

APPOINTMENT NOTIFICATION

Subject: Filling up of 01(one) post of Administrative Officer in AIH&PH, Kolkata by Deputation.

Applications are invited for filling up 01(One) post of Administrative Officer (Gr. B Gazetted in Level-7) in All India Institute of Hygiene & Public Health, Kolkata. on deputation from "Section Officers with 5 years' service in the grade, or Assistants with 10 years' service in the grade, from the Central Secretariat Service having experience of establishment and general administration work. The following notes will be taken as consideration.

NOTES

- 1) The period of deputation ordinarily not exceeding 3 years.
- 2) Pay Level -7 in the pay matrix (Rs.44900 to Rs.142400/-) as per CCSRP rules 2016.
- 3) Deputation will be started with effect from the actual date of joining.
- 4) Incumbent will be selected by interview basis.
- 5) Candidates will be required 05 years APARs, integrity certificate and 03 years vigilance clearance, from respective department.
- 6) The terms and conditions of deputation as stipulated in DOPT's OM No. 6/8/2009-Estt. (pay-II), dated 17/06/2010 are applicable.
- 7) The age of applicant shall not exceed 56 years as on the closing date of receipt of application.

Interested and eligible candidates can apply with duly filled up proforma (Annexure-I) through proper channel to the Director, All India Institute of Hygiene and Public Health, 110, C. R. Avenue, Kolkata -700073 for the post of Administrative Officer on or before 06/04/2026.

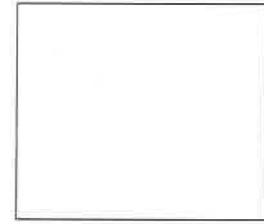
An advance copy may be sent to the Director. The envelop may be marked on top "Application for the post of Administrative Officer".

Copy for circulation to:

All the Ministries/Depts of Government of India/
State Governments & Union Territories & All Section &
Department of AIH&PH, Kolkata.

अधिकारी
06/01/2026
Additional Director
AIH&PH, Kolkata
उपर निदेशक
Additional Director
भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India, Ministry of Health and Family Welfare
अखिल भारतीय स्वास्थ्य विज्ञान एवं जन स्वास्थ्य संस्थान
All India Institute of Hygiene and Public Health
११०, सी.आर.एवेन्यू, कोलकाता-७३
110, C.R. Avenue, Kolkata-73.

Application Form
(Proforma)



1. Application for the post of: - Administrative Officer
- 2) Place of posting applied for: - All India Institute of Hygiene & Public, 110, C.R Avenue, Kolkata-700073 (Main Campus).
- 3) Details

1	Name of the official					
2	Address					
3	Present Designation					
4	Category SC/ST/OBC/UR/EWS					
5	Present Office Address and Telephone number					
6	Age and date of Birth (in Christian era)					
7	Date of entry into Service					
8	Date of retirement under Central Government Rules					
9	Education Qualification					
10	Experience					
11	Details of Employment in chronological order					
	Office/Institution	Post held	Period		Revised pay as per 7 th CPC	Nature of duties (attach separate sheet if required)
			From	To		
12	Nature of present employment (Ad-hoc/Temporary/Probationer/Permanent)					
	a) Whether cadre or ex-cadre post					
	b) Date of appointment to the present post					

13	Present basic pay and Level	
14	In case of present employment is held on deputation basis please state	
	a) The date of initial appointment	
	b) Period of appointment on deputation	
	c) Name of the present office/ Organization to which you belong	
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient with signature	
16	Complete details of the cadre Controlling Authority/Parent Department of the candidates including full address and telephone number	

- 4) The information/details provided by me above are correct and true to the best of my knowledge and no material facts having on my selection has been suppressed/withheld.

Place
Date

Signature of the candidate
Address:-

Mobile No.

Email-ID:-

CERTIFICATE TO BE FURNISHED BY THE FORWARDING AUTHORITY/PARENT
DEPARTMENT/CADRE CONTROLLING AUTHORITY

Certified that the information furnished by Shri/Smt/Kum. _____
in Annexure-I are found to be correct and he/she possesses the requisite eligibility and
experience mentioned in the vacancy circular.

Also certified that:-

- (i) No vigilance case or disciplinary case either pending or being contemplated against him/her.
- (ii) The integrity of Shri/Smt./Kum _____ is beyond doubt.
- (iii) No Major/Minor penalties have been imposed on him/her during the last 10 years (Alternatively, penalty statement during the last 10 years is enclosed - Annexure-III).
- (iv) This Department/Organization/Office has no objection that in the event of selection, the official will be relieved immediately.

Further, copies of APEARs for the last 5 years duly attested on each page & Vigilance Certificate are enclosed.

Place
Date

Signature
Name & Designation:
of the Authorized Officer
Email ID:
Phone Number:-
(With office seal)