

VACANCY NOTICE

Important Dates

Date of submission of Application: ***04.04.2024***

Last Date of receipt of Application: ***22.04.2024***

National Academy Of Medical Sciences (NAMS) an autonomous organization under the department of health Research, Ministry of health & family welfare, Government of India invites application from eligible regular NAMS employee to fill up the vacant position of Administrative Officer .

S.No.	Name of post & pay level	Tentative position
1	Administrative officer Pay level -9 (Rs. 15600-39100)	01

Eligibility: Condition for the post of Administrative Officer:

Educational Qualification	Graduate
AGE	UPTO 57 YRS
Experience	10 yrs. in general administration/finance in supervising capacity.

Working knowledge of:

- Rules & Regulation of NAMS.
- Functioning of autonomous organisation.
- Establishment matters (recruitment, promotions, MACP, APAR, resignation, conduct rules, leave, maintenance of service record etc).
- Correspondence with Ministry and other agencies.
- Organising meeting, preparation of agenda and minutes.
- Compilation and preparation of Annual Report.

Hard copy of the application as per format enclosed should be submitted in close envelope address to Secretary NAMS before the last date i.e. 22.04.2024.

If needed the candidate will be called by the selection committee for interview.

Secretary, NAMS

Dr. Umesh Kapil

FORM OF APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER ON DEPUTATION

Vacancy Circular -01/2024

Part –I To be filled by the applicant (No column should be left blank)

1. Name of the Post

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2. Full name of the applicant (in block letters)

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3. Father's name / Spouse name

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4. Gender :

Male		Female	
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5. Date of Birth : DD/MM/YYYY

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6. Age as on last Date for Receipt of application

DD-	MM-	YYYY-
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7. Date of Retirement

DD-	MM-	YYYY-
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8. Date of joining in service

DD-	MM-	YYYY-
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9. Details of post held in last 10 years, starting with present post held

S.No	Name of the post held	Whether post held on regular/adhoc/ contract/ officiating/ deputation basis	Scale of pay/pay band+grade pay+pay level	Period		Duration
				From	To	

10. Current post held on regular basis

a) Name of the post :

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b) Pay level & pre revised Grade pay/pay Band

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c) Date of appointment on regular basis

DD-	MM-	YYYY-
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11. Education Qualification

S.No.	Subject	Name of the Board/ University	Year of passing	Percentage

12. Experience related to task handled during 10 years

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13. Whether all eligibility condition are fulfilled:

YES		NO	
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14. Postal address for communication with pin code (in block letters)

Telephone No.	Mobile No.

15. E-mail ID

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Certified that the information furnished above by me is correct

with date

Signature of the applicant