

No.A-35018/10/circular/2015/MF.CGA(A)/Gr.B/404,  
**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF EXPENDITURE**  
**OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS**  
**LOK NAYAK BHAWAN, NEW DELHI**

Dated, the 11<sup>th</sup> July, 2016

**CIRCULAR**

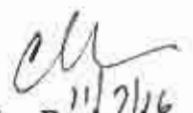
Please find enclosed herewith the following vacancy circular, regarding filling up of post as detailed below:-

S. No	Letter No. Date & Organization	Deputation post with scale	Eligibility
1.	No.198/NDTL/AD MN/2015-16/507 dated 23.06.2016  National Dope Testing Laboratory (NDTL), M/o Youth Affairs & Sports, New Delhi	<b>Administrative Officer</b>  In the PB-3 (Rs.15600-39100) with GP Rs. 6600/-	(i) Holding analogous posts  (ii) With at least 3 years service in the scale of (Rs.15600-39100) with GP Rs. 5400 or with 5 years in the scale of 9300-34800 with GP Rs. 4200 respectively and having experience in administration, establishment and accounts matter. (Period of deputation - 5 years). Working experience in analytical laboratory will be preferred.
2.	No.101/NDTL/AD MN/2015-16/506 dated 23.06.2016  National Dope Testing Laboratory (NDTL), M/o Youth Affairs & Sports, New Delhi	<b>Finance Officer</b>  In the PB-3 (Rs. 15600-39100) with GP Rs. 5400/-	(i) Holding analogous posts  (ii) With at least 5 years service in the scale of (Rs.9300-34800) with GP Rs. 4200 and having adequate experience in handling accounts and financial matters in government.

The applications of willing and eligible Sr. AOs/AOs may please be forwarded to this office along with Vigilance Clearance Certificate/Integrity Certificate.

While forwarding applications for deputation, this office instruction contained in O.M. No. A.32018/1/2015/MF.CGA (A)/GR.B/243 dated 26<sup>th</sup> June 2015 and even O.M. No. 1064 dated 11<sup>th</sup> Feb 2016 may be kept in view.

Encl: As above

  
(Chander Prakash)  
Account Officer (Gr 'B')

To,  
Sr.AO (ITD)-For website.

*Handwritten signature/initials*

## NATIONAL DOPE TESTING LABORATORY

(Ministry of Youth Affairs & Sports)  
J N Stadium Complex  
Lodhi Road, New Delhi – 110 003

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F.No. 198/NDTL/ADMN/2015-16/507

Date: 23<sup>rd</sup> June, 2016

### C I R C U L A R

National Dope Testing Laboratory, J N Stadium Complex, Lodhi Road, New Delhi – 110 003 invites applications of suitable officers to fill up **One Post of Administrative Officer** in the Pay Band 3 (PB-3) of Rs. 15,600-39,100 with grade pay of Rs. 6,600 on deputation in the "National Dope Testing Laboratory (NDTL)", an autonomous body under the aegis of the Department of Sports of the Ministry.

2. The details of the eligibility criteria for the post have been indicated in Annexure-I.
3. Only such applications which are accompanied by the requisite personal data (in triplicate) in the Bio-data proforma given in Annexure-II will be considered.
4. Eligible officers, who are willing and can be spared immediately in the event of selection, may send their applications through proper channel at the following address so as to reach within one month from the date of publication of the advertisement in the Employment News:

Administrative Officer  
National Dope Testing Laboratory  
Ministry of Youth Affairs & Sports  
Jawaharlal Nehru Stadium Complex, East Gate,  
Near MTNL Building, Lodhi Road, New Delhi – 110 003

5. It is requested that application must be accompanied with up-to-date ACR/APAR Dossiers/Photocopies of ACRs/APARs of last 5 years duly attested by Group 'A' Officer or equivalent, Vigilance Clearance, Integrity Certificate and Major/Minor Penalty Statement for the past 10 years, failing which application will be summarily rejected.

6. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall not exceed five years. The maximum age limit for appointment on deputation shall be not exceeding fifty six years as on the closing date for receipt of applications.



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7. Other terms and conditions of deputation including short term contract will be governed by DoPT's O.M. No. 6/8/2009-Estt (Pay.II) dated 17.06.2010, as amended from time to time.



