

'A' Wing, Shastri Bhawan,  
New Delhi - 110001.

Dated: 08 June 2022.

JS (Coord)

OFFICE MEMORANDUM

Subject: - Filling up of 01 post of Joint Director (Printed Publicity/Production) in the common cadre of Art & Production staff of BOC (DAVP) & DPD on deputation basis- regarding.

The undersigned is directed to say that this Ministry desires to fill up a post of Joint Director (Production/Printing& Publicity) {General Central service, Group 'A', Gazetted, Non-ministerial in the Pay Matrix Level-12 as per 7<sup>th</sup> CPC recommendation (Pre-revised pay scale of PB-3 + G.P. Rs.7600)} in the Common Cadre of Art & Production Staff of BOC (DAVP) & DPD, subordinate offices under this Ministry by transfer on deputation basis. The terms and conditions for the appointment to the post of Joint Director (Printed Publicity/Production) are mentioned in Annexure I.

2. The period of deputation will be initially for a period of one year which may be extended at the discretion of the appointing authority. However, the period of deputation including period of deputation, in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government, shall ordinarily not exceed 7 years. The maximum age limit for appointment by deputation is 56 years, as on closing date of receipt of applications. The pay of the officer appointed on deputation basis shall be governed in accordance with the provisions contained in DoPT's C.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and OM No.2/6/2016-Estt.(Pay-II) dated 17.02.2016, as amended from time to time.

3 All Ministries/State Governments/Administrations are requested to circulate the vacancy and forward the application, complete in all respects, of the officers who fulfill the eligibility criteria and can be spared immediately in the event of their selection to the undersigned at Room No.125, A-Wing, Shastri Bhawan, New Delhi - 110 001 in the prescribed proforma as at Annexure-II, in duplicate along with their up-to-date ACRs/APARs for the last 5 years within a period of 06 weeks from the date of publication of this advertisement in the Employment News. While forwarding the applications, the Departments are requested to verify the entries made by the candidates in his/her bio-data, furnish an integrity certificate duly signed by an Officer not below the rank of Deputy Secretary/Director to the Government of India or equivalent in addition to vigilance clearance and a certificate to the effect that no major/minor penalty was imposed on the officer during the last ten years. Advance copy of the application as well as applications which are found incomplete or received after the due date of submission and/or which have been forwarded without verifying the entries of biodata and up-to-date ACRs/APARs of the last 5 years, Vigilance clearance, Integrity Certificate, etc. will not be entertained.

(Prem Chand)

Under Secretary to the Government of India

☎ : 2307 3888

On 14/6.  
DSCC-I on emergency duty  
SO (C-1)  
Rk  
15/6/2022  
2/5

**Copy to:**

1. All Ministries/Departments of Government of India
2. Chief Secretaries/Administrators of all States
3. All the Media Heads of the Ministry of Information and Broadcasting with the request that the vacancy may be circulated among all the officers.
4. Secretary, Union Public Service Commission, Dholpur House, New Delhi. 110069
5. Principal Director General, BOC with the request to ensure publication of the matter in the Employment News immediately.
6. NIC, M/o I&B, Shastri Bhawan with a request to upload the same on the website of the Ministry of Information and Broadcasting.
7. Guard file.



(Prem Chand)

Under Secretary to the Government of India

☎ : 2307 3888

1. Name of Post : Joint Director (Printed Publicity / Production)  
2. Number of Post : One  
3. Classification : General Central Service, Group 'A' Gazetted, Non-Ministerial.  
4. Scale of Pay : Pay Matrix Level -12 (Rs. 78800-209200)  
(Pre-revised pay scale of PB-3 + G.P. Rs.7600)  
5. Method of Recruitment : By Transfer on Deputation  
6. Period of Deputation : Initially of one year, maximum three years  
7. Eligibility condition : Officers under the Central/ State Governments

- (a) (i) Holding analogous posts on regular basis; or  
(ii) With 5 years' regular service in posts in Level-11 (Rs.67700-208700 in the Pay Matrix) or equivalent; and  
(b) Possessing the educational qualifications and experience mentioned below.

**Essential:**

- (i) Diploma in Printing Technology or equivalent from a recognised Institution/University.  
(ii) 10 years practical experience in printing including 2 years administrative experience.

**Note1.** Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

**Note 2.** The qualifications' regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes or Scheduled Tribes. If at any stage of selection the Union Public Service Commission is of the opinion that sufficient numbers of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved from them.

**Desirable:**

- (i) Degree of a recognized University.  
(ii) Knowledge of Hindi.

**Note:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Similarly, deputationist shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed 7 years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

8. Pay Structure : The pay of officers selected will be regulated in accordance with the provisions contained in DoPT's O.M. No. 6/8/2009-Estt.(Pay II) dated 17<sup>th</sup> June, 2010.  
9. Job requirement : The incumbent of the post shall be the Divisional Head of Printed Publicity Wing of BOC(DAVP) or Production Wing of DPD.



