



Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
Government Medical Store Depot
37, Naval Hospital Road, Periamet, Chennai – 600 003.
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OFFICE MEMORANDUM

Subject:- Filling up of 10 posts of Upper Division Clerk in
Government Medical Store Depot, Chennai on
deputation basis / transfer – reg.

Applications are invited to fill up 10 posts of Upper Division Clerks in Level-4 of 7th CPC Pay Matrix, General Central Service, Group-C(Ministerial) on deputation basis / transfer in Government Medical Store Depot, Chennai, which is a subordinate office of Medical Stores Organization, Directorate General of Health Services, Ministry of Health & Family Welfare, Government of India. The eligibility criteria/service and experience required for the post of Upper Division Clerk are given in Annexure-I.

2. The terms & conditions of deputation will be governed by the instructions issued by the Department of Personnel and Training vide their Office Memorandum No.6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended from time to time and the pay and allowances will be regulated in accordance with the instructions issued by DoP&T from time to time.

3. The Upper age limit for deputation shall not be exceeding 56 years as on the closing date of receipt of application. The appointment of the selected official shall be made on deputation basis initially for a period of three years which can be curtailed, subject to the satisfactory performance. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization of Department of Central Government/State Government shall ordinarily not to exceed 3 years.

.....2/-

4. The applications of the eligible and willing applicants who satisfy the requirements and whose services can be spared immediately may be forwarded through proper channel in the prescribed Proforma (Annexure-II) along with APARs for the last five years, Vigilance Clearance & Integrity Certificate as per Annexure-III to the Government Medical Store Depot, Chennai by 25.08.2025.

5. The Applications received after the closing date or without the required APARs/Vigilance/Integrity Certificate or otherwise found incomplete will not be considered. The applicants who apply for the said post will not be allowed to withdraw their applications subsequently.


Deputy Drugs Controller (I), CDSCO,
Additional Charge DADG(MS), GMSD, Chennai.

Copy with the request to upload the circular on their websites to:

1. Website of Medical Store Organization, DGHS, New Delhi
2. Department of Personnel P.G & Pensions, Admn(IV) Section, North Block, New Delhi with request that the post may please be got circulated to all cadre units at Secretariat Level.
3. All Central Government Offices.


GOVERNMENT MEDICAL STORE DEPOT, CHENNAI

Details of Vacancies as on 17.07.2025

S.No.	Name of the Post	Sanctioned Strength	Actual Strength	Vacant Post	Live vacant Post	Future Vacancy	Remarks
1	Dy. Asst. Director General Operated by Dy.Drugs Controller(I) as (Addl.charge)	1	0	1	0		Dealt by MSO
2	Assistant Depot Manager	2	2	0	0	01.10.2025	Retirement of Shri. B. Chandrasekaran, ADM
3	Senior Scientific Assistant	1	0	1	1		To be filled by promotion failing which DR through UPSC. No feeder cadre available. Hence could be filled by Outsourcing
4	Senior Stores Superintendent, Office Superintendent & Stores Superintendent (redesignated as Depot Superintendent) **	13	10	3	2		1 post of SSS could be filled on 15.12.2025.
5	Assistant Chemist	2	0	2	1		To be filled by promotion failing which DR through UPSC. No feeder cadre available. Hence could be filled by Outsourcing
6	Pharmacist Cum Clerk	11	4	7	4		to be filled by DR through Employment Exchange
7	Upper Division Clerk	33	1	32	10		To be filled by Deputation / Transfer since no candidates in feeder cadre for promotion
8	Lower Division Clerk	7	0	7	1		Proposal sent to SSC
9	Lorry Driver	1	0	1	1		filled by Outsourcing

GOVERNMENT MEDICAL STORE DEPOT, CHENNAI**Details of Vacancies as on 17.07.2025**

S.No.	Name of the Post	Sanctioned Strength	Actual Strength	Vacant Post	Live vacant Post	Future Vacancy	Remarks
10	Booking & Clearing Supr	2	2	0	0	01.08.2025	DPC already done
11	Packing Supervisor	4	1	3	3		RR to be revised. Could be filled by outsourcing
12	Labour Supr	4	4	0	0	01.8.25	DPC already done
13	Carpenter	2	0	2	1		to be filled by outsourcing
14	Multi Tasking Staff	79	8	71	27	1.8.25-2	Proposal sent to SSC


Dy. Drugs Controller (I), CDSCO
Additional Charge, DADG (MS)
Govt. Medical Store Depot,
Chennai.

ANNEXURE-II**APPLICATION PROFORMA**

Please paste
passport size
photograph
here

1	Name and address (In Block Letters)	
2	Post applied for	UDC on Deputation Basis/ Transfer
3	Date of Birth (DD/MM/YYYY)	
4	Date of Superannuation (DD/MM/YYYY)	
5	Status of your present employer (Pl. Specify whether Central Govt./State Govt./Autonomous/Statutory Body/PSU/others)	
6	Initial date of appointment in Govt. Service	
7	Office of address with Telephone No. & E – mail	
8	Residential Address with Telephone No.	
9	Present post held along with Pay level and present basic Pay/Pay Scale/pay Band and Grade pay of the post held	
10	Educational Qualifications	

....2/-

ANNEXURE-I

Eligibility Criteria/service for the Post of UDC in GMSD, Chennai on deputation basis:-

S.No.	Name of the post	Pay Scale	No.of Vacancy	Upper Age Limit	Eligibility
1	UDC General Central Service, Group-c (Ministerial)	Level-4	10 (Ten)	Not exceedin g 56 years	(i)LDC of Central Civil Service with 8 Years regular service in the grade or (ii) holding analogous posts in the grade of UDC.

11	Please State clearly whether in the light of entries made by you below, you meet the requisite Essential Educational and other qualifications and work experience required for the post.(if any qualifications have been treated as equivalent to the one prescribed in the Rules. State the authority for the same)					
	Essential/Eligibility	Qualification/Experience required		Qualifications/Experience Possessed by the Officer		
12	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	From	To	Scale of Pay and basic pay in old pay band	Nature of duties (in detail)
13	Nature of present employment i.e. adhoc or Temporary or/quasi-permanent or permanent					
14	In case 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 you belong					
15	Please state Whether you are working in the same department and are in the feeder grade or feeder to feeder grade					
16	Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and indicate the pre-revised scale					
17	Monthly Total emoluments drawn now					

18	Additional information, if any, which you would like to mention in support of your suitability for the post (i) Additional academic qualification (ii) Work experience over the above prescribed in the (vacancy circular/ Advertisement) Note: Enclose a separate sheet, if the space is insufficient	
19	Whether belongs to SC/ST?	
20	Remarks (The candidates 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/institutes/societies and (iv) Any other Information. Note: Enclose a separate sheet if the space is insufficient)	
21	Please state briefly how you find yourself best suitable for the post applied for	

I have carefully gone through the vacancy circular/advertisement, 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. It is also certified that the information furnished above is correct and true to the best of knowledge. In event of my selection, I shall abide by terms and conditions of the services attached to the post.

Signature:

Name:

Date:

ANNEXURE-III

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses eligibility criteria/service and experience mentioned in the Advt. If selected, he/she will be relieved immediately.

It is also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Ms.-----
- (ii) His/her integrity is certified..
- (iii) His/her CR Dossier in original is enclosed/photocopies of the APARs for the last year duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)
- (v) Cadre Controlling Authority has no objection to the consideration of the applicant for the posts mentioned in this advertisement.

Signature:-----

Name and Designation:-----

Tel No:-----

Office Seal:-----

Place:

Date:

List of enclosures:
