 5. Destroying by shredding / burning the stenographic record of the confidential and secret letters. 6. Assisting the officer in such a manner as she / he may direct. 7. Any other work assigned to him/her from time to time.

6.	Age limit	The maximum age-limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of the receipt of applications.
7.	Period of deputation	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:

1. The terms and conditions of deputation will be regulated in terms of Department of Personnel and Training O.M.No: 2/29/91-Estt.(Pay-II), O.M.No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and as amended vide O.M.No.2/11/2017-Estt.(Pay-II) dated 24.11.2017.
2. The application can be downloaded from BCGVL website : www.dirbcqlab.gov.in. 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, BCG VACCINE LABORATORY, GUINDY, CHENNAI 600 032 superscribing the name of the post, **within a period of 60 days from the date of publication in Employment News**, in the prescribed proforma, along with up-to-date ACR/APARs dossiers of the officer (last five years, each page duly attested by an officer not below the rank of Under Secretary or equivalent) along with (i) Vigilance Clearance (ii) Integrity Certificate and (iii) major/minor penalty statement for the last 10 years.
3. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete application shall not be entertained.


ADMINISTRATIVE OFFICER
(For Director)
BCGVL, Guindy, Chennai