



PASTEUR INSTITUTE OF INDIA
COONOOR 643 103, NILGIRIS, TAMILNADU

Advt. No. 01/2017 dated 23.02.2017

Pasteur Institute of India, Coonoor is one of the premier Institution in the production of Antirabies Vaccine and DPT group of Vaccines for the Universal Immunization Programme (UIP) of Government of India, functioning as an autonomous body under the Ministry of Health and Family Welfare, Government of India, New Delhi. Pasteur Institute of India, Coonoor is now in the process of establishing GMP compliant facility for manufacturing DPT group of vaccines.

Applications are invited from the suitable candidates fulfilling the eligibility conditions for appointment to various posts as mentioned below, on transfer on deputation/foreign service from the Officers/Officials working under the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies or Universities possessing the prescribed qualifications/experience mentioned under each of the post.

The candidates selected will be appointed on transfer on deputation basis/Foreign Service initially for a period of three years.

Sl. No.	Name of the Post/Pay Band	Mode of Induction	Vacancy
1.	Procurement Officer PB-3 Rs.15600-39100 + GP Rs.6600/-	Deputation	1
2.	Assistant Accounts Officer PB-2 Rs.9300-34800 + GP Rs.4600/-	Deputation	1
3.	Library Information Assistant PB-2 Rs.9300-34800 + GP Rs.4200/-	Deputation	1
4.	Stenographer Grade – I PB-2 Rs.9300-34800 + GP Rs.4200	Deputation	1
5.	Upper Division Clerk PB-1 Rs.5200-20200 + GP Rs.2400/-	Deputation	1

(A) Basic Eligibility conditions:

1. Procurement Officer:

Deputation of

- a) Officers under the Central Government/State Government/PSUs/Autonomous Bodies/Universities:
- i) holding analogous posts on regular basis in the parent cadre/department or

ii) with 5 years service in the grade rendered after appointment thereto on regular basis in Pay Band -3 (Rs.15600-39100) with Grade Pay of Rs.5400 (as per 6th CPC) or equivalent in the parent cadre/department with post experience in material management/Logistics in a supervisory capacity in a purchase/stores department of a large reputed Govt./Private organization with practical experience of procurement of materials and supplies related to the production of Pharmaceutical products or Immunobiologicals; and

(iii) with 6 years service in the grade rendered after appointment thereto on regular basis in Pay Band -2 (Rs.9300-34800) with Grade Pay of Rs.4800 (as per 6th CPC) or equivalent in the parent cadre/department with post experience in material management/Logistics in a supervisory capacity in a purchase/stores department of a large reputed Govt. /Private organization with practical experience of procurement of materials and supplies related to the production of Pharmaceutical products or Immunobiologicals.

2. Assistant Accounts Officer:

Deputation of

a) Officers under the Central Government/State Government/PSUs/Autonomous Bodies/Universities:

(i) holding analogous posts on regular basis in the parent cadre/department or

(ii) with 5 years service in the grade rendered after appointment thereto on regular basis in Pay Band – 2 (Rs.9300-34800) with Grade Pay of Rs.4200 (as per 6th CPC) or equivalent in the parent cadre/department; and

(b) Possessing any of one of the following qualifications:

(i) A pass in the SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government.

(ii) minimum 3 years experience in Cash, Accounts and Budget work.

3. Library Information Assistant:

Deputation of

Officers under the Central Government/State Government/PSUs/Autonomous Organizations/Universities

(i) Holding analogous posts on a regular basis; or

(ii) With six years of regular service in the post in the Pay Band I of Rs.5200-20200 Grade Pay Rs.2800 (as per 6th CPC) or equivalent.

Possessing the educational qualifications and experience prescribed for direct recruits i.e.

(i) Bachelors Degree in Library Science or Library and Information Science of recognized University/Institute

- (ii) Two years professional experience in a Library under Central/State Government/Autonomous or Statutory organization/PSU/University or Recognized Research or Educational Institution.

Desirable:

Diploma in Computer Application from a recognized University or Institute.

4. Stenographer Grade – I:

Deputation of

Officials holding the post of Stenographer under the Central Government/State Government/PSUs/Autonomous Bodies/Universities:

- (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with ten years regular service in the Pay Band of Rs.5200-20200 with Grade of Rs.2400 (as per 6th CPC) or equivalent.

