

**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**

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**Recruitment of Technical Data Associates(Admn) in the Office of CDSCO(HQ) on contractual basis- applications regarding -**

The Central Drugs Standard Control Organization (HQ), FDA Bhawan, Kotla road, Near Mata Sundari College, New Delhi - 02 requires Technical Data Associates(Admn) purely on **contractual basis upto 31.03.2012**. These supporting staff will assist Senior Officers in matters related to Administrative works carried out in the office of CDSCO. Qualification, experience, job description, emoluments etc. for various posts are as under:-

**1. Technical Data Associate(Admn) ( 2 Posts) @ Rs. 20,000/25,000/- p.m**

**Qualification:-**

Graduate with five years experience in Administration/finance in Govt./PUS/Autonomous beady. Preference will be given to retired Govt. Servant having relevant experience.

**Job description:-**

Handing of Administration/Accounts/budget etc. Any other duties assigned by Drugs Controller General of India (DCGI) from time to time.

**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 12.01.2012 by 1:00 pm. Interview of the “called” candidates will be held on the 13.01.2012. 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 “**Name of the Post applied for which the he/she is willing/ applying.**”

**Encl.:- Proforma for Application**

-sd-  
(Sataypal Shani)  
Dy. Drugs Controller (I)

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:

Passport size  
Photograph of the  
candidate

**Educational Qualification**

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

Proficiency in computer Details of course/training undertaken:

Experience Details:

**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