Central Forensic Science Laboratory

Directorate of Forensic Science Services
Ministry of Home Affairs, Govt. of India
CFIs Complex, Sector 36-A, Chandigarh-160036

CIRCULAR

Three post of U.D.C. (Group-C, Non-Gazetted, Ministerial) in Level-04 of Pay Matrix (Pre revised PB-2 Rs.5,200-20,200/- with Grade pay of Rs.2,400/-) is proposed to be filled up on deputation basis i.e. 02 posts in CFSL, Chandigarh & 01 post at Shimla unit of CFSL, Chandigarh.

The eligibility conditions, experience, if any and job requirements for the post are shown in Annexure-I enclosed. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date for receipt of applications.

The pay of officials, selected for appointment on deputation, and various other conditions will be governed in accordance with the orders/instructions issued in this regard from time to time by the Government of India.

The applications in the prescribed proforma in Annexure-II enclosed, in respect of suitable, eligible and willing officials, who can be relieved immediately, if selected, may please be sent, along with up-to-date ACRs/APARs of last five years, photocopies duly attested by an officer not below the rank of Under Secretary to Govt. of India, and as also the certificate endorsed at Annexure-II duly signed by the Competent Authority. The duly completed applications must reach to the Director, Central Forensic Science Laboratory, CFIs Complex, Sector 36-A, Chandigarh-160 036 within a period of 02 (two) months from the date of issue of this circular. The complete information in r/o the above post is also available at this office website: cfsl-chd@nic.in.

The candidates who apply for the post will not be allowed to withdraw their candidatures subsequently.

Applications received after the last date or without the required documents will not be entertained.

ANNEXURE-I

1.	Name of post	:	Upper Division Clerk	
2.	Classification of the post	:	Group-C, Non-Gazetted, Ministerial	
3.	Number of post(s)	:	03	
4.	Place of posting	:	02 No.	CFSL, Chandigarh
			01 No.	Shimla unit of CFSL, Chandigarh
5.	Scale of Pay	:	Level-04 of Pay Matrix (Pre revised PB-2 Rs.5,200-20,200/- with Grade pay of Rs.1,900/-)	
6.	Mode of recruitment	:	Deputation basis	
7.	Period of deputation	:	Not exceeding three years.	
8	Eligibility	:	Officers of the Central Government or State Government: i. holding equivalent or analogous posts on regular basis or ii. with eight years service in the grade rendered after appointment thereto on regular basis in Level-02 in the Pay Matrix or equivalent.	

ANNEXURE-II

Application for appointment to the post of U.D.C. on deputation basis

1. Name & address (In Block Letter) ... ... :
2. Date of Birth (in Christian era) ... ... :
3. Date of retirement under Central/State Govt. :
4. Educational Qualifications ... ... :
5. Details of Employment, in chronological order. Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Instt./ Organisation	Post held	From	To	Scale of Pay and Basic pay	Nature of duties

6. Nature of present Employment, i.e. ad hoc or temporary or permanent or on deputation. :
7. Name & complete address of present Office/organisation. ... :
8. In case 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/organisation to which you belong, along with complete address. :

9. Additional details about present employment Please state whether working under Central Govt./State Govt. :
10. 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. :

11.(i) Whether present pay scale is acquired under MACP Scheme? :

(ii) If yes, please mention the regular pay scale of the present post held. :

12. Total emoluments per month now drawn ... :
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclosed a separate sheet, if the space is insufficient. :
14. Whether belong to SC/ST ... ... :
15. Remarks ... ... :

Date:

(Signature of applicant)
Address:

Certificate to be given by Head of Office of the applicant

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary/vigilance case is pending or completed against the applicant and he clear from the vigilance angle.
3. His integrity is certified.
4. It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.

Signature of the Competent Authority & date