

No. 9/1/2021-Ed  
Govt. of India  
Ministry of Information and Broadcasting  
Publications Division  
Soochana Bhawan, CGO Complex, New Delhi-3.

Dated. 31/03/2023

**Subject: Empanelment of casual Typists for its various professional functions in English and Hindi at the Publications Division Headquarters and Employment News.**

Publications Division (DPD) Ministry of Information and Broadcasting, Soochana Bhawan, Lodhi Road, New Delhi-3 intends to **form a panel of Casual Typists for its various professional functions in English, and Hindi units at its Headquarters and Employment News.**

Accordingly, applications are invited from eligible and willing persons.

**The applications in prescribed pro forma (Annexure-I) should reach to:**

Shri Ajeet Singh Meena  
Assistant Director  
Publications Division, VI Floor,  
Soochana Bhawan, CGO Complex,  
Lodhi Road, New Delhi-110003

by 10<sup>th</sup> April 2023 (5.30 P.M.) positively. The applications should be sent by Registered Post/Speed Post/By Hand only with envelope superscribed by "Application for Casual Typists English and /or Hindi in DPD". Applications may also be sent through e-mail at [ajeet.meena93@gov.in](mailto:ajeet.meena93@gov.in)

**Qualifications and Experience required for Casual typist:**

**Essential:**

- (i) He/she must have passed 12th standard/ intermediate from any recognized Education Board, with English/Hindi/Urdu as one of the subjects.
- (ii) The Candidate should have proficiency in computer typing and computer application (having sufficient knowledge of MS office) with a minimum speed of 30 w.p.m. in Hindi/ Urdu language and 35 w.p.m. in English.
- (iii) He/she should be proficient in internet operations (browsing).

**Job Requirement**

Casual typist engaged for casual assignment will be responsible for typing the matter on computer in MS office in respective language (English and /or Hindi) in which he/she is engaged. He/she will have to perform duty for 8.30 hours (each day) in the office for the number of days booked by the DPD Hq and Employment News.



### **RATES FOR CASUAL Typist**

Engagement of Casual typist will be on casual and purely day to day assignment basis will be paid @ Rs.850/- per day.

### **Procedure for empanelment:**

After scrutiny of qualifications and experience related documents, a list of suitable candidates will be prepared, who may be called for a proficiency test/personal interaction in front of a Selection Committee..

The Committee, on the basis of qualification, work-experience, skill test and suitability of the candidate will recommend the names of the candidates for inclusion in the panel for engagement. The recommendation of the Selection Committee will be placed before the competent authority for approval. The decision of the Publications Division shall be final and cannot be challenged.

### **General Terms and Conditions:**

1. Mere inclusion of the name of a candidate in the panel does not confer any legal right to get the assignment. Assignment will be given as and when required and the maximum limit to engage any casual typist will be **15 days in a month**.
2. The empanelled candidate will not be entitled to claim any kind of extension in his assignment/absorption in the government job.
3. No other facilities except the fixed rates will be payable to the casual assignee.
4. Regular monitoring of the performance and attendance of the casual assignee will be done by the officer of the DPD, Hq /Employment News who has engaged the casual assignee.
5. The Income Tax at source will be liable to be deducted, as per the prevailing rules.
6. Normally, the Panel will be valid for two years from the date of its approval. However, if required, there may be periodic revision and addition/modification/deletion depending upon the requirement of the office and availability of more suitable candidates at any point of time.
7. If the performance of an assignee is not found up to the mark, his/her empanelment could be terminated.
8. No TA/DA would be admissible for attending proficiency test/personal interaction and for joining duty or after completion of the assignment.
9. Normal duty hours is between 9.30 a.m to 6.00 p.m. Each casual assignee has to perform his/her duty 8.30 hours on the days for which he/she is engaged.



(Ajeet Singh Meena)  
Assistant Director

## PROFORMA

**Application for engagement of Casual typist English and /or Hindi on casual basis in Publications Division, (Headquarter) and Employment News, Ministry of Information and Broadcasting**

1.	Name in Full (Block Letters)			
2.	Name of the engagement and language applied for (English / Hindi)			
3.	Date of Birth			
4.	Complete residential address with phone number, mobile no. and e-mail address			
5.	Nationality			
6.	Educational Qualification# (with percentage / Grade) Certificate to be attached from class X onwards		Marks / % / Grade* obtained	
		Class X		
		Class XII		
		Graduation		
7.	Brief particulars of Work Experience# (Recent first, if no experience, may write -/NA)	Employer	Work Dealt	Period
8.	Additional relevant information, if any in support of your suitability for the said engagement, attach a separate sheet, if necessary			
9.	Qualification/ Experience in typing field			
10.	Names of References from Gazetted Officers / Reputed persons of local area			

\* Attach self-certified copies of the documents. Originals will be checked at the time of proficiency test/ personal interaction.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and ready to accept all the terms & conditions for engagement of Editor.

(Signature of the Candidate)

Place: