



भारतीय दंत परिषद
(दंत चिकित्सक अधिनियम, 1948 के तहत स्थापित एक सांविधिक निकाय)
स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अधीन
DENTAL COUNCIL OF INDIA
(A STATUTORY BODY CONSTITUTED UNDER THE DENTISTS ACT, 1948)
UNDER MINISTRY OF HEALTH & FAMILY WELFARE, GOVERNMENT OF INDIA



No.DCI/Admin/AE/Recruit/RoS/118/2022-23/2022/4866

Dated: 10-08-2022

Public Circular

Sub: भारतीय दंत परिषद कार्यालय में उप सचिव के एक पद को (प्रतिनियुक्ति पर अल्पकालिक अनुबंध सहित और पदोन्नति) को मिश्रित विधि द्वारा भरने के संबंध में Filling up one vacant post of Deputy Secretary in the office of Dental Council of India by Composite Method (Deputation including short-term contract plus Promotion) - regarding

भारतीय दंत परिषद, स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तहत एक सांविधिक निकाय है, भारतीय दंत परिषद की कार्यकारिणी ने कार्यालय में उप सचिव के रिक्त पद को 7-वें सीपीसी के वेतन स्तर 7 में मिश्रित पद्धति के माध्यम से अर्थात् प्रतिनियुक्ति (अल्पकालिक अनुबंध सहित) /पदोन्नति के आधार पर भरने का निर्णय लिया गया है।

It has been decided by the Executive Committee of Dental Council of India to fill up the vacant post of Deputy Secretary in the pay level-7 of 7th CPC in the office of Dental Council of India, a Statutory Body under the Ministry of Health and Family Welfare, Government of India, through composite method of recruitment i.e. deputation (including short term contract)/ promotion.

2. भारतीय दंत परिषद कार्यालय में उप सचिव के एक पद को प्रतिनियुक्ति पर भरने के लिए केंद्रीय /राज्य सरकारों/सार्वजनिक क्षेत्रों के उपक्रमों/स्वायत्त निकायों के अधिकारियों को आमंत्रित किया जाता है जो (i) नियमित आधार पर सदृश पद धारण किए हो या 7-वें सीपीसी या 6 वें वेतन स्तर में 2 वर्षों की नियमित सेवा या समतुल्य (ii) किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक की उपाधि (iii) प्रशासनिक कार्य में 2 वर्षों का अनुभव रखते हो। (iv) वाछनीय सरकारी नियमों/विनियमों का ज्ञान। इसके अलावा, 2 वर्षों की नियमित सेवा वाले विभागीय सहायक सचिव पर भी प्रतिनियुक्ति वाले अभ्यर्थियों के साथ विचार किया जाएगा और उसका चयन हो जाता है, तो पद को पदोन्नति के आधार पर भरा समझा जाएगा। विभागीय उम्मीदवार प्रतिनियुक्ति के आधार पर विचार किए जाने का पात्र नहीं है। इसी प्रकार, प्रतिनियुक्त वाले उम्मीदवार को पदोन्नति के आधार पर नियुक्ति पर विचार नहीं किया जाएगा।

Applications are invited to fill up one post of Deputy Secretary in the office of Dental Council of India on deputation from amongst officers of the Central/ State Government/ PSUs/ Autonomous Bodies (i) holding analogous post on regular basis or with 2 years regular service in pay level-6 of 7th CPC or equivalent; (ii) Possessing graduate degree from recognized University; (iii) Having 2 years experience in handling administrative matters and (iv) having knowledge of government rules/ regulations as desirable. Further, the departmental Assistant Secretary with 2 years of regular service will also be considered along with deputationist, and if selected, the post will be deemed to have been filled by promotion. The departmental candidate will not be eligible for consideration for appointment by deputation. Similarly, the deputationist will not be considered for appointment by promotion.

3. सामान्य शर्तें/ General Conditions

(i) उम्मीदवार को मूल विभाग में अपने संवर्ग नियंत्रण प्राधिकारी के माध्यम से डीओपीटी द्वारा निर्धारित का.ज्ञा. सं.एबी-14017/28/2014-स्था.(आरआर) दिनांक 02.07.2015 के द्वारा निर्धारित प्रोफार्मा (अनुलग्नक-1) में प्रासंगिक दस्तावेजों के साथ आवेदन करना है। उम्मीदवार द्वारा दावा किए गए योग्यता और अनुभव के समर्थन में प्रमाण पत्र / दस्तावेजों को आवेदन/सीवी के साथ नहीं भेजा गया तो उम्मीदवार के चयन की पात्रता को निर्धारित करने के लिए कोई कार्रवाई नहीं की जाएगी।

Candidate should apply through their Cadre Controlling Authority in the parent department in the proforma (Annexure-I) prescribed by DoPT vide O.M. No.AB-14017/28/2014-Estt.(RR) dated 02.07.2015 along with relevant documents. The applications/ CVs not accompanied by supporting certificates/ documents in support of qualification and experience claimed by the candidate would not be processed for determining the eligibility of the candidate for the selection.

(ii) आवेदन के लिए निर्धारित प्रोफार्मा संबंधित संवर्ग नियंत्रण प्राधिकारी द्वारा यह प्रमाणित करते हुए अग्रेषित किया जाना चाहिए कि उम्मीदवार द्वारा प्रस्तुत विवरण सही है।

The application in the prescribed proforma should be forwarded by the concerned Cadre Controlling Authority certifying that the details furnished by the candidate are correct.

(iii)

अंतिम तिथि के बाद प्राप्त आवेदन या अन्यथा अपूर्ण पाए जाने पर विचार नहीं किया जाएगा।

The application received after the last date or otherwise found incomplete will not be considered.

(iv) प्रतिनियुक्ति की अवधि तीन वर्ष होगी, हालांकि, परिषद अपने विवेकानुसार तीन साल पूरे होने से पहले किसी भी समय समाप्त कर सकती है।

The period of deputation shall be three years which may, however, be terminated at any time before completion of three years at the discretion of the Council.

(v) मूल विभाग द्वारा पिछले पांच वर्षों के एपीएआर को विधिवत प्रमाणित किया गया हो और नवीनतम सतर्कता मंजूरी रिपोर्ट में यह स्पष्ट हो कि उसके खिलाफ कोई सतर्कता/अनुशासनात्मक जांच लंबित या विचाराधीन नहीं है।

The APARs for the last five years duly certified by the parent department along with latest vigilance clearance report indicating that no vigilance/ disciplinary enquiry is either pending or contemplated against him/her.

(vi) प्रतिनियुक्ति पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त की अंतिम तिथि को 56 वर्ष से अधिक न हो।

The maximum age limit for appointment by deputation shall not be exceeding 56 years, as on the closing date of the receipt of applications.

(vii) पद को स्थायी आमेसन के नियमों से छूट दी गई है।

The post is exempted from the rules of permanent absorption.

(viii) परिषद ने उपरोक्त भर्ती प्रक्रिया को किसी भी समय रद्द करने का अधिकार सुरक्षित रखा है।

The Council has reserved its right to cancel the above recruitment process at any point of time.

4. योग्य और इच्छुक व्यक्ति अपने कार्यालय द्वारा विधिवत सत्यापित सतर्कता मंजूरी और पिछले 5 वर्षों की एसीआर की फोटोकॉपी के साथ आवेदन के उचित माध्यम से निर्धारित प्रोफार्मा में अपना आवेदन जमा कर सकते हैं। इस बात की भी पुष्टि दी जाए कि नियुक्ति के लिए चयन होने की स्थिति में संबंधित अधिकारी को तत्काल उसके कार्य से मुक्त कर दिया जाएगा। एक बार चयनित अधिकारी को अपना नाम वापस लेने की अनुमति नहीं दी जाएगी। जो आवेदन सही ढंग से नहीं भरे गए हैं या ऊपर बताए गए विवरण के साथ नहीं हैं, उन पर विचार नहीं किया जाएगा और बिना किसी पत्राचार के तुरंत खारिज कर दिया जाएगा।

The eligible and willing persons may submit their applications in the prescribed proforma through proper channel accompanied by the vigilance clearance and photocopies of ACRs for last 5 years duly attested by the office. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties immediately. Officer once selected will not be allowed to withdraw his/her name. Applications which are not correctly filled in or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.

