



National Dope Testing Laboratory (NDTL)

GOVERNMENT OF INDIA

JLN Stadium Complex, East Gate No. 10, Lodhi Road, New Delhi – 110003

ADVT-3/2022

Date: 19.11.2022

Subject: Filling up of vacant post(s) in the National Dope Testing Laboratory (NDTL) by Deputation (including Short Term Contract) basis-regarding.

The National Dope Testing Laboratory (NDTL), an autonomous body, Government of India, is a premier scientific institute and one of the World Anti-Doping Agency (WADA)-Accredited Laboratories dedicated to human sports dope testing & allied research. This the only Laboratory of its kind in the country having state-of-the-art facilities. It is equipped with the latest and sophisticated analytical equipment including LC- Orbitrap-HRMS, GC/C/RMS, Sysmex XN 1000, Cobas e 411 etc. The Laboratory is pursuing research in the advanced areas of dope science and establishing collaborations with national and international institutes.

2. The Laboratory invites applications from Indian citizens for the post of Deputy Director (Admin) in the Scale of Pay Rupees 67,700 - 2,08,700/- [Pay Level 11] and Finance Officer in the Scale of Pay Rupees 56,100 - 1,77,500/- [Pay Level 10] to fill up the vacant post(s) by deputation (including on short term contract) basis as detailed below. Period of deputation (including short-term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or any other organization/Department of Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.

3. Consequent to recommendations of Seventh Pay Commission, the pay scale in the Pay Bands have been replaced with Pay Matrix System. Therefore, for the purpose of interpretation relating to analogous posts, pre-revised scales of such posts shall be reckoned.

4. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along-with the application:

- (a) Application in the prescribed format,
- (b) Complete and up-to-date ACR/APAR for the last 5 years from 2017-18 onwards or attested photocopy thereof,
- (c) Vigilance Certificate/Clearance,
- (d) Integrity Certificate/Clearance
- (e) A Statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

5. The key responsibilities of Deputy Director (Admin) and Finance Officer would be:

Deputy Director (Admin):

- (i) Head of General administration / establishments, Purchase and Stores and Civil & Electrical Division of Laboratory.
- (ii) All administrative & Establishment matters of the Officers and staff of the Laboratory viz. application for FR&SR, Conduct Rules, etc., promotion (including DPC & MACP proposals).
- (iii) Liaison with Administrative Ministry and other organizations,
- (iv) Central Public Information Officer (CPIO) of NDTL
- (v) Application of GFRs, Budget, Procurement,
- (vi) Parliament matters
- (vii) Handling of Court matters/Legal/Vigilance/RTI etc.
- (viii) Any other work as assigned by Director of the Laboratory.

Finance Officer:

- (i) Finance and Accounts functions and also as Drawing and Disbursement Officer
- (ii) All financial concurrence to the proposals as per Government rules
- (iii) Monitoring Tele software for day to day maintenance of accounts
- (iv) Preparation and Finalization of accounts and their Internal Audit by CA firm.
- (v) Preparation of agenda for Finance Committee and minutes thereof
- (vi) Reply to Ministry on accounting and budget matters
- (vii) All procurement through GeM
- (viii) Depositing of TDS / GST - TDS and filings of returns thereon
- (ix) Any other work as assigned by the Director of the Laboratory.

6. Applicants are requested to ensure that their applications forwarded through their Cadre Controlling Authority. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the Proforma (PART-A, PART-B AND PART-C) addressed to the Deputy Director (Admn), NDTL, EAST GATE NO 10, JLN STADIUM COMPLEX, Lodhi Road, NEW DELHI 110 003, **within 30 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar.** However, only applications received from Cadre Controlling Authority duly completed in all the respect with all documentary formalities as mentioned in Para-4 above, will be considered for selection. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected.

