

No.A-12026/2/2017-Admn.I
Government of India
Ministry of Information & Broadcasting
Directorate of Publications Division

Room No.692, Soochna Bhawa,
CGO Complex, Lodhi Road,
New Delhi – 110003
Dated 27th September, 2021

To

The Director (Admn.)
BOC etc.
Room No.289, 2nd Floor
Soochna Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003

Subject: Filling up of three posts of Business Executive in Publications Division by transfer on deputation – regarding.

Sir,

2. Publications Division proposes to fill up three posts of Business Executive in the pay in Level-6 of Pay Matrix (Pre-revised; PB-2 Rs.9300-34800 = G.P. of Rs.4200/-) in Publications Division, Ministry of Information & Broadcasting by transfer on deputation amongst officers of the Central government. The details of requirements and Pro-Forma to be filled up by the applicants are also enclosed herewith.

2. BOC is requested to get these posts advertised in the employment News at the earliest.

Thanking you.

Encl: As above

B.K. Biswas
(B.K. Biswas)
Dy. Director (Admn.)
Tel.No.24368009

Copy to :

1. US, IP&MC Desk, M/o I&B, Shastri Bhawan, New Delhi for information
2. Co-ordinator, BACIL for uploading on website of this Office.
3. Employment News (Editor, Advertisement)

No.A-12026/2/2017-Admn.-I
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
PUBLICATIONS DIVISION
SOOCHNA BHAWAN, CGO COMPLEX
LODHI ROAD, NEW DELHI - 110003

Dated: 10-04-2019

FILLING UP THREE POSTS OF BUSINESS EXECUTIVES IN
DPD BY TRANSFER ON DEPUTATION

Applications are invited from eligible candidates for filling up three posts of Business Executive in the pay in Level-6 of Pay Matrix [Pre-revised; PB-2 Rs.9300 - 34800 + G.P. of Rs.4200/-] in Publications Division, Ministry of Information & Broadcasting. The eligibility and other provisions of Recruitment Rules are as under:-

Officers under the Central or State Governments or Union Territories:

- (A) (i) holding analogous post on regular basis in the parent cadre of department; or
(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 5 in Pay Matrix as per the 7th Pay Commission recommendations [Pre-revised: Pay Band-1 Rs.5200 - 20200 plus Grade Pay of Rs.2,800/-] or equivalent in the parent cadre or department; and
(B) Possessing the following educational qualifications and experience, namely:-

Essential:

- (i) Bachelor's degree from a recognised University or Institute.
(ii) Two years experience in sales and distribution of publications, advertising and publicity in any Government Organization or Government-funded publishing house.

Other conditions:

1. 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 organisation or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
2. The pay and allowances of the officers selected will be regulated in accordance with the Department of Personnel & training O.M. No.2/ 29/ 91-Estt. (Pay) II dated 5th January 1994 as amended from time to time.

3. Officials once selected for the above post will not be ordinarily be allowed to opt out without a valid reason accepted by the HOD in Publications Division.

2. It is requested that the applications (in duplicate) of the officials 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 Director (Admn.), Publications Division, Ministry of Information and Broadcasting, Government of India, Sookna Bhawan, CGO Complex, New Delhi within 45 days from the date of advertisement in Employment News. While forwarding the applications, the Departments are requested also to furnish an Integrity Certificate in respect of the official 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 5 years.

3. 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.

B. K. Biswas

(B. K. BISWAS)
DEPUTY DIRECTOR (ADMN.)
TEL: 2436 8009

CURRICULUM VITAE PRO FORMA

ANNEXURE-A

APPLICATION FOR APPOINTMENT TO THE POST OF **BUSINESS EXECUTIVE GROUP-III, GROUP -B, NON-GAZETTED IN LEVEL-6 OF PAY MATRIX** [THE PAY BAND-2 OF Rs.9300 - 34800/- WITH GRADE PAY OF RS.4200/-] ON DEPUTATION IN PUBLICATIONS DIVISION, MINISTRY OF INFORMATION & BROADCASTING.

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					
S. No	Office/Instt./Orgn.	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties
1	2	3	4	5	6	7

	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 on Deputation/contract (c) Name of the parent office/organisation 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 (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for Absorption. Candidates of non-government Organizations are eligible only for short term contract.)	
14	Whether belongs to SC/ST please mention	
15.	Remarks	

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.

Signature of the candidate

Address-----

Date:

Countersigned
(Employer with seal)

CERTIFICATE

- i) Certified that the particulars of the officer has been verified and found to be correct.
- ii) It is certified that no disciplinary proceedings are either pending and or contemplated against the officer. Also it is certified that no major/minor penalty was imposed on the officer during the last 10 years.
- iii) Integrity of the officer is also certified.

(Signature of the Head of Office with stamp)