



Government of India  
Ministry of Health and Family welfare  
Central Leprosy Teaching and Research Institute  
Chengalpattu-603 001, Tamil Nadu

DR.S.ELAVARASAN  
DIRECTOR

☎044-27426275, 27427865  
Fax: 044-27426064  
E-mail: cltriadm@gmail.com

No: F2(18)E.I/2009/

Dated: 25.09.2021

**-:NOTIFICATION:-**

Sub: Inviting nominations for one post of Administrative Officer in Level-10 in the pay matrix, in the Central Leprosy Teaching and Research Institute by Deputation (including short term contract) -Reg.

1. Nominations are invited for one post of Administrative Officer in Level-10 in the pay matrix ( Rs. 56,100- 1,77,500), General Central Services, Group 'A' Gazetted, Ministerial, by Deputation (including short term contract)(The terms of Deputation will be governed by standard terms of Deputation as prescribed by the Government of India from time to time)
2. The eligibility criteria (educational qualifications, experience, etc.) as per details given below:

a)	Name of the post	Administrative Officer
b)	Classification of the post	General Central Service Group 'A' Gazetted, Ministerial
c)	Scale of Pay	Level-10 in the pay matrix (Rs. 56,100-1,77,500/-)
d)	DA, HRA & other allowances	As admissible under the Central Government Orders from time to time.
e)	Deputation (Duty) Allowance	As admissible under the Central Government Orders from time to time.
f)	Method of Recruitment	<b>By Deputation (including short term contract):</b> Officers of the Central Government, State Government, Union Territories, autonomous or statutory organizations, public sector undertakings, Universities or recognized research Institutes: (a) (i) Holding analogous post on a regular basis in the parent cadre or department; or (ii) with two years regular service in level-9 in The pay matrix ( Rs. 53,100-1,67,800) and level-8 in the pay matrix (Rs.47,600 - 1,51,100); <b>and</b> (b) possessing the educational qualification and experience prescribed in the column no-g, Note 1: period of deputation (including short-term contract) including deputation (including Short Term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. Note 2: The maximum age- limit for appointment by

		deputation (including short term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.
g)	Eligibility Criteria	<p>Possessing the qualification and experience</p> <p>(i) Degree of a recognized university or Institute;</p> <p>(ii) Three years experience in administration &amp; establishment works in supervisory capacity in Government office or public sector undertaking or autonomous body or statutory body.</p> <p><b>Desirable:</b></p> <p>Experience in dealing with accounts matters in supervisory capacity in Government office or public sector undertaking or autonomous body or Statutory body.</p> <p>Note 1: Qualification are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission, for reason to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
h)	Nature of duties	<ol style="list-style-type: none"> <li>1. To assist the Director in day to day Administrative matter of this Institute.</li> <li>2. To function as Drawing and Disbursing Officer in respect of the regular establishment of the Institute.</li> <li>3. To function as Officer-in-charge of Central Stores, Motor Vehicle station and Security Section.</li> <li>4. To function as an Estate Officer in respect of the buildings under the control of the Institute.</li> <li>5. To be overall supervision of works of the general office including accounts and central stores</li> <li>6. To keep liaison with the CPWD, both civil and electrical departments regarding maintenances, repairs to the buildings, electrical installations and water supply at the institute.</li> <li>7. Any other duties assigned by the Director time to time.</li> </ol>




### 3. General Conditions

The Deputation period will be of 2 years initially. The deputation period may be curtailed or extended at the discretion of the Director at any time. Applicable Deputation Allowance will be provided as per Govt. of India norms. The application should clearly indicate the service particulars, experience and educational qualifications etc., as per the enclosed Format. Please ensure that the application will be neatly typed in the A4 sheet as per our annexure format and with all the columns are filled. The format of the application and details regarding age, qualifications, experience, charter of duty and other conditions of eligibility etc for the posts are available in this Institute website <http://www.cltri.gov.in/Recruitment>.

While forwarding the application, the following documents may be sent through proper channel **within 60 days** to the Director, Central Leprosy Teaching & Research Institute, Chengalpattu, Chengalpattu District, Tamilnadu - 603 001 along with the application in the prescribed proforma from the date of publication of this circular in the Employment News/National Career Service portal/News Paper-Daily Thanthi, Tamilnadu circle to be published on 25.09.2021 whichever is earlier if, last date falls on holiday the next working will be considered.

- i. A certificate to the effect that State Government/Union Territory or the Parent Department/Organization has "NO OBJECTION" to the appointment of the officer concerned under CCS on deputation.
- ii. Attested copies of the ACRs/APARs of the applicant of last five years.
- iii. A certificate about the Integrity of the officer recommended for appointment on deputation under CCS.
- iv. Vigilance Clearance in respect of applicant duly signed by an officer of the appropriate status.
- v. Certificate of major/minor penalty imposed, if any, on the officer during the last ten years/entire service period, whichever is less. Incomplete application(s) or Applications received without above mentioned documents are liable to be summarily rejected.
- vi. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently and the application received after the last date or application incomplete in any respect or those not accompanied by the documents/information as mentioned above will NOT be considered. The Cadre Authorities may ascertain that the particulars sent by the officers are correct as per their service records.
- vii. All copies of certificates/documents enclosed with the application should be attested by an officer not below the rank of the Head of Institution or equivalent.
- viii. Applications sent through Mail / Fax and after closing date for the receipt of application cannot be accepted. For enquiries contact 044-27427865.

The undersigned is having the right to postpone or cancel the notification at anytime without assigning any reason.

  
DIRECTOR.  
**DIRECTOR**  
CLT&RI, Govt of India,  
Min of Health & FW  
Chengalpattu-603 001 (TN)

CLTRI - Notice Board

Official website-www.cltrigov.in/ National Career Services Portal thro' HoD. (Epid.)  
Copy to: F.No.12/02/CLTRI/E.I/2018-Vol-II - for reference.

To DEO-GrA (ES) for necessary action & further appraisal.

  
22/9/2021

101  
22.09.2021

**BIO - DATA/ CURRICULAM VITAE PROFORMA [For the post of Administrative Officer]**

1. Name and Address ( in Block Letters)	
2. Date of Birth ( in Christian era)	
3. i) Date of entry into service	
3. ii) Date of retirement under Central/ State Government Rules.	
4. Educational Qualifications	
S. Whether Educational and other Qualifications: required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications / Experience required as mentioned in the advertisement / vacancy circular	Qualifications / experience possessed by the Officer.
Essential	Essential
A) Qualification	A) Qualification
b) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
b) Experience	B) Experience
6. Please state clearly whether in the light of Entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

\* Pay band and nature of duties (Grade Pay/ Pay in details ) scale of post highlighting held on regular experience and basic requirements for post applied for.\*

\*Office/ Post held on From to Institution regular basis.

\*important: Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned. Details of **ACP / MACP** with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8. Nature of present employment			



i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation / contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office/ organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others.			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total emoluments	

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay in the PB	Deafness Pay/ interim relief. other allowances etc ( with break —up details)	Total Emoluments.
16.A Additional information, if any, relevant to the Post you applied for in support of your suitability for the post. This among other thing may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement). (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to ; (i) Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Afiliation with the professional bodies /		

institutions/ societies and ; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for Deputation (Including Short Term Contract).	
18. Whether belongs to SC / ST	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the Candidate

Date :

Contact Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

e-mail ID: \_\_\_\_\_

Certification by the 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 possesses 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 Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of 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)

Note : Attested copies of Annual Confidential Reports for the preceding five years (from 2015-16 to 2019-20) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.