7. NDTL reserves the right to reject any or all the applications without assigning any reason whatsoever.

Sd/xxx
Deputy Director (Admn)
NDTL, New Delhi

NAME OF THE POST: DEPUTY DIRECTOR (ADMIN)

1	Name of the Post	Deputy Director (Admin)
2	Number of Posts	1
3	Classification	Group 'A'
4	Scale of Pay	Rs.67,700-2,08,700 [Pay Level 11 in the Pay Matrix as per 7 th CPC]
5	Method of recruitment	By Composite Method: By Deputation (Including Short Term Contract) / Promotion.
6	Eligibility Criteria	Deputation (Including Short Term Contract): Officers under the Central / State Government / Public Sector Undertaking Autonomous Organization, having a Bachelor's degree from a UGC/AICTE recognized University / Institute, (ii) handling assignments in Administration & Establishment or Finance & Accounts or Stores Management by (i) Holding analogous post on regular basis; or (ii) With five years' regular service in posts in Pay Level 10 [Rs. 56100-177500] in the Pay Matrix as per 7 th CPC or equivalent. Or (iii) Ten years' regular service in posts in Pay Level 7 [Rs. 44900-142400] in the Pay Matrix as per 7 th CPC or equivalent. Desirable : (i) Post Graduate Degree or Post Graduate Diploma in Human Resource Management or Financial Management or Materials Management duration from a UGC/AICTE recognized University/Institute; (ii) Experience of working in research & development and / or scientific organization; (iii) Knowledge of quality management system as per ISO IEC 17025 in an Industrial / Scientific organization.
7	Job description	(i) Head of General administration / establishments, Purchase and Stores and Civil & Electrical Division of Laboratory. (ii) All administrative & Establishment matters of the Officers and staff of the Laboratory viz. application for FR&SR, Conduct Rules, etc., promotion (including DPC & MACP proposals). (iii) Liaison with Administrative Ministry and other organizations, (iv) Central Public Information Officer (CPIO) of NDTL (v) Application of GFRs, Budget, Procurement, (vi) Parliament matters (vii) Handling of Court matters/Legal/Vigilance/RTI etc. (viii) Any other work as assigned by Director of the Laboratory.

APPLICATION PROFORMA FOR THE POST OF DEPUTY DIRECTOR (ADMIN)

PART-A

(Application preferably typed)

1. Post applied for on deputation basis
or short term contract basis
(please indicate specifically)

2. Name of Applicant (in Block letters)

3. Address in Block Letters

4. Contact No.

Landline (with STD Code):

Mobile No:

5. E-mail including alternative e-mail (if any)

6. Category (Gen/SC/ST/OBC)

7. Date of Birth

8. Date of Retirement under Central Government Rules

9. Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant)

Sl. No.	Exam Passed	Year	Subjects Offered	Board/University	% age of marks

10. Details of employment in chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)

Office/ Institution/ Organization	Post Held	From	To	Scale of Pay/Pay Band & Grade Pay and basic pay. (In CDA/IDA Pattern)	Nature of Duties.

11. 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	Qualifications/Experience possessed by the Officer
<p>Deputation (Including Short Term Contract): Officers under the Central / State Government / Public Sector Undertaking / Autonomous Organization having a Bachelor's degree from a UGC/AICTE recognized University / Institute, (ii) handling assignments in Administration & Establishment or Finance & Accounts or Stores Management by (iii) Holding analogous post on regular basis; or (iv) With five years' regular service in posts in Pay Level 10 [Rs. 56100-177500] in the Pay Matrix as per 7th CPC or equivalent. Or (iii) Ten years' regular service in posts in Pay Level 7 [Rs. 44900-142400] in the Pay Matrix as per 7th CPC or equivalent.</p> <p>Desirable</p> <p>(i) Post Graduate Degree or Post Graduate Diploma in Human Resource Management or Financial Management or Materials Management duration from UGC/AICTE recognized University/Institute;</p> <p>(ii) Experience of working in research & development and / or scientific organization;</p> <p>(iii) Knowledge of quality management system as per ISO IEC 17025 in an Industrial / Scientific organization.</p>	

12. Nature of present employment, i.e. Adhoc or Temporary or Permanent

13. In case the present employment is held on Deputation/Contract basis, please state:-

- (a) The date of initial appointment on Deputation/Contract
- (b) Period of appointment on Deputation/Contract
- (c) Name and address of the parent office/organization to which applicant belongs.