5. उक्त पद के लिए उपरोक्त दस्तावेजों के साथ निर्धारित प्रोफार्मा (अनुबंध- I) में आवेदन उचित माध्यम से सचिव, डेंटल काउंसिल ऑफ इंडिया, ऐवान-ए-गालिब मार्ग, कोटला रोड, नई दिल्ली -110002 को अंतिम तिथि से पहले अग्रेषित किया जाना चाहिए। डीसीआई के कार्यालय में आवेदन प्राप्त करने की अंतिम तिथि 31.08.2022 अपराह्न 05.30 बजे है और आवेदक एक अग्रिम प्रति उपरोक्त पते/ईमेल secy-dci@nic.in पर भी भेज सकते हैं।

Application in the prescribed proforma (Annexure-I) along with above documents for the said post be forwarded through proper channel to the Secretary, Dental Council of India, Aiwan-E-Galib Marg, Kotla Road, New Delhi-110002 before the last date. The last date of receipt of application in the office of DCI is 31.08.2022 at 05.30 P.M. and applicants can also send an advance copy to the above address/email at secy-dci@nic.in.

Digitally signed by SABYASACHI SAHA
Date: 2022.08.10 15:12:33 IST
Reason: Reason
Location: Location

(Dr. Sabyasachi Saha)
Secretary
Dental Council of India

To,

सभी स्वायत्त/सांविधिक संगठनों/संस्थाओं के निदेशक , (via Email)
(संलग्न सूची के अनुसार),

Copy to:-

The Secretary to the Govt.of India, (via Email)
Ministry of Health and Family welfare,
Nirman Bhawan,
Maulana Azad Road,
New Delhi, Delhi - 110011,
dentaeducationsection@gmail.com
-for information..

CC:-

1. The President, Dental Council of India, New Delhi
2. Website/Server Section

ANNEXURE-I

Proforma for application for the post of Deputy Secretary in the office of Dental Council of India by Composite Method (Deputation including short-term contract plus Promotion)

BIO-DATA/ CURRICULUM VITAE PROFORMA

1	Name and address (in BLOCK LETTERS) with telephone number	
2	Date of birth (in Christian era)	
3	Date of entry in service	
4	Educational qualification	
5	Whether educational and other qualification 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)	
	Qualification and experience required	Qualification and experience held by the applicant
	<u>Essential</u> Amongst officers of the Central/ State Government/ PSUs/ Autonomous Bodies (i) holding analogous post on regular basis or with 2 years regular service in pay level-6 of 7th CPC or equivalent; (ii) Possessing graduate degree from recognized University; (iii) Having 2 years experience in handling administrative matters <u>Desirable</u> knowledge of government rules/ regulations.	
6	Please state clearly whether in the	

	light of entries made by you above, you meet the requisite essential qualifications and experience of the post					
7	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space is insufficient.					
	Name of office/ organization	Post held on regular basis	Period of service (from-to)	Pay scale of the post held on regular basis, Pay matrix level (7 th CPC) and Grade Pay (6 th CPC)	Nature of appointment (whether regular or ad-hoc or deputation)	Nature of duties (in details)
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 or contract basis, please state					
	(a) 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 scale of the post held in substantive capacity in the present organization					

9.1	Note: In case of Officers already employed on deputation basis, the application of such officers should be forwarded by the parent cadre/ department along with cadre clearance certificate, vigilance clearance certificate and integrity certificate.	
9.2	Note: Information under column 9(c) and 9(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/ organization.	
10	If any post held on deputation (including short-term contract) basis in the past by the applicant, date of return from the last deputation and 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	
	Basic pay in pay band/ Pay Matrix	
	Grade Pay	
15	In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed	
	Basis Pay with scale of Pay and rate of increment	
	Dearness Pay/ Interim relief/ other allowances etc (with breakup details)	
	Total Emoluments	
16	<p>A. Additional information, if any, relevant to the post you applied for in support of your suitability of the post.</p> <p>(this among other things may provide information which regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above that prescribed in the vacancy circular/ advertisement.</p> <p>(Note: Please enclose a separate sheet, if the space is insufficient)</p>	
	<p>B. Achievements:</p> <p>The candidates are requested to indicate information with regard his/her achievements.</p> <p>(Note: Please enclose a separate sheet, if the space is insufficient)</p>	
17	Please state whether you are applying for deputation (including short-term contract) or absorption or	

	re-employment basis.** (**options are available only if the vacancy circular specially mentions recruitment by these methods)	
18	Whether belongs to SC/ST/OBC	

I hereby carefully gone through the vacancy circular/ advertisement and I as well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential qualifications/ 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 _____

Countersigned

(Employer/ Cadre Controlling Authority with Seal)