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Aviation Research Centre
Dte. General of Security
Cabinet Secretariat

East Block-V, R.K. Puram
New Delhi -110066

Dated 05 Feb 2026

To
Med. Superintendent,
Ran Mahal Lohia Hospital.

Sub: Filling up the Misc Group "C" posts on deputation basis in ARC.

It is proposed to fill vacancies in the following grades in the Para-Medical Cadre in Aviation Research Centre (ARC), Directorate General of Security, Cabinet Secretariat, Govt. of India on Deputation basis for which nominations are invited as per the details given below:-

Sl. No.	Name of the post and scale of pay (Pay Band plus Grade Pay /Level of Pay)	No. of posts	Place of Posting vacancies	of &	Eligibility Conditions
1.	Medical Assistant General Central Services Group 'C' (Non Gazetted, Non-Ministerial) Pay Level-5 (Rs. 29,200-92,300/-)	04	New Delhi -01 Charbatia, Cuttack (Odisha) -02 Doom Dooma, Tinsukia (Assam) - 01		<u>Deputation (including short term contract):</u> Officers of the Central Government or State Government or Union territories or Central Armed Police Forces or Defence Services or autonomous or statutory organizations or public sector undertakings:- (a)(i) holding analogous post on a regular basis in the parent cadre or department ; or (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs. 25,500-81,100/-) in the pay matrix or equivalent in the parent cadre or department ; and (b) possessing the following educational qualification and experience, namely:- <u>Essential:</u> (i) 12 th pass with Physics, Chemistry and Biology from a recognized board. (ii) Three years experience in Medical Assistant trade viz. nursing or first aid

				or management of medical stores or dispensaries or ward supervision and other relevant duties. Desirable : Diploma or B.Sc in Pharmacy from a recognized institution.
2.	Pharmacist General Central Services Group 'C (Non Gazetted, Non-Ministerial) Pay Level-5 (Rs. 29,200-92,300/-)	01	New Delhi – 01	Deputation (including short-term contract): Pharmacist or Compounders or Nursing Staff of the Central Government or State Government or Union territories or Defence Services or autonomous or statutory organizations or Public sector undertakings - (a)(i) holding analogous post on a regular basis in the parent cadre or department; or (ii) with five years of service rendered after appointment to the post on a regular basis in Level-4 (Rs. 25,500-81,100/-) in the pay matrix or equivalent in the parent cadre or Department; and (b) possessing the following educational qualifications and experience namely:- (i) 12 th pass in Science from a recognized Board; (ii) Diploma in Pharmacy from a recognized Institution registered under the Pharmacy Act, 1948 (8 of 1948).

2. The number of vacancies is subject to change. Further, depending on the specific organizational requirements, the Department retains the right to shortlist only those applications that are in conformity with its specific requirements as may exist at a relevant point of time.

3. The official on deputation will be eligible for **20% Security Allowance or Deputation (Duty) Allowance on the Basic Pay** along with other allowances as admissible to Central Government employees.

4. The departmental officers who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

5. Period of deputation shall be initially for a **period of four (04) years** which may be extended as per rules.
6. The maximum age limit for deputation **shall not exceed fifty six years on the closing date of receipt of applications.**
7. For deputation, the applicants should submit their application (as per proforma ANNEXURE-I) along with certificate by the Employer / Cadre Controlling Authority (ANNEXURE-II).
8. The officer who is appointed on deputation can be posted anywhere in India as per requirement of the organization.
9. Incomplete applications, or not in the prescribed proforma and those received late and/or without the requisite enclosures; would be summarily rejected. No correspondence in this regard would be entertained. Canvassing in any form will disqualify the candidates.
10. The Department reserves the right to modify / withdraw the notification at any time.
11. It is requested that the panel of willing and suitable officers from your esteemed organization may be forwarded to this office at following address through proper channel along with the following documents for consideration for appointment to the posts of Medical Assistant and Pharmacist in this Directorate on deputation basis.