5. Upper Division Clerk:

Deputation of

Officers of the Central Government/State Government/PSUs/Autonomous Bodies/Universities:

- (i) holding analogous post on regular basis; or
- (ii) with eight years regular service in the grade of Lower Division Clerk or equivalent.

General Conditions:

1. The deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M.No.6/8/2009-Estt. (Pay.II) dated 17.06.2010 as amended from time to time.
2. Period of Deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or other organizations or departments of the Central Government shall not exceed three years.
3. The application of eligible candidates who are desirous of being considered for appointment to the above deputation posts and can be spared immediately on selection, may be forwarded together with the certificate from the Forwarding Authority along with the following documents to this Institute.

- (i) Integrity Certificate
- (ii) List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iii) Vigilance Clearance Certificate
- (iv) Attested photocopies of the APARs for the last five years.

The applications should clearly indicate the service particulars, experience and educational qualifications etc. in the prescribed form as at Annexure – I. **Applications received directly or without APARs will NOT be entertained.** The forwarding authority may also certify the information furnished in the bio-data.

4. The maximum age limit for appointment on deputation basis shall not be exceeding 56 years as on the closing date of receipt of applications.
5. The candidates fulfilling the eligibility conditions may apply in the prescribed format as per **Annexure – I** to the following address.

**The Director,
Pasteur Institute of India,
Coonoor – 643 103, The Nilgiris,
Tamilnadu.**

6. **Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.**
7. The last date of receipt of applications is 45 days from the date of publication of advertisement in the Employment News. Applications received beyond due date will not be considered.

(Dr. B. Sekar)
Director.

**PASTEUR INSTITUTE OF INDIA,
COONOOR 643 103**

APPLICATION FORM FOR APPOINTMENT ON DEPUTATION BASIS

Advt. No.01/2017 dated _____

PHOTO

Part – I

(To be filled by the Applicant)
(No column should be left blank)

Post applied for:

1. Name and Address (In Block letter)								
2. Date of Birth (in Christian era) & Age							_____ & ___ years ___ months ___ days	
3.(i) Date of entry in service								
(ii) Date of retirement under Central/State Government Rules								
4. Educational Qualifications								
5. 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).								
6. Details of employment, in chronological order: (Note: To be filled by all applicants)								
S. No.	Designation (Whether Group 'A'/ 'B'/'C')	Deptt./ Office/ Org	Whether post held on Regular/adhoc/ officiating/ deputation basis	Scale of Pay/ Pay Band + Grade Pay	Period		Nature of duties	
7. PRESENT POST HELD ON REGULAR BASIS								
a.	Name of the post							
b.	Whether Group 'A' / 'B' Gazetted							
c.	Scale of Pay/ Pay Band + Grade Pay							
d.	Date of appointment on regular basis in Group 'A' (Gazetted) / Group 'B' (Gazetted) post							

e.	Whether employed under Central Government	
8. Present Basic Pay		
9. Date of appointment in present scale on regular basis		
10. Date of return from last ex-cadre post, if any		
11. Whether belongs to SC/ST/OBC/PH		
12. Postal address for communication with PIN code and /Fax Number (on block letters) Telephone No. Mobile No. E-mail ID.		
13. Postal address of parent department with PIN Code and Telephone/Fax numbers/E-mail ID (in block letters)		

Certified that the information furnished above by me is correct.

Signature of the Applicant with date

Part – II

(To be filled by Cadre Controlling Authority of the applicant)

OFFICE OF _____

Certified that the particulars given above by the applicant are correct as per records available in the Department/Office of _____

2. It is also certified that Shri /Smt/Ms _____ is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.

3. It is also certified that Integrity of Shri/Smt/Ms _____ is _____.

4. The attested copies of the Annual Performance Appraisal Report (APARs) for the last 5 years i.e. 2015-16, 2014-15, 2013-14, 2012-13 and 2011-12 are enclosed.

5. It is hereby certified further that this Department/Office shall have no objection to the relieving of the said officer immediately, in case Shri/Smt/Ms _____ is selected for the post of _____ in Pasteur Institute of India, Coonoor.

Name, Signature, Telephone No.
of Officer with Official Stamp

Place: _____

Date: _____