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ऐवान-ए-ग़ालिब मार्ग
कोटला रोड, नई दिल्ली - 110 002
Aiwan-E-Ghalib Marg,
Kotla Road, New Delhi - 110 002

भारतीय दन्त परिषद

DENTAL COUNCIL OF INDIA

(CONSTITUTED UNDER THE DENTISTS ACT 1948)

No.AE-134-2015/6796

New Delhi, the 12th August, 2015

OFFICE MEMORADUM / ADVERTISEMENT / CIRCULAR

Sub:- Filling up the post of Secretary in the Dental Council of India, on deputation including short-term contract basis.

The applications are invited in the prescribed proforma (as per "ANNEXURE-A" of the O.M./Advertisement/Circular), within 60 days from the date of publication of advertisement in the Employment News/Rojgaar Samachar, from suitable and eligible candidates to fill up 01 (one) post of Secretary in PB-3 of Rs.15600-39100 with Grade Pay of Rs.7600 + NPA (however under revision and pending with Government of India) on deputation, including short term contract, basis in the Dental Council of India at New Delhi. **Further, details and proforma of application may be downloaded from the Council's website www.dciindia.org.in.**

2. As per Recruitment Rules, the post is to be filled up from amongst Officers of the Central Government Universities / PSUs / Autonomous Organization and (i) holding analogous Posts on regular basis or (ii) with 8 years regular service in the pre-revised scale of Rs.8000-13500 or with 3 years regular service in the pre-revised scale of Rs.10000-325-15200, possessing the following educational qualification and experience:-

- (i) **Educational Qualification:** MDS Degree from a recognised University.
- (ii) **Experience:** A total of ten years experience in the profession of Dentistry out of which is 8 years teaching experience in a dental college after MDS degree and at least 2 years experience as Professor in any Department in a Dental College/Institute.

Short-term Contract: From amongst the retired government officers having high academic distinction and professional attainments and possessing prescribed educational qualification as above. The age limit for short-term contract is as per the government instructions issued from time to time.

3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization / Department of the Central Government shall ordinarily not exceed three years. The Period of deputation including short-term contract is initially for one year, however, it may be extended for period of 3 years or curtailed on performance basis and functional requirements. The period of deputation, including the period of deputation in the ex-cadre post held immediately preceding this appointment in any organization/Department of the Central Government, Shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt application).

4. **Duties:**

- (i) To perform such duties as have been prescribed in the Dentist Act and the Regulations made thereafter.
- (ii) He shall also be responsible for the safety of the property of the Council and the control and management of the office, accounts and correspondence, and shall see that the office staff attend punctually, and generally fulfill all such duties as may be required of him by the Council for the purposes of the Act.
- (iii) He shall attend and the notes of the proceedings of meetings of the Council and Executive Committee and any Sub-Committee.
- (iv) He shall not less than 90 days before the expiration of the term of any existing appointment, draw the attention of the President to the approaching vacancy, in order that a new appointment may be made to take effect from the day on which the existing appointment will expire.
- (v) To act as Treasurer.
- (vi) To periodically ascertain from the Examining Bodies the date and place of every examination which may be attended by the Inspectors.
- (vii) To certify the travelling, halting and other allowances to officers, members, inspectors, and other employees of the Council and the President.
- (viii) He shall be responsible for the due preparation and maintenance of all accounts.
- (ix) To discharge any other function and perform duties as may be assigned by the President, Executive Committee and General Body of the Council from time to time.

5. The pay & allowances and others terms will be regulated in accordance with the Department of Personnel & Training's O.M./No.6/8/2009-Estt(Pay-II) dated 17th June, 2010 as amended from time to time. The officer appointed in the in Council will not be eligible for General Pool Residential Accommodation at par with Central Government employees.

6. Only eligible and willing candidate may apply through proper channel as per the prescribed format and Cadre Controlling authorities / Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately in the event of their selection.


7. While forwarding the application, the Cadre Controlling Authorities shall verify and ensure that the officer is eligible as per eligibility criteria mentioned above and the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officers concerned. The following documents, as per "Annexure-B & C", must also be sent along with the applications:-

- (i) Curriculum Vitae (Bio-data)
- (ii) A set of attested photocopy of complete and up-to-date C.R. dossier for the last five years upto 2014-15.
- (iii) A certificate by the Cadre Controlling Authority that it is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.
- (iv) A certificate by the Employer that the applicant, if selected, will be relieved immediately. The particulars furnished by the officer have been checked from available records and found correct and the applicant is eligible for the post applied as per conditions mentioned in advertisement/circular.
- (v) Cadre clearance from cadre controlling/appointing authority (if applicable).

8. The complete application filled in the prescribed proforma duly signed by the candidate and countersigned by the employer should be sent to **Shri M.L. Meena, Secretary In-Charge, Dental Council of India, a Statutory Body of Ministry of Health & Family Welfare, Government of India), Aiwan-E-Ghalib Marg, Kotla Road, Opp. Mata Sundri College for Women, New Delhi-110002**, within 60 days from the date of publication of the advertisement.

