

No-A-12018/3/2011-Admn.I
Government of India
Ministry of information & Broadcasting
PUBLICATIONS DIVISION
Admn.I Section

Dated 11.05.2026

Subject: Filling up of 01 (One) post of Business Manager in Publications Division, Ministry of Information & Broadcasting on deputation (including short-term contract) basis - regarding.

Applications are invited for appointment to One post of Business Manager in Publications Division (including short term contract basis) in Level-11 of Pay Matrix [Pre- revised: PB-3 Rs. 15,600 - 39,100 + Grade pay of Rs. 6,600/-.

1. Job Description: -

Business Manager supervises the operations of Business Wing in DPD Hqrs. and is the head of sales emporium in New Delhi and regions. He/She is responsible for procurement of bulk orders of DPD's publications, handling public relations and liaison works, giving directions for effective publicity campaigns, meeting and decision making to promote sale of DPD publications through its emporia, exhibitions, retail booksellers, distribution agents, online platforms and expanding the subscriber base. It is the task of Business Manager to increase public access to important Government Publications on India's rich cultural and historical legacy, Science and technology, economy, Children's Literature etc.

2. Eligibility

Officers under the Central Government/State Government/Union Territories/PSUs/Autonomous or Statutory Organization /University or Recognized research institute.

- (a) Holding analogous posts on regular basis in the parent cadre or department; or
- (b) With five years' service rendered after appointment thereto on a regular basis in Level 10 or 9 in the Pay Matrix or equivalent in the parent cadre or department; and
- (c) Possessing the following educational qualification and experience

3. Essential:

- i. Educational Qualification: Degree in Commerce from a recognized University or Institute; and
- ii. Experience: Five years' experience in supervisory capacity in a publishing house or government organization dealing with distribution of publications, advertising and publicity.

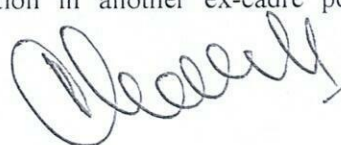
4. Desirable:

- i. Master's Degree from recognized University/Institute.

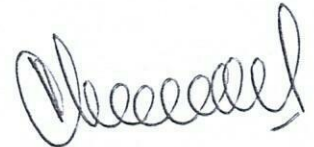
5. Place of Vacancy: New Delhi (01)

Note:

- i. The departmental officers in the feeder category who are in the 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.
- ii. Period of deputation including period of deputation in another ex-cadre post held



- immediately preceding this appointment in the same or some other organization or department of Central Government shall ordinarily not exceed four (04) years,
- iii. Maximum age limit for appointment shall be not exceeding 56 (Fifty Six) years as on the closing date of receipt of applications.
- iv. It is requested that the applications (in duplicate) of the officers who are eligible and can be spared immediately in the event of selection may be sent to this office in the Pro Forma at Annexure-A, addressed to "The Deputy Director (Admn.), Publications Division, Ministry of Information and Broadcasting, Government of India, Sochna Bhawan, CGO Complex, New Delhi" within 60 days from the date of advertisement in Employment News. Envelopes should be superscribed with "Applications for the post of Business Manager in DPD on deputation basis". While forwarding the applications, the Departments are requested also to furnish an Integrity Certificate in respect of the officer in addition to Vigilance Clearance and also a certificate to the effect that no major/ minor penalty was imposed on the officer during the last 10 years.
- v. No application will be entertained which is found incomplete or received after the due date of submission and/ or which has been forwarded without complete and up-to- date character rolls, vigilance clearance, etc.



(Prem Bahadur)
Dy. Director(Admn.)
Tel. No. 2436 8009

BIO DATA PRO FORMA

Application for appointment to the post of Business Manager Group-A Gazetted in level-11 of pay matrix [Pre-revised: PB-3 Rs.15,600 – 39,100 + GP of Rs.6,600/-] by transfer on deputation in Publications Division, Ministry of Information & Broadcasting.

Passport size
photograph to be
pasted
3x5

with signature in box
below

1	Name and Address (in Block letters)					
2	Date of Birth (In Christian Era)					
3	Date of Retirement under Central/ State Government rules					
4	Educational Qualifications					
5	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).					
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
7	Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
Sl. No.	Office/ Insttn. Orgn.	Post held	From	To	Level in Pay Matrix and Basic Pay	Nature of duties
1	2	3	4	5	6	7

Contd./-

8	Nature of present employment, i.e., ad-hoc or temporary 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 on deputation/ contract. (c) Name of the parent office/ organization to which you belong.	
10	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the previous scale.	
11	Total emoluments per month now drawn.	
12	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
13	Please state whether you are applying for deputation/ absorption/ re-employment basis. (Officers under Central/ State Govts. only are eligible for deputation. Candidates of PSUs, Autonomous Organization & Institutes are eligible only for short term contract.	
14	Whether belongs to SC/ST/OBC, please mention.	
15	Remarks	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Bio Data supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address: _____

Dated:

Countersigned (Employer with seal)

CERTIFICATE

- a. Certified that the particulars of the officer have been verified and found to be correct.
- b. It is certified that no disciplinary proceedings are either pending or contemplated against the officer. Also it is certified that no major/ minor penalty was imposed on the officer during the last 10 years.
- c. Integrity of the officer is also certified.
- d. APARs of last five years duly verified are enclosed

(Signature of Head of Office with stamp)