

A-12025/03/2025-ISH.I  
Government of India  
Ministry of Labour & Employment

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 13<sup>th</sup> January, 2026

**CIRCULAR**

Subject: Filling up the one post of Director (Industrial Hygiene), in the Directorate General Factory Advice Service & Labour Institutes(DGFASLI), Mumbai, an attached office under Ministry of Labour & Employment, on deputation (including Short Term Contract) basis – reg.

The undersigned is directed to say that the Ministry of Labour & Employment proposes to fill up one post of Director (Industrial Hygiene), in the Directorate General Factory Advice Service & Labour Institutes(DGFASLI), Mumbai, an attached office under the Ministry of Labour and Employment, on Deputation (including short term contract) basis amongst the officers of the Central Government / State Governments / Union Territory Administrative Autonomous or statutory organisation or public sector undertakings or recognised University or recognised research institution.

2. The eligibility conditions, qualifications and experience(s) required and other details related to the post are given in **Annexure-I**. The duties and responsibilities attached to the post are given in **Annexure-II**.

3. The terms and conditions and Pay and Allowances of the Officer selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt(Pay-II) dated 17.06.2010, consolidated instruction dated 08.09.2022 and as amended from time to time.

4.1 It is requested that the applications of suitable and eligible officers, who could be immediately relieved in case of selection, may be forwarded to Shri Ravi Shankar Nirala, Under Secretary (ISH), Ministry of Labour & Employment, Room No. 17, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001.

4.2 Applications of the eligible candidates may be forwarded by their respective organizations, in the prescribed proforma (**Annexure-III**), to the Ministry of Labour and Employment, within 60 days from the date of publishing of the advertisement in the Employment News/Rozgar Samachar.

5.1 Nominations of only such officers/ candidates whose applications are routed through proper channel by the concerned Ministries/ Departments/ Organizations or Institutions and are accompanied by the following documents, would be considered:

- a. Bio-data as per the pro forma given in Annexure-III.
- b. Vigilance Clearance Certificate as per Annexure-IV.

- c. Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years Annexure-V.
- d. Integrity Certificate as per Annexure-VI.
- e. Attested photocopies of ACRs/ APARs for the last five years (duly attested by a Group A officer) and

5.2 Advance copies would not be entertained.

6. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed pro forma are liable to be rejected, without any notice to the candidate. Officers who apply for the post would not be allowed to withdraw their candidature, subsequently.

7. While forwarding the applications, it should be verified and certified by the respective Ministry/ Department/ Organization that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties immediately.

*R. Nirala*  
13/01/2016

(Ravi Shankar Nirala)  
Under Secretary to the Govt. of India  
Tele: 011-23766937  
(ravis.nirala@nic.in)

रवि शंकर निराला/Ravi Shankar Nirala  
अवर सचिव/Under Secretary  
श्रम एवं रोजगार मंत्रालय  
M/o Labour & Employment  
भारत सरकार/Govt. of India  
नई दिल्ली/ New Delhi-110001

To,

1. The Secretaries of all the Ministries/ Departments of Government of India.
2. The Chief Secretaries of all State Governments/ Union Territories.
3. The Secretary, Department of Public Sector Enterprises, Government of India.
4. Heads of all Universities and Recognized Research Institutions
5. Chairman/ Governor of all Statutory and Autonomous Organizations.

Copy to:

1. All attached and subordinate Offices under the Ministry of Labour and Employment.
2. All Autonomous Organizations under the Ministry of Labour and Employment.
3. All Sections in the Ministry of Labour and Employment.
4. The Director General of Directorate General Factory Advice Service & Labour Institutes (DGFASLI), Mumbai.
5. The Chairman, Union Public Service Commission.
6. NIC, Labour and Employment



## **Annexure-I**

**1. Name of the Post:** Director (Industrial Hygiene), in the Directorate General Factory Advice Service & Labour Institutes (DGFASLI), Ministry of Labour and Employment.

**2. Number of Post:** 01 (One).

**3. Classification:** General Central Service, Group-'A', Gazetted, Non-Ministerial.

**4. Pay Scale:** Pay Level -12 (Rs. 78800-209200) in Pay Matrix per 7<sup>th</sup> CPC

**5. Pay & Allowances:** Pay & allowances of the Officer selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

**6. Qualifications, Experience and Eligibility required for the post:**

Officers of the Central Government or State Governments or Union Territory Administrative Autonomous or statutory organisation or public sector undertakings or recognised University or recognised research institution:

- a. (i.) holding analogous posts on 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 11 in the pay matrix (Rs. 67700-208700) or equivalent in the parent cadre or Department; and
- b) Possessing the following educational qualifications and experience:

**ESSENTIAL**

- i. Master Degree in Chemistry or Bio Chemistry or Industrial Hygiene or Bachelor Degree in Biochemical Engineering from a recognised University and
- ii. Ten years' experience in Industrial Hygiene in chemical analysis of samples in a research institution.

**DESIRABLE**

Doctorate degree relevant to essential qualification above from a recognised University.

Note 1: The departmental officers in the feeder category 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.

Note 2: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately

preceding this appointment in the same or some other organization/ department of the Central Government shall not to exceed four years.

Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

7. The Regional Labour Institute is at Kolkata, Chennai, Faridabad, Kanpur and Shillong. Central Labour Institute is at Mumbai. But the selected candidate is liable to be posted or transferred in any of these institutes.

