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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

संख्या 16/7/2022- प्रशासन-II

दिनांक 25.04.2022

सेवा में ,

निदेशक / प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

विषय :- Filling up of the post of Chief Superintendent of Government Hostel on deputation basis in Directorate of Estates, Ministry of Housing and Urban Affairs. - reg.

महोदय/महोदया

अधोहस्ताक्षरी को उपर्युक्त विषय पर आवासन और शहरी कार्य मंत्रालय, संपदा निदेशालय, निर्माण भवन, नई दिल्ली, से प्राप्त रिक्ति परिपत्र No A-12011/1/2021-Admn.B/111 दिनांक 06.04.2022 को सूचना एवं आवश्यक कारवाई हेतु अद्योषित करने का निदेश हुआ है। परिपत्र के अनुसार, योग्य उम्मीदवार अपने आवेदन सलंगन प्रोफॉर्मा में भरकर प्रकाशन की तिथि से दो महीने की समय अवधि में भेजे जा सकते हैं।

भवदीय,
21/04/2022
(जगदीश राजेश)

सहायक महानिदेशक (प्रशा.)

अनुलंगनक : यथोक्त

प्रतिलिपि:-

- 1 महानिदेशक /वरि. उपमहानिदेशक (प्रशा.)/ वरि. वित्त सलाहकार के निजी सचिव
- 2 परिषद के सभी प्रभाग प्रमुख
- 3 उपमहानिदेशक (प्रशा.) / सहा. महानिदेशक (प्रशा.)/ सहा. महानिदेशक (वित्त.)
- 4 डॉ.एल.के शर्मा ,वैज्ञानिक -ई: वैबसाइट पर अपलोड करने के लिए ईमेल आईडी (sharma.lk@icmr.gov.in) पर मेल कर दिया गया है।



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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 16/7/2022-Admn.II

Dated: 25/4/2022

To,

The Director/ Directors-in-Charge of
Institutes/ Centers of ICMR

Subject:- Filling up of the post of Chief Superintendent of Government Hostel on deputation basis in directorate of Estates, Ministry of Housing and Urban Affairs – reg.

Sir/ Madam,

I am directed to refer a copy of Vacancy Circular No A-12011/1/2021-Admn.B/111 dated 06/04/2022 received from Ministry of Housing and Urban Affairs, Directorate of Estates, Nirman Bhawan, New Delhi, on the subject mentioned above for information and necessary action. As per circular, the applications of eligible candidate may be sent in the attached proforma (annexure) within two months from the date of publication.

Yours faithfully

(Jagdish Rajesh)

Assistant Director General (Admn)

Encl: As above

Copy to:-

- (1) PS to DG/Addl DG/ Sr. DDG(A)/ Sr. FA
- (2) All Divisional Heads
- (3) DDG(A) /ADG(A)/ADG(F)
- (4) Dr.L.K. Sharma, Scientist "E" –copy of the same has been mailed at your email ID (Sharma.lk@icmr.gov.in) for website upload.

Dak reg. filling up of the post of Chief superintendent of Govt. Hostel

1 message

Secretary DHR <secy-dg@icmr.gov.in>

Wed, Apr 20, 2022 at 10:34 AM

To: geetan <geetan@nic.in>, Sr DDG Admin <srddga.hq@icmr.gov.in>

Cc: SAFAL CHETRI CHETRI <chetri.s@icmr.gov.in>, admn2355 <admn2355@gmail.com>, "Prof. Balram Bhargava" <balram.bhargava@gov.in>

PPS to JS GN DHR

Sir/Madam

Pl. Find attached DaK.

Office of

Prof. (Dr.) Balram Bhargava

Secretary to the Government of India

Department of Health Research

Ministry of Health & Family Welfare &

Director-General,

Indian Council of Medical Research,

V.Ramalingaswamy Bhawan,

Ansari Nagar,

New Delhi-110029.

Tel.(Off.) +91-26588204, 26589620

Fax.(Off.) +91-11-26588662

E-mail: secy-dg@icmr.gov.in

Website: www.icmr.nic.in



 Office Memorandum reg filling post Chief superintendent of Hostel.pdf
2800K

Ms. Madhu
Vranb
25/4

D.No.158 Admn
20/4/2022

No. A-12011/1/2021-Admn.B / 111
Government of India
Ministry of Housing and Urban Affairs
Directorate of Estates

D.G. ICMR OFFICE
Diary No. 621540
Date 20/4/22

Nirman Bhawan
New Delhi-110108

Dated the 06th April, 2022

OFFICE MEMORANDUM

Subject:- Filling up of the post of Chief Superintendent of Government Hostel on deputation basis in Directorate of Estates, Ministry of Housing and Urban Affairs - reg.

Services of a suitable Central Government Officer for one post Chief Superintendent of Government Hostel, General Central Service, Group-B (Gazetted) in Level-6 in the Pay Matrix (Pre-revised pay scale of Pay Band-2 (Rs.9300-34800) with Grade Pay of Rs.4200/-) is proposed to be filled up on deputation basis in the Directorate of Estates.

2. The following are the eligibility conditions for appointment to the above post:-

1. Officers under the Central Government, State Government/PSU/Semi-Government or Statutory Organization:

a)

i. Holding an analogous posts or;

ii. With 5 years' Service in posts in the scale of Level-5 in the pay Matrix (Pre-revised PB-1(5200-20200) +Grade Pay Rs. 2800/-).

b) Possessing the educational qualifications as under:

(i) Degree of recognized University or equivalent;

(ii) One year experience in catering and hostel Management including administrative experience in a Government or semi-Government Organisation or hostel/restaurant/firm.

DESIRABLE:

(i) Experience of Store Keeping and store-accounting.

(ii) Knowledge of Hindi.

(iii) Diploma in Hotel Management, Catering and Nutrition from a recognized Institution or equivalent.

3. The duties of the Chief Superintendent of government Hostel in brief are as under:-

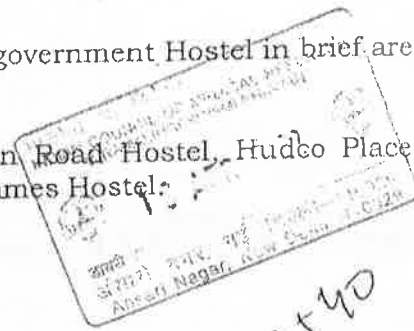
1. He is the complete incharge of Curzon Road Hostel, Hudco Place Hostel, Kidwai Nagar Hostel and Commonwealth Games Hostel:

JS(GM)

S. B. D. R. (GM)

for circulation to
P. S. T. O. D. U.

19 April 2022



621540

2. Inspection of the government hostels to ensure that the hostels are in perfect sanitary conditions and that the class IV staff/workers attend to their duties satisfactorily.
3. Allotment of Accommodation in the hostel.
4. Checking day book, visitor book, cash book, cash receipt, attendance register and leave accounts register, to check daily vacant/occupied position of rooms.
5. Maintaining of Complaint registers of the hostels.
6. Attending House Committee meetings as and when required by the senior officers in the Directorate of Estates.
7. Verification of bills submitted by the dhobis, inspection of tiffin rooms and fruit stalls in the office building under the control of Directorate of Estates and other miscellaneous works.

4. Officers who volunteer themselves for the above post will not be permitted to withdraw their candidature later. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Govt. shall ordinarily not exceed 3 years. The age of applicant should not exceed 56 years on closing date of the application.

5. The crucial date for determining the eligibility is 60th day from the date of publication of this Office Memorandum in the Employment News/Rojgar Samachar.

6. It is requested that the applications of eligible and willing persons, who can be spared, may be forwarded in the attached proforma (Annexure) at the earliest and in any case **within two months from the date of publication of this O.M. in the Employment News/ Rojgar Samachar to the Deputy Director of Estates (Estt.), Directorate of Estates, Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi - 110108.** The Administrative Authority must ensure himself of the suitability of the applicant in all respects before forwarding the applications.

7. The authenticated copies of up-to-date Character Rolls (ACRs/APARs), Integrity Certificate and Vigilance Clearance of the candidates must be forwarded to the undersigned along with the application. Applications not accompanied by the aforesaid documents or otherwise incomplete will not be considered at all.

8. The normal period of deputation is three years.

Encl: - As above.


(Nidhi Garg)

Deputy Director of Estates (Estt.)

Tel. No.: 23061372

To,

1. All the Central Government Ministries/ Departments and their attached and Subordinate Offices as per attached list.
2. US(Admn.), Ministry of Housing and Urban Affairs.
3. PS to DE/PA to DE-II for information.

4. All Deputy/Assistant Directors/Superintendent (Accounts) of the Directorate of Estates.
5. Hindi Section for Hindi version.

Copy to:-

1. Computer Cell, Directorate of Estates with the request to upload the advertisement on the website of the Directorate of Estates immediately.
2. IT Cell, Ministry of Housing and Urban Affairs to upload the advertisement on the website of Ministry of Housing and Urban Affairs.
3. Under Secretary (CS-I), DoPT, Lok Nayak Bhawan (2nd Floor), New Delhi : Kindly upload the advertisement on the website of DoPT for wider publicity.


(Nidhi Garg)

Deputy Director of Estates (Estt.)

PROFORMA

ANNEXURE

**BIO-DATA OF THE CANDIDATE FOR THE POST OF CHIEF SUPERINTENDENT
OF GOVERNMENT HOSTEL IN THE DIRECTORATE OF ESTATES**

1. Name, designation & Address in Block letters:
2. Date of Birth (In Christian era):
3. Date of retirement under Central Govt. Rules:
4. Whether belongs to SC/ST:
5. Educational Qualification:
6. Whether education and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to one prescribed in the rules, state the authority for the same):

Essential:
Desirable:
7. Please state clearly whether in the light of the entries made by above, you meet the requirements of the posts:
8. Details of employment, In chronological order:

Office	Post	From	To	Scale of Pay	Nature of duties
9. Nature of present employment, i.e. adhoc or temporary or permanent:
10. 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 basis:
 - c) Name of the parent office to which you belong:
 - d) Whether it is Central Govt. Office:
11. Revised scale of pay:
12. Total Emoluments per month drawn:

13. Additional information, if any, in support of your suitability for the post:

14. Remarks:

Place:

Date:

(Signature of the Candidate)

Address:

Department Endorsement:

- i) Certified that the particulars furnished by the applicant are correct as per his service record.
- ii) Certified that no vigilance/disciplinary case is either pending or contemplated against the applicant.
- iii) An integrity certificate in his favour is enclosed.
- iv) Authenticated copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of the applicant for the last five years is enclosed.

Date:

Signature, Name & Designation
of the Administrative Authority
(with seal)