## BIO-DATA/ CURRICULUM VITAEPROFORMA

|  |   |
|--|---|
| 1.Name and Address<br>(in Block Letters)   |   |
| 2.Date of Birth (in Christian era)   |   |
| 3.i) Date of entry into service  |   |
| ii)Date of retirement under<br>Central/State Government Rules  |   |
| 4.EducationalQualifications  |   |
| 5.Whether Educational and<br>other qualifications required for<br>the post are satisfied.(If any<br>qualification has been treated<br>as equivalent to the one<br>prescribed in the Rules, state<br>the authority for the same)                                      |   |
| Qualifications/ Experiencerequired as<br>mentioned in the advertisement/<br>vacancy circular   | Qualifications/experience possessed by<br>the officer |
| <b>Essential</b>   | <b>Essential</b>                                      |
| A)Qualification  | A) Qualification                                      |
| B) Experience  | B) Experience   |
| <b>Desirable</b>   | <b>Desirable</b>                                      |
| A)Qualification  | A) Qualification                                      |
| B)Experience   | B) Experience   |
| 5.1 Note: This column needs to be amplified to indicate Essential and Desirable<br>Qualifications as mentioned in the RRs by the Administrative<br>Ministry/Department/Office at the time of issue of Circular and issue of<br>Advertisement in the Employment News. |   |
| 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects<br>and subsidiary subjects may be indicated by the candidate.  |   |
| 6.Please state clearly whether in the light of<br>entries made by you above, you meet the<br>requisite Essential Qualifications and work<br>experience of the post.  |   |
| 6.1Note:Borrowing Departments are to provide their specific comment/<br>views confirming the relevant Essential Qualification/ Work experience<br>possessed by the Candidate (as indicated in the Bio-data) with reference to<br>the post applied.                   |   |

Contd...5/-

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, Pay Band and Grade Pay (Basic Pay with Pay Level as per 7 <sup>th</sup> CPC) | Nature of Duties (in detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|--|--|
|                    |                            |      |    |  |  |

\*Important: Pay-band and Grade Pay (Basic Pay with Pay Level as per 7<sup>th</sup> CPC) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale (Basic Pay with Pay Level as per 7<sup>th</sup> CPC) of the post held on regular basis to be mentioned. Details of ACP/MACP with present Basic Pay with Pay Level as per 7<sup>th</sup> CPC where such benefits have been drawn by the Candidate, may be indicated as below;

| Office/Institution | Pay, Pay Band, and Grade Pay (Basic Pay with Pay Level as per 7 <sup>th</sup> CPC) under ACP / MACP Scheme | 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 or deputation/contract | c) Name of the parent office/ organisation to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation. |
| 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.        |   |  |  |
| 9.2 Note: Information under Column 9(c) & (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/ organisation |   |  |  |

|   |   |                         |
|---|---|-------------------------|
| <p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>  |   |                         |
| <p>11. Additional details about present employment:<br/>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government<br/>b) State Government<br/>c) Autonomous Organization<br/>d) Government Undertaking<br/>e) Universities<br/>f) Others</p>   |   |                         |
| <p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>   |   |                         |
| <p>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</p>  |   |                         |
| <p>14. Total emoluments per month now drawn</p>   |   |                         |
| <p>Basic Pay</p>  | <p>Pay Level as per 7<sup>th</sup> CPC</p>  | <p>Total Emoluments</p> |
|   |   |                         |
| <p>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.</p>  |   |                         |
| <p>Basic Pay with Scale of Pay and rate of Increment</p>  | <p>Dearness Pay/Interim relief/other Allowances etc., (with break-up details)</p> | <p>Total Emoluments</p> |
| <p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (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)<br/>(Note: Enclose a separate sheet, if the space is insufficient)</p> |   |                         |

Contd...71-

|   |  |                  |
|---|--|------------------|
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.   |  |                  |
| 11. Additional details about present employment:<br>Please state whether working under (indicate the name of your employer against the relevant column)<br><br>a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>f) Others  |  |                  |
| 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 promotion, if any.  |  |                  |
| 14. Total emoluments per month (in Rs.)   |  |                  |
| Basic Pay   | Pay Level as per 7 <sup>th</sup> CPC                                       | 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 relief/other Pay/Interim Allowances etc., (with break-up details) | Total Emoluments |
| 16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (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)<br>(Note: Enclose a separate sheet, if the space is insufficient) |  |                  |



### 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 possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- v) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_.
- vi) His/ Her integrity is certified.
- vii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- viii) No major/ minor penalty has been imposed on him/ her during the last 10 years. A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Counter signed

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)