**(Rakesh Kumar)**  
**Administrative Officer, National Dope Testing Laboratory**  
**& Under Secretary to the Govt. of India**

To

1. All Ministries/Departments of the Govt. of India/State Governments (with the request to circulate it among their eligible officers and to all Autonomous organizations under them).
2. Office of the Secretary, Department of Personnel & Training, North Block, New Delhi.
3. Office of the Controller General of Defence Accounts, West Block No.5, R. K. Puram, New Delhi.
4. Office of the Comptroller & Auditor General of India, Bahadur Shah Zafar Marg, New Delhi.
5. Office of the Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhawan, 7<sup>th</sup> Floor, New Delhi.
6. The Secretary, UPSC, Shahjahan Road, New Delhi.

Copy for information to:

1. Shri Vinod Kumar, Under Secretary (SP-V), Ministry of Youth Affairs & Sports, Shastri Bhawan, New Delhi

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ANNEXURE-I

Name of the Post, Scale of Pay & No. of Posts	Post : Administrative Officer Scale of Pay : Rs. 15,600 - 39,100 (PB-3) Grade Pay : Rs. 6,600 No. of Posts : 1 (One)
Eligibility Conditions	Officers under the Central/State govt./autonomous bodies holding analogous posts or with at least 3 years service in the scale of Rs. 15,600 - 39,100, grade pay 5,400 or with 5 years in the scale of 9300-34800 grade pay 4200 respectively and having experience in administration, establishment and accounts matter. (Period of deputation - 5 years). Working experience in analytical laboratory will be preferred.

## ANNEXURE-II

## CURRICULUM VITAE PROFORMA

1.	Name and Address <i>(in Block Letters)</i>					
2.	Date of Birth <i>(in Christian Era)</i>					
3.	Date of Retirement under Central/State Govt. Rules					
4.	Educational Qualifications					
5.	Whether Educational and other Qualifications required for the Post are satisfied. <i>(if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</i>					
	Qualifications / Experience required				Qualifications / Experience possessed by the officer.	
Essential	(1)					
	(2)					
	(3)					
	(4)					
	(5)					
Desired	(1)					
	(2)					
	(3)					
6.	Please State clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office / Institution	Post held	From	To	Scale of Pay and Basic pay	Nature of duties (in detail)
8.	Nature of present employment i.e. Ad-hoc, or Temporary or Quasi-Permanent or Permanent					
9.	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					
	c. Name of parent office/organization to which you belong					
10.	Additional details about present employment <i>Please state whether working under (indicate the name of your employer against the relevant column)</i>					
	a. Central Government					
	b. State Government					
	c. Autonomous Organization					
	d. Government Undertaking					
	e. Universities					
	f. Others					

11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. <i>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in Vacancy Circular / Advertisement)</i> Note: Enclose a separate sheet, if the space is insufficient	
15.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. <i>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for short-term contract)</i>	
16.	Whether belongs to SC/ST	
17.	Remarks <i>(The candidates may indicate information with regard to (i) Research Publications and Reports &amp; Special Projects (ii) Awards / Scholarship / Official Appreciation (iii) Affiliation with the Professional Bodies / Institutions / Societies and (iv) any other information)</i>	

I have carefully gone through the vacancy circular/advertisement and am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate  
Address:

Date:

Countersigned

(Employer with Seal)

Handwritten initials and date: 10/09, 23/6

**NATIONAL DOPE TESTING LABORATORY**  
(Ministry of Youth Affairs & Sports)  
J N Stadium Complex  
Lodhi Road, New Delhi – 110 003

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F.No. 101/NDTL/ADMN/2015-16/ 506

Date: 23<sup>rd</sup> June, 2016

**CIRCULAR**

National Dope Testing Laboratory, J N Stadium Complex, Lodhi Road, New Delhi – 110 003 invites applications of suitable officers to fill up **One Post of Finance Officer** in the Pay Band 3 (PB-3) of Rs. 15,600-39,100 with grade pay of Rs. 5,400 on deputation in the "National Dope Testing Laboratory (NDTL)", an autonomous body under the aegis of the Department of Sports of the Ministry.

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(Rakesh Kumar)

**Administrative Officer, National Dope Testing Laboratory  
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Eligibility Conditions	Deputation from officer holding analogous post or in the scale of Rs. 9,300 - 34,800, grade pay 4,200, with 5 (five) years service in the grade and having adequate experience in handling accounts and financial matters in government.

## ANNEXURE-II

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