9. Applications received after the last date or not received through proper channel or without the Confidential Reports or otherwise found incomplete will not be considered. The candidates will not be allowed to withdraw their candidature subsequently on any ground. The Council reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

10. A Check list of documents to be attached with the application may also be sent (proforma enclosed).


(M.L. Meena)
Secretary Incharge
Dental Council of India

To

1. All the Central Government Universities – with the request that this O.M. may be circulated in their University / Website.
2. All the Public Sector Undertakings – with the request to place on their Notice Board / Website.
3. All the Autonomous Organisations – with the request to place on their Notice Board / Website.
4. The Coordination Section of Ministry of Health & Family Welfare, Nirman Bhawan, Maulana Azad Road, New Delhi-110011 – with the request to circular this office memorandum to the concerned organisations and to place it on their Notice Board.
5. The Asstt. Media Executive, Directorate of Advertising & Visual Publicity (DAVP), CGO Complex, Lodhi Road, New Delhi – 110 003 - It is requested that the circular may be published in the Employment News/Rojgaar Samachar at the earliest.
6. The Under Secretary to the Government of India, Ministry of Health & Family Welfare, Dental Education Section, Nirman Bhawan, Maulana Azad Road, New Delhi-110011 – for his information.
7. ✓ The Computer Section of DCI – with a request to upload the same alongwith proforma on this Council's website.
8. Notice Board of DCI.

PROFORMA OF CURRICULUM VITAE (BIO-DATA)

1.	Name and Address (in Block Letters)	:	
2.	Date of Birth (in Christian era)	:	
3.	Date of retirement under Central Government Rules	:	
4.	Service and batch to which candidate belongs	:	
5.	Educational Qualification	:	
6.	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 and experience required		Qualification and experience possessed by the candidate
	<p>Essential:- for Deputation :- Officers of the Central Government Universities / PSUs / Autonomous Organization and (i) holding analogous Posts on regular basis or (ii) with 8 years regular service in the pre-revised scale of Rs.8000-13500 or with 3 years regular service in the pre-revised scale of Rs.10000-325-15200, possessing MDS Degree from a recognised University with a total of ten years experience in the professional of Dentistry out of which is 8 years teaching experience in a dental college after MDS degree and at least 2 years experience as Professor in any Department in a Dental College/Institute.</p> <p>(ii)Short-term Contract: Retired government officers having high academic distinction and professional attainments and possessing MDS Degree from a recognised University with a total of ten years experience in the professional of Dentistry out of which is 8 years teaching experience in a dental college after MDS degree and at least 2 years experience as Professor in any Department in a Dental College/Institute.</p>		
7.	Please state clearly whether in the light of entries made by you above you meet the requirement of the post	:	
8.	Detail of Employment, in chronological order. Enclose a separate sheet duly authenticated by your authenticated by your signature, if the space below is insufficient.	:	

Office/Institution	Post held	From	To	Pay Band and Corresponding Grade Pay	Nature of duties (in detail)

9.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.	:	
10.	In case the present employment is held on deputation/contract basis, please state- (a) The date of initial appointment	:	

	(b) Period of appointment on deputation/contract (c) Name & Address of the parent Office/organization to which you belong		
11.	Additional details about present Employment. Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government Universities (b) PSUs (c) Autonomous Organisation (d) Others	:	
12.	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	:	
13.	Total emoluments per month now drawn.	:	
14.	Additional information, If any, which you would like to mention in support of your suitability for the post. (This among other things may provide Information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/ Advertisement) (Note : enclose a separate sheet, if the space is insufficient).	:	
15.	Whether belongs to SC/ST Remarks:- The candidate may indicate information with regard to (i) Research publications and Reports and special projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/Societies and (iv) Any other information (Note : enclose a separate sheet, if the space is insufficient).		

I have carefully gone through the vacancy advertisement/circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post

(Signature of the candidate)

Place _____
Date _____

Address _____

Phone No. _____
Mobile _____
E-mail _____

To be countersigned and certified by the Cadre Controlling Authority / Employer

It is certified that the applicant, if selected, will be relieved immediately and that the particulars furnished by the officer have been checked from available records and found correct and eligible for the post applied as per conditions mentioned in advertisement/circular. No disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

(Cadre Controlling Authority / Employer)

ANNEXURE-B

FOR THE USE OF CADRE CONTROLLING AUTHORITY / DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application.	Yes	No
2.	Whether any vigilance case is pending or contemplated against the officer, If yes, please give details.	Yes	No
3.	Whether any Major / Minor penalty has been imposed on the proposed officer during last 10 (ten) years, If yes, please give details	Yes	No
4.	Indicate whether any penalty is in operation as on date.		
5.	Whether cadre clearance for the officer by the Competent authority has been granted.	Yes	No
6.	Whether Integrity Certificate issued.	Yes	No

Date : _____

Signature _____

Name : _____

Designation: _____
(with stamp)

ANNEXURE-C**CHECK-LIST OF DOCUMENTS TO BE ATTACHED**

1.	Curriculum Vitae (Bio-data) duly filled in	Yes	No
2.	Application in prescribed format duly forwarded by the cadre controlling authority / department.	Yes	No
3.	A set of attested photocopy of complete and up-to-date C.R. dossier of the officer for the last five years upto 2014-15.	Yes	No
4.	A certificate by the Cadre Controlling Authority that it is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.	Yes	No
5.	A certificate to the effect that the applicant, if selected, will be relieved immediately.	Yes	No
6.	The particulars furnished by the officer have been checked from available records and found correct and the applicant is eligible for the post applied as per conditions mentioned in advertisement/circular.	Yes	No
7.	Cadre clearance from cadre controlling/appointing authority (if applicable)	Yes	No