



राष्ट्रीय डोप परीक्षण प्रयोगशाला
भारत सरकार
जवाहर लाल नेहरू स्टेडियम परिसर, लोधी रोड नई दिल्ली – 110003

Advertisement No.02/2025

Subject: Filling up of one (01) vacant post of Section Officer in National Dope Testing Laboratory (NDTL) by Deputation (including short term contract)/ promotion

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 Section Officer in the Scale of Pay Rs. 44900 - 142400 [Pay Level-7] to fill up the vacant post by deputation (including on short term contract) / Promotion 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. Eligibility Criteria:

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 handling assignments in Administration / Establishment or Finance & Accounts or Stores Management and

i. Holding analogous post on regular basis;

Or

ii. With five years regular service in posts in Pay Level 6 in the Pay Matrix Rs.35400-112400 as per 7th CPC or equivalent.

Desirable:

i. Post Graduate Degree or PG Diploma in Human Resource Management or Financial Management or Materials Management 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.

Promotion: Assistant or Personal Assistant in the PML-6 Rs. 35400-112400 having five years of regular service in the grade.

4. A departmental candidate in the feeder grade of Assistant / Personal Assistant in the PML – 6 in the pay scale of (Rs. 35400-112400) as per 7th CPC having 5(five) years of regular service in the grade shall also be eligible to be considered for this post along with the outsiders and in case he is selected, his appointment shall be deemed to have been made by promotion.

5. Consequent to the 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 post shall be reckoned.

6. The period of deputation shall be initially for three years.

7. 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. Application submitted through proper channel shall be entertained only. The following documents should also be sent along-with the application: -

- i. Application in the prescribed format.
- ii. Complete and up-to-date APAR for the last 5 years or an attested photocopy thereof,
- iii. Vigilance Certificate/Clearance,
- iv. Integrity Certificate/Clearance
- v. A Statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

8. 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), National Dope Testing Laboratory (NDTL), JLN Stadium Complex, East Gate No. 10, Lodhi Road, New Delhi 110003, within **4 5** days from the date of publication of this advertisement in the Employment News/ Rozgar Samachar. However, only application received from Cadre Controlling Authority duly completed in all the respect with all documentary formalities as mentioned in Para-7 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.

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

S/d
Deputy Director (Admn)

APPLICATION PROFORMA FOR THE POST OF SECTION 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)	
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
Essential: 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 handling assignments in Administration / Establishment or Finance & Accounts or Stores Management and i. Holding analogous post on regular basis; Or ii. With five years regular service in posts in Pay Level 6 in the Pay Matrix Rs.35400-112400 as per 7 th CPC or equivalent. Desirable: i. Post Graduate Degree or PG Diploma in Human Resource Management or Financial Management or Materials Management 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.	
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12. Nature of present employment, i.e. Adhoc or Temporary or Regular	
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 2024 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 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	

Date:

Place:

Signature of the forwarding authority
(with stamp)