

GOVT. OF INDIA/भारत सरकार
MINISTRY OF HEALTH AND FAMILY WELFARE / स्वास्थ्य एवं परिवार कल्याण मंत्रालय
DIRECTORATE GENERAL OF HEALTH SERVICES/ महानिदेशालय, स्वस्थय सेवाएं
CENTRAL DRUGS LABORATORY/ केंद्रीय भेषज प्रयोगशाला
3, KYD STREET, KOLKATA-700016/ 3 किड स्ट्रीट कोलकाता - 700 016
Telephone No. / दूरभाष स . 033 - 22299380
E-mail ID / ई - मेल : cdlkol@cdsco.nic.in

No. 9-24/2024-Ad/CDL-Steno-I-D /02

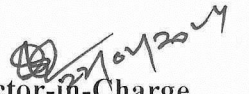
Date: 22nd February, 2024

Sub : Advertisement for filling up two (02) posts of Stenographer Grade-I Group B Non-Gazetted , Pay Level-06 at Central Drugs Laboratory Kolkata on transfer on deputation basis – reg.

Applications are hereby invited through proper channel from eligible Central Govt. Employees for filling up Two (02) posts of **Stenographer Grade-I** Group-B Non-Gazetted pay level-06 of pay matrix as per 7th CPC at **Central Drugs Laboratory Kolkata**, Ministry of Health & Family Welfare on **Transfer on Deputation** basis for an initial period of three years.

02. For eligibility criteria and other details please refer website www.cdsco.gov.in . Last date of receipt of application will be 60 days from the date of publication of advertisement in the Employment News.

Authority : CDSCO HQ File No.. A.12018/07/2023-D/, dtd. 31-01-2024 and dtd. 21-02-2024


Director-in-Charge
Central Drugs Laboratory Kolkata

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No. 9-24/2024-Ad/CDL-Steno-I-D /01

Date: 22nd February, 2024

Applications are hereby invited through proper channel from eligible Central Govt. Employees for filling up Two (02) posts of **Stenographer Grade-I** Group-B Non-Gazetted pay level-06 of pay matrix as per 7th CPC at **Central Drugs Laboratory Kolkata**, Ministry of Health & Family Welfare on **Transfer on Deputation** basis.

Eligibility Criteria :

a) Holding analogous posts on regular basis

OR

With 10 years regular service in the pay matrix of level-04 as per 7th CPC or equivalent.

AND

b) Possessing a speed of 100 words per minute in Stenography (English/Hindi)

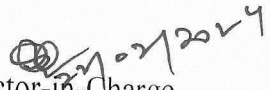
02. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations/department of the Central Govt. shall ordinarily not exceed 03 years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date for receipt of application and other conditions will apply as per DoPT norms for appointment by transfer on deputation.

03. No. of Posts : Two (02)

04. Place of Posting : - Central Drugs Laboratory, Kolkata.

05. Complete application (in the format given below) along with attested copies of last 05 years ACRs/APARs and vigilance / disciplinary clearance and certification by the employer to be submitted and reached through proper channel within 60 days from the date of publication of this advertisement in the Employment News to The Director-in-Charge, Central Drugs Laboratory, 3 Kyd Street Kolkata – 700016 (WB). Please refer website www.cdsco.gov.in for more details.

Authority : CDSKO HQ File No.. A.12018/07/2023-D/, dtd. 31-01-2024 and dtd. 21-02-2024


Director-in-Charge
Central Drugs Laboratory Kolkata

Format of application for filling up two post of Stenographer Grade-I in pay level-06 at Central Drugs Laboratory Kolkata against advertisement No. 9-24/2024-Ad/CDL-Steno-I-D /01 , dtd. 22-02-2024

1. Name of the candidate : (in capital letters) :
2. Date of Birth : a) in dd-mm-yyyy format :
b) In works :
3. Age (as on closing date of application) :
4. Date of Joining/entry to the Govt. Service :
5. Educational and other Special Qualification :
6. Present designation/grade and Date of Entry to the present grade :
7. Present Basic Pay, Pay Level and Scale of Pay :
8. Name of office, department and Ministry :
9. Full postal address of the present employer With Telephone Number :
10. Working Experience (in detail) :
11. Training Experience :

12. Details of posts held since initial appointment

Sl. No.	Name of Post held	From	To	Name of Office and City	Job Profile

13. Whether SC/ST/OBC :

14. Date of reversion from last deputation (if any) :

15. Complete Residential Address :

16. Email ID :

17. Mobile No.

I hereby declare that all the information given above are true in my belief and knowledge. If any of the above is found to be false, my candidature will be cancelled at any stage.

Date :

Place :

Signature of the candidate :

Name of the candidate :

Present Designation and office name

Certification by 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 possess 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 or 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)

Countersigned
(Employer/Cadre Controlling Authority with Seal)