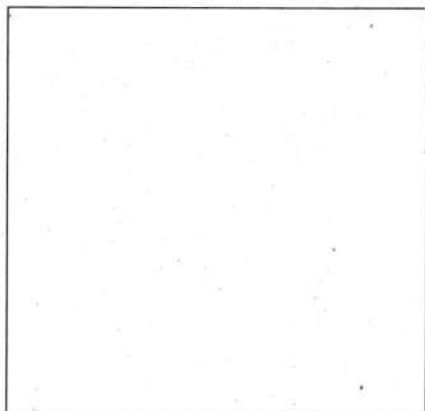
## **Annexure – II**

### **The duties of the post are as under: -**

- i. Coordinating the activities of the various Officers in the Division.
- ii. Planning, organising and coordinating research in the field as well as controlled studies in the Laboratory
- iii. Preparation of technical reports and papers.
- iv. Conducting special need-based training programmes /workshops.
- v. Participation in the work of some national committees in the field of industrial Hygiene.
- vi. Rendering advice to the industries.

### Annexure III

#### Bio-Data/ Curriculum Vitae Pro forma



Note 1: The application along-with the documents mentioned in the vacancy circular should be forwarded through proper channel/ the concerned department

Note 2: Incomplete, unsigned and the applications received not in the prescribed pro forma and after the last date of receipt of application shall be rejected summarily, without any notice to the candidate.

1. Name (in Block Letters)	
2. Postal Address (for future correspondence)	
3. Telephone No. & Email ID	(O) (M) (Email)
4. Date of Birth (in Christian era)	
5. Date of entry into service	
6. Date of retirement under Central/State Government Rules	
7. Educational Qualification	
8. 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)	
9. Qualification/Experience required as mentioned in the advertisement/vacancy circular	Qualification/experience possessed by the officer
Essential	
a. Qualification	

b. Experience						
Desirable						
a. Qualification						
b. Experience						
10. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential qualification and work experience of the post.				Yes/No (Tick as appropriate)		
11. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient						
Office/Institution/Organization	Post held on regular basis	From	To	Pay Level in the pay matrix as per 7 <sup>th</sup> CPC or pay band and Grade pay/Pay Scale of the post held	Whether held on regular/adh oc basis	Nature of Duties (in detail) highlighting experience require for the post applied for
12. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent						
13. 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 act	c. Name of the parent office/organization to which the applicant belongs		d. Name of the post and pay of the post held in substantive capacity in the parent organization		
13.1 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.		
13.2 Note: Information under column 13(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 maintain a lien in his parent cadre/organization		
14 If any post held on Deputation in the past by the applicant, date of return from the last deputation and other detail		
15 Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) i Central Government ii State Government iii Government of Union Territories iv Autonomous Organization v Government Undertaking vi Statutory Bodies vii Universities/Institution		
16. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
17. Are you in Revised scale or pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
18. Total emoluments per month now drawn		
Basic pay in the PB	Grade Pay/Level in the pay matrix	Total Emoluments with break-up of allowances
19 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.		
Basic Pay with scale of pay and rate of increment	Dearness pay/Interim relief/other allowances	Total Emoluments with breakup of allowances.



	etc., (with break-up details)	
<p>20. A) Additional Information, if any relevant to the post of Director (Industrial Hygiene) in support of your suitability for the post.</p> <p>(this among 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)</p> <p>(Note: Enclose a separate sheet, if the space is sufficient)</p>		
<p>20. B) Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institution/societies and</p> <p>(iv) patents registered in own name or achieved for the organization</p> <p>(v) Any research/innovative measure involving official recognition</p> <p>(vi) Any other information</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		
21. Whether belongs to SC/ST/OBC/UR		
22. Remarks, if any,		

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished by me in the above pro forma, duly supported by the documents in respect of Essential Qualification/ Work Experience,

will 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.

Date: \_\_\_\_\_

(Signature of the candidate)

Address:

**Certification 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 the desired educational qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

(Authorised Signatory) Name & Office Seal:  
Date:

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceedings or criminal proceedings are either pending or contemplated against Shri/ Smt. /Ms....., who has applied for the post of Director (Industrial Hygiene) on deputation (including short term contract) basis in the Directorate General Factory Advice Service & Labour Institute (DGFASLI), Ministry of Labour & Employment.

(Authorised Signatory) Name & Office Seal:

Date:

**NO PENALTY CERTIFICATE**

Certified that no major/ minor penalty has been imposed during the last 10 years on Shri/ Smt./ Ms....., who has applied for the post of Director (Industrial Hygiene), on deputation (including short term contract) basis in the Directorate General Factory Advice Service & Labour Institutes(DGFASLI), Mumbai, an attached office under Ministry of Labour & Employment.

(Authorised Signatory) Name & Office Seal:

Date:

(Otherwise, please furnish the details thereof)

**INTEGRITY CERTIFICATE**

After scrutinizing all relevant official records, including the list of officers of doubtful integrity, it is certified that integrity of Shri/Smt./Ms....., who has applied for the post of Director (Industrial Hygiene), on deputation (including short term contract) basis in the Directorate General Factory Advice Service & Labour Institutes (DGFASLI), Mumbai, an attached office under Ministry of Labour & Employment, is beyond doubt.

(Authorised Signatory) Name & Office Seal:

Date: