

No. A 11014/17/2010-DC
Central Drugs Standard Control Organization (CDSCO)
Directorate General of Health Services
(Ministry of Health & Family Welfare)
Govt. of India

Recruitment of Admn./Financial Consultant in the Office of CDSCO on contractual basis- applications regarding -

The Central Drugs Standard Control Organization (HQ), FDA Bhawan, Kotla road, Near Mata Sundari College, New Delhi - 02 requires Admn./Finance Consultant purely on **contractual basis upto 31.12.2011**. These supporting staff will assist Senior Officers in matters related to Administrative works carried out in the office of CDSCO. Qualification, experience, job description, for the post is as under:-

Admin/ Financial Consultant (2 posts)

Qualification:

Graduate with 10 years experience in Administration / Finance. in Govt./ PSU/ Autonomous Body. Priority is to be given to retired Govt. Servant having relevant experience.

Job description :-

Handling of Administration/ Accounts/ Budget, etc. Any other duties assigned by the Senior Officer of this office from time to time.

DESIRABLE QUALIFICATION/SKILLS

FOR ALL THE ABOVE POST THE APPLICANTS ARE EXPECTED TO BE PROFICIENT WITH USE OF COMPUTER AND INTERNET.

Note :-

- 1. The duly filled applications in the prescribed proforma, as given below, alongwith the certificates of Qualification & experience , shall reach by POST or by HAND to this office at CDSCO (HQ), FDA Bhawan, Kotla road, Near Mata Sundari College, New Delhi - 02 on or before 12.10.2011 by 1 P.M. Interview of the “called” candidate will be held on the 13th October, 2011. The interview call will be given by email/ on mobile, therefore, it is essential that candidate must give their email address/mobile number.**
- 2. The candidates should mention on the TOP of envelop “Application for the post of Admn./Financial Consultant.”**
- 3. The last date for receipt of application has been extended from 12.10.2011 to 18.10.2011. the interview shall be held on 19.10.2011.**

Encl.:- Proforma for Application

-sd-
(S. P. Shani)
Dy. Drugs Controller (I)
13.10.2011

Post applied for

PROFORMA FOR APPLICATION

Name

Father's Name

Date of Birth

Marital Status

Proficiency in Languages

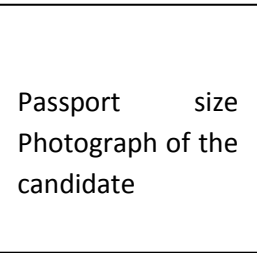
Address for Correspondence

Present

Permanent

Telephone No. _____ (O), _____ (R), _____ (M)

Email:



Educational Qualification

Degree/ Examinations	Year	Board/ University	Subjects/ Specialization	% of marks

Proficiency in computer Details of course/training undertaken

Experience

Declaration

I hereby declare that the information given above is true to the best of my knowledge and belief and nothing has been suppressed there from.

Signature

Date
Place