

Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
Regional Drugs Testing Laboratory
Sixmile, Guwahati – 781 022
Ph. 0361-2338555, Fax: 0361-2330555
Email: rdtlguwahati@cdsco.nic.in

**Advertisement for the post of Upper Division Clerk in
Regional Drugs Testing Laboratory, Guwahati**

Advertisement No.: RDTL/Esstt./RDTL Service Matter/2023-24/

Dated:

Applications are invited through proper channel from eligible candidates for appointment to the post of Upper Division Clerk (UDC), Ministerial with Level - 4 (Rs. 25500-81100) of Pay Matrix as per 7th CPC, (Pre-revised PB-I Rs. 5200-20200 and GP. Rs. 2400/-) in the Regional Drugs Testing Laboratory, Guwahati under Central Drugs Standard Control Organization, Directorate General of Health Services, Ministry of Health & Family Welfare, Govt. of India to be filled on transfer on Deputation basis.

Eligibility Criteria:

- a) (i) Holding analogous posts on regular basis; or
(ii) with 8 years regular service in Level-2 (Rs. 19990-63200/-) of the pay Matrix of 7th CPC (Pre-revised PB-I Rs. 5200-20200/- + Grade Pay of Rs. 1900/- 6th CPC); and
 - b) (i) possessing the qualifications of Matriculation; and
(ii) having minimum speed of 30 words per minute in typewriting in English or 25 words per minute in typewriting in Hindi.
2. 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 be applicable as per DOP&T's norms for appointment by transfer or deputation.

Place of posting: Regional Drugs Testing Laboratory, Guwahati.

3. Complete application (in the prescribed proforma as Annexure-I) along with attested photocopies of last 5 years ACRs/APAR and vigilance/disciplinary clearance to be submitted through proper channel within 60 days from the date of publication of this advertisement in the Employment News to the Office of Regional Drugs Testing Laboratory, Guwahati, DGHS, Ministry of Health & Family Welfare, Six Mile, Panjabari Road, Guwahati-781022. Please refer website of Central Drugs Standard Control Organisation (CDSCO)'s website www.cdsco.gov.in

PROFORMA

BIO-DATA FOR THE POST OF UPPER DIVISION CLERK (UDC) IN THE OFFICE
OF REGIONAL DRUGS TESTING LABORATORY, SIXMILE, GUWAHATI

1. NAME OF THE CANDIDATE (IN BLOCK LETTERS) :
2. DESIGNATION :
3. FATHER'S NAME :
4. DATE OF BIRTH :
5. EDUCATIONAL QUALIFICATION :
6. COMPLETE OFFICIAL ADDRESS WITH TELEPHONE :
NUMBER AND EMAIL ID
7. WHETHER THE POST HELD IS IN A SUBSTANTIVE/ :
QUASI-PERMANENT OR TEMPORARY CAPACITY
8. DATE OF APPOINTMENT TO THE PRESENT POST :
9. PRESENT PAY IN THE PAY MATRIX AND LEVEL OF :
PAY
10. EXPERIENCE AND POST HELD & TRAINING IF ANY :

Date:

Place :

SIGNATURE OF THE CANDIDATE

No.RDTL/Esstt./RDTL Service Matter/2022-23

Government of India
Ministry of Health and Family Welfare
Directorate General of Health Service
Regional Drugs Testing Laboratory
Guwahati

Regional Drugs Testing Laboratory, Directorate General of Health Services, Ministry of Health and Family Welfare invites application from eligible candidates for filling up of one post of Upper Division Clerk as mentioned below at Regional Drugs Testing Laboratory, Guwahati by transfer on deputation basis. The last date for receiving the applications will be within 60 days from the date of publication of this advertisement in the Employment News.

2. For further details please visit Central Drugs Standard Control Organisation (CDSCO)'s website <https://cdsco.gov.in>.

| Sl. No. | Name of the Post | Pay as per 7 th CPC | No. of Post | Office for which the post is filled up |
|---------|----------------------|---|-------------|---|
| 1. | Upper Division Clerk | Pay Level 4 of 7 th CPC (Rs.25500-81100/-) (pre-revised scale of PB-I, Rs.5200-20200/- and Grade Pay of Rs.2400/-) | 1 (one) | Regional Drugs Testing Laboratory, Guwahati |

Director I/C, RDTL, Guwahati