

CENTRAL EMPLOYMENT EXCHANGE

Advertisement No. 03/2016

Date of Advertisement: 02.07.2016

Applications are invited for the following post(s) by various employers indicated in the advertisement up to 22.07.2016 in the prescribed format (Annexure-II) given at the end of the advertisement. In respect of applications sent only by post/speed post from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti district and Pangi sub division of Chamba district of Himachal Pradesh, A&N Islands or Lakshdweep or abroad the last date of receipt of application by the employer is 30.07.2016. Applications received after due date will not be considered.

Candidates are required to send their application directly by to the respective employers.

Application for the post of Chargeman are to be sent to Commanding Officer, AQAW(A), DGAQA, Ministry of Defence, Khamaria, Jabalpur – 482005, Madhya Pradesh.

Sl.No. (01) Chargeman - (32*) - 04-SC, 03-ST, OBC-06, UR-19

*Subject to variation

Sl.No	Name of Post	No. of vacancy	Name & Location of Unit
01	Chargeman Grade - II	01 (One)	ORDAQA, Trichy
02		01(One)	ORDAQA, Dehu Road
03		01(One)	ORDAQA, Deharadun
04		15 (Fifteen)	AQAW(A), Khamaria
05		02(Two)	Dett. GCF, Jabalpur
06		03(Three)	Dett., Cossipore
07		03(Three)	Dett, Kanpur
08		05(Five)	Dett., Muradnagar
09		01(One)	Dett ,Itarsi

Pay Band-2: Rs.9300-34800/- + Grade Pay: Rs.4200/-

Age: 18 - 35 years

Qualification Essential:

Diploma in Engineering/Technology with six months experience in the appropriate technical field

OR

Degree in Science with 2 year experience in the appropriate technical field.

Note:-Candidates must possess above qualification. For example, B Tech/BE Degree holders not possessing the Diploma in Engineering/Technology or Degree in Science are not eligible for the post of Chargeman.

Duties:

To arrange/undertake the inspection/Quality Assurance of various job assigned to him & ensure the availability of gauges drawings, specifications and inspection instruction

required for the job. To ensure periodical inspection of measuring instruments, inspection gauges and other inspection aids & apprise his sub-ordinate staff of necessary safety precaution to

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be observed in case of all ammunitions in general and about the job assigned. To apprise his sub-ordinate staff the inspection drill, inspection standards, delivering instruction, technical lectures to them. To verify proper packing and preservation of accepted jobs and segregation of rejects/rectifiable.

Place of work :

Anywhere in India where DGAQA establishments are located.

Application for the post of Pharmacists (Unani) under CGHS, Delhi, are to be sent to ADO, NG, CGHS(HQ) Office of the Additional Director (HQ), Central Government Health Scheme, R.K.Puram, Sector – 12, New Delhi – 110011.

Sl.No. (02) Pharmacists (Unani) - (05) 01-SC, OBC-02, UR-02

Pay Band-2: Rs.5200-20200/- + Grade Pay: Rs.2800/-

Age: 18 - 30 years

For priority categories (applicable for Central Govt. only)

- Others

Qualification Essential:

1. Matriculation with proficiency in Urdu or a equivalent oriental qualification in Urdu/Arabic/Persian.
2. A Certificate/ diploma of a minimum of one year's duration in Unani Pharmacy awarded by a State Board or an Institution of repute followed by one year's practical experience as a Pharmacist in a reputed Unani Hospital / Dispensary / Pharmacy.

OR

Three years's experience as a Pharmacist in Unani Pharmacy/ Dispensary / Hospital.

Desirable:

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Duties:

1. The Pharmacist will be personally responsible for the correct dispensing as per prescriptions issued by the medical officer and for the safe custody of the stores received by him. He will issue medicines, mixtures, etc. in accordance with the instructions issued by the Directorate / Medical Stores / Depot / Medical officer Incharge from time to time.
2. He will be personally responsible to see that the dispensing room is kept absolutely clean all the time, bottles are properly croked and well dusted. He will maintain weighing scales and balance in good working condition
3. He will dispense stock mixtures and medicines properly measured and weighed. He will issue an original packing to a beneficiary only after breaking the seal.
4. He will perform any other duty assigned by Medical Officer Incharge commensurate with the nature of work.

Place of work :

New Delhi.

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Application for the post of Vocational Instructor (Radio Television), are to be sent to Head of Office ,
Ministry of Labour & Employment (DGE&T), Vocational Rehabilitation Centre for Handicapped,
ATI-Campus, Gill Road, Ludhiana

Sl.No. (03) Vocational Instructor (Radio Television) - 01 - OBC

Pay Band-2: Rs.9300-34800/- + Grade Pay: Rs.4200/-

Age: 30 years

Qualification Essential:

1. Matriculation or its equivalent.
2. National Trade Certificate in the appropriate Trade Certificate or National Apprenticeship Certificate in appropriate Trade or any other recognized equivalent qualification in the appropriate trade with at least 3 years practical experience Preference will be given to candidates trained in Central Training Institutes in appropriate trade.

