

No. A. 12020/01/2022-PRC (NCDC) / 763  
**GOVERNMENT OF INDIA**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**22-SHAM NATH MARG, DELHI-110054.**

Dated the: -17.02.2025

**CIRCULAR**

**Subject: - Filling up the post of Private Secretary Group 'B' (Gazetted) in level-7 (44900-142400) of pay matrix at NCDC, Delhi on deputation basis - Regarding.**

Applications are invited from suitable candidates to fill up one post of Private Secretary Group 'B' (Gazetted) in level-7(44900-142400) of pay matrix on deputation basis at National Centre for Disease Control, 22-Sham Nath Marg, Delhi-110054. The appointment on deputation pay and deputation (duty) allowances will be regulated in accordance with terms and conditions contained in the DoP&T O.M. No.2/29/91-Estt.(Pay II) dated 05.01.1994, as amended from time to time. The detailed particulars of the post are given at Annex-I. The period of deputation shall not ordinarily exceed 3 years.

2. The applications of the eligible candidates, in the prescribed proforma (Annex-II) may be forwarded to Director, National Centre for Disease Control, 22-Sham Nath Marg, Delhi -110054 **within two months** from the date of issue of this circular. While forwarding the applications, the following information/certificate in respect of the applicants may also be furnished: -

- i. Integrity Certificate.
- ii. Vigilance Clearance Certificate.
- iii. Attested photocopies of APARs for the last five years.

3. Applications of the candidates, who cannot be relieved immediately, need not be forwarded. The Selected Candidates will not be permitted to withdraw his/her candidature later.

This issues with the approval of DGHS & Director, NCDC.

Encls.: - As Above.

  
(Prakash Doval)

Assistant Director (Admin.)

Email: [prakashdoval@ncdc.gov.in](mailto:prakashdoval@ncdc.gov.in)

Phone No. 011-23971875

**प्रकाश डोवाल / PRAKASH DOVAL**  
 सहायक निदेशक (प्रशासन) / Assistant Director (Administration)  
 राष्ट्रीय रोग नियंत्रण केन्द्र / NCDC  
 स्वा. एवं परि. कल्याण मंत्रा / Min. of H&F Welfare  
 भारत सरकार / Govt of India  
 22 शामनाथ मार्ग, दिल्ली-110054  
 22 Sham Nath Marg, Delhi-110054

1	Name of the Post	:	Private Secretary
2	Number of Post	:	One
3	Classification	:	Group 'B' (Gazetted)
4	Place of vacancy	:	National Centre for Disease Control, 22-Sham Nath Marg, Delhi-110054.
5	Scale of pay	:	level-7(44900-142400) of pay matrix
6	Description of Duties	:	To provide stenographic assistance to the officers of the rank of Additional Director/Director. He/ She should keep the Officer free from the worries of a routine by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information. He/she should be skilled in human relations. He/she should earn the trust of his/her Officer for being entrusted with confidential and secret papers. He/ She should be popular with persons, who come in contact with the boss officially or who are helpful to the boss or who have dealings with the boss in officially professional matters.
7	Eligibility Criteria	:	Officer under the Central Govt.: -  (i) Holding analogous posts, or (ii) Working as Stenographer in level-6 (35,400-1,12,400) or equivalent with 5 years' service in the grade.

**PROFORMA**

1	Name (in Block Letter)	:	
2	Date of birth	:	
3	Educational Qualifications	:	
4	Service to which belong	:	
5	Complete official address with Tel. No.	:	
6(a)	Present Post held	:	
(b)	Date since held on regular basis	:	
(c)	Present Pay	:	
(d)	Scale of Pay/Pay Level	:	
7	Experience	:	
8	Telephone/Mob. Number	:	

Date: -

Place: -

Signature of the candidate

For use in the Applicant's Office

1. The details given by the applicant have been verified and found correct.
2. The applicant had submitted the application on \_\_\_\_\_.
3. The APAR folder containing APARs from \_\_\_\_\_ to \_\_\_\_\_.
4. Vigilance Clearance and Integrity Certificates are enclosed.

Date: -

Place: -

Signature  
Designation  
Office Seal