14. Additional details about present employment. Please State whether working under:-

- (a) Central Government/State Govt.
- (b) Autonomous Body
- (c) PSU/Statutory Body/University

15. Gross monthly emoluments drawn with grade pay (please provide details thereof)

(Also specify whether CDA pattern or IDA pattern or grade pay equivalent to CDA pattern)

16. Additional information, if any, which you would like to mention in support of your suitability to the post.

(This is among other things may provide information with regard to

- (i) additional academic qualification
- (ii) professional training
- (iii) work experience over and above prescribed in the advertisement

DECLARATION: I have read the terms and conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified even after my appointment at NDTL, in case, any information given above is found to be incorrect/incomplete or false/forged.

Place & Date:

Signature of the applicant

PART-B
FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	
2. (a)(i)	Whether any vigilance case is pending or contemplated Against the officer	
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during the last ten years	
(ii)	Indicate whether any penalty is in operation as on date.	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether officer is presently working in parent cadre or deputation or another ex-cadre post, if on deputation or another ex-cadre post date from which deputation or another ex-cadre post and the remaining tenure of his cadre clearance. Whether cadre clearance for the officer by the Competent Authority has been granted as required for the post.	
(d)	Whether IPR for the year ending 2021 submitted within prescribed time.	

It is certified that the information/entries furnished by the officer has been verified from the service records.

Date:

Signature of the forwarding authority
(with stamp)

PART-C

Check-list of documents to be attached

(Please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years from 2017-18 onwards or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for that period to be attached along with ACR/APARs of the previous years(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling /appointing authority	

Signature of the forwarding authority
(with stamp)

NAME OF THE POST: FINANCE OFFICER

1.	Name of the Post	Finance Officer
2.	Number of the Posts	1
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 56,100 - 1,77,500 [Pay Level 10 in the Pay Matrix as per 7 th CPC]
5.	Method of recruitment	Deputation (Including Short Term Contract)
6.	Eligibility Criteria	<p>Deputation (Including Short Term Contract): Officers of Central / State Government or Central/ State Public Sector Undertaking (PSU) or Autonomous or Statutory body possessing Bachelor's degree from a UGC/AICTE recognized University / Institute; and experience on handling accounting packages/finalization of accounts and</p> <p>(i) Holding analogous post on regular basis; Or (ii) With three years' regular service in posts in Pay Level 8 (Rs.47600-151100) or five years of regular service in the Pay Matrix Level 7 (Rs.44900-142400) as per 7th CPC or equivalent. Or (iii) 8 years regular service in posts in Pay Level 6 in the Pay Matrix Rs.35400-112400 as per 7th CPC or equivalent.</p> <p>Desirable:</p> <p>(i) MBA (Finance)/ Post Graduate Degree in Commerce or PG Diploma in Financial Management duration from a recognized University / Institute; (ii) Experience of working in research & development and / or scientific organization; (iii) Knowledge of quality management system as per ISO 17025 in an Industrial / Scientific organization.</p>
7.	Job description	<p>(i) Finance and Accounts functions and also as Drawing and Disbursement Officer (ii) All financial Concurrence to the proposals as per Government rules (iii) Monitoring Tele software for day to day maintenance of accounts (iv) Preparation and Finalization of accounts and their Internal Audit by CA firm. (v) Preparation of agenda for finance committee and minutes thereof (vi) Reply to Ministry on accounting and budget matters (vii) All procurement through GeM (viii) Depositing of TDS / GST - TDS and filings of returns thereon (ix) Any other work as assigned by the Director of the Laboratory.</p>