Desirable:

Working knowledge of Radio Television Parts & Computer application (MS Office, Excel, Access)

Duties:

Imparting training to handicapped person & Vocational evaluation of handicapped persons for their Rehabilitation.

Place of work :

Ludhiana Punjab..

INSTRUCTION AND ADDITIONAL INFORMATION FOR CANDIDATES

1. Separate applications are required for each post quoting advertisement no. and sl. no. of the post.
2. Self-attested photocopies of educational/reservation categories/experience certificates etc., if any, should be enclosed with the application.
3. Upper age limit relaxable for SC/ST/OBC, EX-SERVICEMEN, Physically Handicapped, Widow, Divorce Women and Women judicially separated from their husband and Govt. servants etc. as per rules.
4. Only those SC/ST candidates who are not employed anywhere will be paid TA for attending interview, if admissible under rules.
5. Application in any case should not be sent to Central Employment Exchange/Local Exchange.

ABBREVIATIONS USED

OBC – OTHER BACKWARD CLASS

UR - UN RESERVED

SC - SCHEDULE CASTE

AISL: ALL INDIA SERVICE LIABILITY

Corrigendum

Reference Central Employment Exchange (CEE's) Advt. No. 05/2013 for the post of Physiotherapist in Dr. RML Hospital, New Delhi published in the Employment News dated 27.07.2013 may be treated as cancelled

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RECRUITMENT FOR TWO(02) POSTS OF SUB-REGIONAL EMPLOYMENT OFFICER AND TWO (02) POSTS OF ASSISTANT EMPLOYMENT OFFICER IN COACHING-CUM-GUIDANCE CENTRES FOR SC/STs UNDER THE DIRECTORATE GENERAL OF EMPLOYMENT, MINISTRY OF LABOUR AND EMPLOYMENT ON DEPUTATION BASIS.

Application for the post of Sub Regional Employment Officer and Assistant Employment Officer, are to be sent on prescribed form at Annexure – I to Under Secretary, Ministry of Labour & Employment (DGE&T), Shram Shakti Bhawan, New Delhi. 10001

Sl.No. (Spl. 01) SREO - **02 Posts**

Pay Band-2 : Rs.9300-34800/- + Grade Pay: Rs.4600/-

Qualification Essential:

1. Master's Degree in Social Welfare or Labour Welfare or Social Work or Sociology or Economics or Statistics or Psychology or Commerce or Education of a recognized university or equivalent.
2. 3 years experience in matters pertaining to Employment Exchange Policy and Procedure or Collection Employment Market Information or Vocational Guidance, Employment Counseling and Placement of Personnel or Collection, Analysis and Interpretation of Socio- Economic Data.

Desirable:

Knowledge of Local Language

Sl.No. (Spl. 02) AEO - **02 Posts**

Pay Band-2 : Rs.9300-34800/- + Grade Pay: Rs.4200/-

Qualification Essential:

1. Master's Degree in Social Welfare or Labour Welfare or Social Work or Sociology or Economics or Statistics or

Psychology or Commerce or Education of a recognized university or equivalent.

Desirable:

- (i) Knowledge of Local Language
- (ii) Experience in matters pertaining to Employment Exchange Policy and Procedure or Collection of Employment Market Information or Vocational Guidance, Employment Counseling and Placement of Personnel or Collection, Analysis and Interpretation on Socio-Economic Data.

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BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

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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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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 the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

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10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:
 Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.
 (This among other things may provide information with regard to (i) additional academic qualifications (ii)

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<p>Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

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FORMAT OF APPLICATION FORM

1. Advertisement No.
2. Serial number of the post :
3. Post applied for :
4. Name of Employment Exchange where registered:if any
5. Employment Exchange Registration No,if any
6. Name of the applicant (Mr./Miss/Mrs.):
In block letters
7. Date of Birth :

Date	Month	Year
8. Father's Name :
9. Address (in full):

10. Nationality:
11. Category to which belong (SC/ST/OBC)
(ATTCH PHOTOCOPY OF CERTIFICATE)
12. Whether Ex-Serviceman (Yes/No):
13. Whether Physically Handicapped (Yes/No):
14. Academic/technical/professional qualifications
(Beginning with matriculation level) attach photocopies of certificates

Sl. No.	Name of Exam.	Year of passing	Univ./Boa rd	Div./Class /Grade	Subjects	% of marks

15. Experience (attach photocopies of certificates in support of experience):

Sl. No.	Name of employer/ Org.	Period From - To	Designation	Pay Scale/Pay	Nature of duties	Reasons for leaving

I solemnly declare that the statement made by me in this form are correct to the best of my knowledge and belied.

Dated: _____

(Signature of the candidate)

Place: _____

List of enclosures: 1.

- 2.
- 3.

Camp 23105/11/2002/1617