

**Annexure – I**

**NATIONAL DOPE TESTING LABORATORY**

(Autonomous Body under the Ministry of Youth Affairs and Sports), GOI  
East Gate, Jawaharlal Nehru Stadium, Near MTNL Building, Lodhi  
Road, New Delhi – 110 003

The National Dope Testing Laboratory (NDTL), an apex Organization in Dope Testing in Sports events invites applications from Indian Nationals fulfilling the following prescribed qualifications, experience & age limits for the posts indicated below:

<b>Sl. No</b>	<b>Name of posts(s) &amp; Pay Band, Pay Scale, + Grade Pay</b>	<b>No. of vacancies &amp; category, Method of recruitment</b>	<b>Qualifications &amp; Experience</b>	<b>Upper age limit for direct recruitment</b>
1.	<b>Personal Assistant (PA)</b>  PB – 2 : Rs. 9300-34800/- + GP. 4200/-	01 (One) - Unreserved (UR)  Direct Recruitment	<b>Essential-</b> Matriculation/Sr. Sec. having 80 w.p.m in shorthand and 40 w.p.m typing in English/Hindi.  <b>Desirable</b> i) Five years experience in the pay scale of Rs. 5000 – 8000 (pre-revised) and PB – 2 : Rs. 9300 – 34800 + GP : 4200 (revised).	30 years

**Annexure – II**

**NATIONAL DOPE TESTING LABORATORY**

Ministry of Youth Affairs & Sports, GOI  
JN Stadium Complex, East Gate No. 10  
Near MTNL Bldg, Lodhi Road, New Delhi –3

**Application Format**  
**for Personal assistant (PA)**  
**(PB – 2 : Rs. 9300 – 34800 + GP : 4200)**

(Please read carefully the general conditions / instructions enclosed before filling the form)

To be returned: <b>To,</b> <b>Administrative Officer</b> <b>National Dope Testing Laboratory (NDTL)</b> <b>JN Stadium Complex, Lodhi road,</b> <b>East Gate No. 10</b> <b>Lodi Road, Near MTNL Bldg, New Delhi –</b> <b>110003</b>
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Photograph
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1.	Name in full (in capital letters) (Underline Surname)	
2.	Father's / Husband's Name	
3.	a. Marital Status	b. Male / Female :
4.	a. Permanent address	b. Address for correspondence
	Phone No. (including STD code)	E-mail ID
5.	a) Post applied for	
	b) Advt. No.	
6.	Date of birth (please attach true copy of certificate )	
7.	Are you a citizen of India by birth or by domicile ?	
8.	Please state your category (OBC/SC/ST/Gen) :	
9.	If you are employed, please state your present basic pay & scale of pay	

10. Details of educational qualifications : Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th standard / Matriculation) Examination. Please attach true copies of certificates and mark sheets duly attested.

Sl. No.	School / College / Institute	Date of entry	Date of leaving	Name of the Board / University / Institution	Examination / Degree / Diploma passed	Distinction / Class / Division	Subjects (Please mention field of specialization, honours, etc, where applicable)	Percentage of marks or Grade.	Date of passing

11. Details of employments: Please give particulars of your present and past employments in chronological order, starting with the present one :

Sl. No.	Organisation / Institute	Position held	Nature of duties / work	Date of joining	Date of leaving	Last Pay & Scale of pay	Additional remarks about experience, if any.*

12.	Did you previously apply for any post in this Institute ? If so, give particulars and approximate date :	
13.	Additional Remarks : (Applicants may mention here any special qualifications or experience, e.g. in organisations which have not been included under the heads given above)	
14.	Details of enclosures sent with the application	

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Date: .....

Signature of the Candidate

## **General Conditions/information:-**

1. The Qualifications prescribed should have been obtained from recognised Universities/Institutions.
2. Candidates should ensure that he/she possesses the required educational qualification/experience in the relevant area on the last date of receipt of applications.
3. The selected candidates will be governed by the provisions of the New Pension Scheme as introduced by the GOI and as adopted by NDTL.
4. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for the post.
5. Candidate should clearly indicate in his/her application form the post code for which he/she wants to be considered.
6. Wherever grades are awarded by Universities/Institutes in CGPA/SGPA/OGPA etc. system, candidates are requested to convert the same into percentage based on the formula adopted by the University/Institute and mention the percentage at the appropriate column in the application form.
7. Candidates working in Government/Semi Govt./Autonomous Organisations/PSUs should apply through proper channel and to reach us on time. (However, if called for interview, the candidate would have to produce a "No Objection Certificate" from the employer")
8. No TA/DA will be paid to any candidate for appearing in the test/interview.
9. The crucial date for determining age will be the closing date of receipt of the application.
10. Applications incomplete in any respect (i.e. unsigned, without photograph, without required documents/certificates etc.) will e summarily rejected.
11. The prescribed Essential Qualifications are a bare minimum and mere possession of the same will not entitle the candidates to be called for interview where the number of applications received in response to an advertisement is large, it may not be convenient or possible for the NDTL to interview all the applicants. NDTL may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of minimum prescribed in the advertisement. The applications, should, therefore, furnish details of all the qualifications & experience possessed in the relevant field over & above the minimum qualifications/experience prescribed along with attested photocopies of mark sheets/certificates.
12. The decision of the CEO, NDTL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of test/interview and whether or not to fill up all or any of posts will be final and binding on the candidates and no enquiry or correspondence in this connection from any individual will be entertained.
13. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
14. The application should be in prescribed format provided by NDTL.

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF  
OFFICE/FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt./Kum. \_\_\_\_\_ are correct and he/she possesses essential educational qualifications and experience mentioned in the vacancy circular.
  
2. Also certified that:
  - i) There is no vigilance case pending or contemplated against him/her.
  - ii) His/her complete CR dossier for the last 5 years duly attested by an officer no below the rank of an Under Secretary to the Government of India are enclosed.
  - iii) His/her integrity is beyond doubt.
  - iv) No Major/Minor penalties have ever been imposed on him/her.
  - v) List of Minor/Minor penalties imposed on him/her is enclosed.

Signature.....  
Name and designation with seal.....

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