APPLICATION PROFORMA FOR THE POST OF FINANCE OFFICER

PART-A

(Application preferably typed)

1. Post applied for on deputation basis
or short term contract basis
(please indicate specifically)

2. Name of Applicant (in Block letters)

3. Address in Block Letters

4. Contact No.

Landline (with STD Code):

Mobile No:

5. E-mail including alternative e-mail (if any)

6. Category (Gen/SC/ST/OBC)

7. Date of Birth

8. Date of Retirement under Central Government Rules

9. Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant)

Sl. No.	Exam Passed	Year	Subjects Offered	Board/University	% age of marks

10. Details of employment in chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)

Office/ Institution/ Organization	Post Held	From	To	Scale of Pay/Pay Band & Grade Pay and basic pay. (In CDA/IDA Pattern)	Nature of Duties.

--	--	--	--	--	--

11. 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	Qualifications/Experience possessed by the Officer
<p>Deputation (Including Short Term Contract): Officers of Central / State Government or Central/ State Public Sector Undertaking (PSU) or Autonomous or Statutory body possessing Bachelor's degree from a UGC/AICTE recognized University / Institute; and experience on handling accounting packages/finalization of accounts and</p> <p>(i) Holding analogous post on regular basis; Or (ii) With three years' regular service in posts in Pay Level 8 (Rs.47600-151100) or five years of regular service in the Pay Matrix Level 7 (Rs.44900-142400) as per 7th CPC or equivalent. Or (iii) 8 years regular service in posts in Pay Level 6 in the Pay Matrix Rs.35400-112400 as per 7th CPC or equivalent.</p> <p>Desirable: (i) MBA (Finance)/ Post Graduate Degree in Commerce or PG Diploma in Financial Management duration from a recognized University / Institute; (ii) Experience of working in research & development and / or scientific organization; (iii) Knowledge of quality management system as per ISO 17025 in an Industrial / Scientific organization.</p>	

12. Nature of present employment, i.e. Adhoc or Temporary or Permanent

13. In case the present employment is held on Deputation/Contract basis, please state:-

- (a) The date of initial appointment on Deputation/Contract
- (b) Period of appointment on Deputation/Contract
- (c) Name and address of the parent office/organization to which applicant belongs.

14. Additional details about present employment. Please

State whether working under:-

(a) Central Government/State Govt.

(b) Autonomous Body

(c) PSU/Statutory Body/University

15. Gross monthly emoluments drawn with grade pay

(please provide details thereof)

(Also specify whether CDA pattern or IDA pattern or grade pay equivalent to CDA pattern)

16. Additional information, if any, which you would

like to mention in support of your suitability to the post.

(This is among other things may provide information with regard to

(i) additional academic qualification

(ii) professional training

(iii) work experience over and above

prescribed in the advertisement

(Please use separate sheet in case space is insufficient)

DECLARATION: I have read the terms and conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified even after my appointment at NDTL, in case, any information given above is found to be incorrect/incomplete or false/forged.

Place & Date:

Signature of the applicant

PART-B
FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	
2. (a)(i)	Whether any vigilance case is pending or contemplated Against the officer	
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during the last ten years	
(ii)	Indicate whether any penalty is in operation as on date.	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether officer is presently working in parent cadre or deputation or another ex-cadre post, if on deputation or another ex-cadre post date from which deputation or another ex-cadre post and the remaining tenure of his cadre clearance. Whether cadre clearance for the officer by the Competent Authority has been granted as required for the post.	
(d)	Whether IPR for the year ending 2021 submitted within prescribed time.	

It is certified that the information/entries furnished by the officer has been verified from the service records.

Date:

Signature of the forwarding authority
(with stamp)

PART-C

Check-list of documents to be attached

(Please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years from 2016-17 onwards or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for that period to be attached along with ACR/APARs of the previous years(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling /appointing authority	

Signature of the forwarding authority
(with stamp)

