



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



F2(11)E.1/98-99/UDC/Vol.II/

Dated 28.10.2017

NOTIFICATION

Applications are invited from eligible candidates working in the Central Government for the post of Upper Division Clerk (UDC) on Deputation basis for a minimum period of 2 years.

Name of the Post : UPPER DIVISION CLERK
Number of Post : 2 (Two)
Pay Level : PB-1 Rs.5200-20200 + 2400 GradePay
(Pre-revised),
LEVEL-4 in the PAY MATRIX (Revised).

Eligibility:

1. On a regular basis with 2 years regular service in the post of Upper Division Clerk in the PB-1 Rs.5200-20200 + Rs.2400/- (Grade Pay)(Pre-revised), LEVEL-4 in the PAY MATRIX (Revised).
[OR]
With 8 years regular service in the post of Lower Division Clerk in the Pay Band-1, Rs.5200-20200 + Rs.1900 (Grade Pay) (Pre revised), LEVEL-2 in the PAY MATRIX (Revised).
2. Experience in Establishment, Accounts /Budget and General Administration.
3. Good Knowledge in Computer operation.

Terms & Conditions

- (I) The Departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- (II) Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
- (III) 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 or department of the Central Government shall ordinarily not exceed three years.
- (IV) The Maximum age-limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

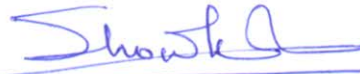
- (V) **NOTE:-** For the purpose of appointment on deputation, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay scale and where this benefit will extend only for the post or posts for which that Grade pay or Pay Scale is the normal replacement grade without any up gradation.

General Conditions for UDC

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 shall be neatly typed in the A4 sheet as per our annexure format and with all the columns are filled.

The duly attested photocopies of ACRs/APARs for the last two/five years for UDC/LDC who are applying for the post of UDC along with vigilance clearance and with necessary copies of the certificates may be sent through proper channel to the Director, Central Leprosy Teaching & Research Institute, Chengalpattu - 603 001, Kancheepuram District, Tamil Nadu. It may also be ensured that no vigilance / disciplinary proceedings are pending or being contemplated against the officials concerned. Applications without the attested copies of ACRs/APARs for the relevant period will be summarily rejected. Applications sent through Mail / Fax and after closing date for the receipt of application will not be accepted. For enquiries contact 044-27427865.

Last date for receipt of application 04.12.2017.



DIRECTOR.

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Notice Board/Official website www.cltrigov.in

Format



1. Name :
2. Father / Husband Name :
3. Permanent Residential Address :
4. Age /Date of Birth :
5. Whether SC/ST/OBC/PH :
6. Educational Qualification :
7. Technical Qualification :
8. Service Particulars
- (a) Present post :
- (b) Department / Organisation :
9. Particulars of the past service :

Department / Office	Post held (Specify whether ad-hoc or regular)	Period		Scale of Pay of the post	Nature of Duty
		From	To		
1	2	3	4	5	6

10. Particulars of Experience (in Detail) :
11. Any other information :
12. Enclosures
- a. ACR/APAR (for 5years /3 years) : Yes / No.
- b. Certificates (Educational) : Yes/No
13. Address for communication with E-mail id and contact No. :

UNDERTAKING

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge & belief. I undertake that the department can take action against me or cancel my candidature without any intimation in case of I am declared by them to be guilty of furnishing wrong information or suppressing any facts.

Signature of Candidate.

Date:
Place:

(To be filled by the parent Office /Department)

Certified that the particulars furnished above by the candidate have been verified from his/her service records and found to be correct. It is also certified that no liability or vigilance case is either pending or contemplated against him/her. He/her ACRs (attested copies) are enclosed.

Date :

Signature of the Head of Office.

*All the columns are mandatory