Under Secretary
ARC DG(S), Cabinet Secretariat
Block-V (east), R.K. Puram,
New Delhi – 110066

- (i) Application in the prescribed format as per Annexure-I attached;
- (ii) DE/Vigilance clearance /Integrity certificate / statement regarding major/ minor penalty during last 10 years duly countersigned by Employer /Cadre Controlling Authority (as per proforma attached as Annexure-II);
- (iii) Attested copied of ACR /APARs for the last 05 years (if there is a gap in period of APARs, copy of APAR of preceding year may also be provided);
- (iv) Attested copies of educational qualification certificates.
- (v) Experience Certificate with specific mention of period of experience, as applicable to the post

Encl: As stated

Usha Dhondiyal
704/2/26
(USHA DHONDIYAL)
UNDER SECRETARY

APPLICATION PROFORMA FOR DEPUTATION TO THE POST OF

1. Name and address (in block letters)		Affix recent passport size color photograph duly attested
2. Date of Birth (DD/MM/YYYY) (in Christian Era)		
3. i) Date of entry into service ii) Date of Retirement under Central/ State Government Rules		
4. (I) Educational qualifications (II) Nationality/Religion		
5. Whether educational and other qualifications required for the post are satisfied (if any, as equivalent to the one prescribed in the rules, state the authority for the same)		
Qualifications/ experience required for the post as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	
<p>For the post of Medical Assistant</p> <p>Deputation (including short terms contract): Officers of the Central Government or State Government or Union territories or Central Armed Police Forces or Defence Services or autonomous or statutory organizations or public sector undertakings:-</p> <p>(a)(i) holding analogous post on a regular basis in the parent cadre or department ; or (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs. 25,500-81,100/-) in the pay matrix or equivalent in the parent cadre or department ; and</p> <p>(b) possessing the following educational qualification and experience, namely:-</p> <p>Essential: (i) 12th pass with Physics, Chemistry and Biology from a recognized board. (ii) Three years experience in Medical Assistant trade viz. nursing or first aid or management of medical stores or dispensaries or ward supervision and other relevant duties.</p> <p>Desirable : Diploma or B.Sc in Pharmacy from a recognized institution.</p>		

For the post of Pharmacist

Deputation (including short-term contract) /

absorption: Pharmacist or Compounders or Nursing Staff of the Central Government or State Government or Union territories or Defence Services or autonomous or statutory organizations or Public sector undertaking,-

(a)(i) holding analogous post on a regular basis in the parent cadre or department; or

(ii) with five years of service rendered after appointment to the post on a regular basis in Level-4 (Rs. 25,500-81,100/-) in the pay matrix or equivalent in the parent cadre or Department; and

(b) possessing the following educational qualifications and experience namely:-

(i) 12th pass in Science from a recognized Board;

(ii) Diploma in Pharmacy from a recognized Institution registered under the Pharmacy Act, 1948 (8 of 1948).

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular.

5.2: In case of degree and Post Graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.

6 Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post

6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work Experience possessed by the candidate (as indicated in the bio-data) with reference to the post applied.

7 Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/ Pay Scale/ Pay Level of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

*** Important Note:** Pay- Band and Grade Pay/ Pay Level granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale/ Pay Level of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay/Level of Pay where such benefits have been drawn by the candidate, may be indicated as below:

Office/ Institution	Pay, Pay Band and Grade Pay/ Pay Level drawn under ACP/MACP Scheme as per 7 th CPC	From	To
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/ contract basis, please state-		
a) The 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 and pay of the post held in substantive capacity in the Parent organization
<p>9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the Parent Cadre/ Department along with Cadre clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: Information under Column 9 (c) and (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.</p>			
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government/ b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
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 the Pay Band/ Pay Matrix (as per 7th CPC)		Level
Total emoluments		
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the organisation showing the following details may be enclosed:	
Basic Pay with Scale of pay and rate of increment	Dearness Pay/ Interim relief/ Other Allowances etc. (with break-up details)	Total Emoluments
16.A	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post (This among the other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement) (Note: enclose a separate sheet, if space is insufficient)</p>	
16.B	<p>Achievements: The candidates are requested to 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 iv) Patents registered in own name or achieved for the organisation v) Any research or innovative measure involving official recognition vi) Any other information. (Note: enclose a separate sheet, if space is insufficient)</p>	

UNDERTAKING

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ 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.

Date : _____

Signature of the Candidate

Place: _____

Address

CERTIFICATE BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/ she will be relieved immediately.

2. Also certified that:

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt./ Ms. _____.

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last five years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above is enclosed.

[Note: In case there is a gap in the APARs of last 05 years, reasons for the same may kindly be mentioned. In case the APARs for the last consecutive 05 years is not available, then APAR for the period prior to that, needs to be submitted so that APARs are available for a period of atleast 05 years.]

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **OR** a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with seal)

