

No. 49/64/2011-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 26th July, 2011.

To

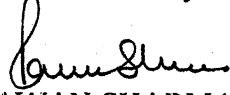
As per list enclosed.

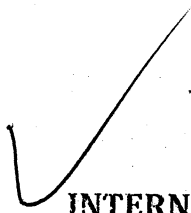
Subject: Filling up of the post of Director Administration in Films Division,
Mumbai.

Madam/ Sir,

I am directed to refer to the subject cited above and to enclose a copy of letter No.A-12025/06/2011-F(A), dated 23.06.2011 received from Government of India, Ministry of Information and Broadcasting, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(PAWAN SHARMA)
Superintendent Services-II.


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LIST

Sr. No.	Name S/Shri/Smt./K.	Batch	Present Posting
1.	Neelam P. Kasni, IAS	1996	Deputy Commissioner, Karnal and Commissioner, M.C. Karnal
2.	Rakesh Gupta, IAS	1997	Joint Secretary, Health Department and Mission Director, National Rural Health Mission and Commissioner, Food & Drugs Administration, Haryana.
3.	Rajeev Ranjan, IAS	1998	Joint Secretary to Govt., Haryana, Finance Department, Member Secretary, 4 th State Finance Commission, Haryana and Director, Institutional Finance & Credit Control, Haryana
4.	Ramesh Krishan, IAS	1998	Joint Secretary, Cooperation Department.
5.	Nitin Kumar Yadav, IAS	2000	Administrator, HUDA, Gurgaon and Additional Labour Commissioner (NCR), Gurgaon.
6.	Pankaj Agarwal, IAS	2000	Deputy Commissioner, Sonapat
7.	Pradeep Kasni, IAS	2000	Director, Industrial Training Department
8.	Vikas Gupta, IAS	2001	Deputy Commissioner, Rohtak and Commissioner, M.C., Rohak
9.	Pankaj Yadav, IAS	2001	Joint Secretary, Revenue & Disaster Management-II Department, Director, Consolidation of Holdings, Director, Land Records, Haryana, Special Collector (H.Q.) and Special LAO, Haryana.
10.	Vijay S. Dahiya, IAS	2001	Deputy Commissioner, Fatehabad
11.	Amneet P. Kumar, IAS	2001	Deputy Commissioner, Kaithal
12.	Praveen Kumar, IAS	2001	Joint Secretary, Land Use Board, Deputy Commissioner, Faridabad
13.	M.L. Kaushik, IAS	2001	Joint Secretary to Govt. Haryana, General Administration Department.

हरियाणा सिविल सचिवालय
चण्डीगढ़

- 7 JUL 2011

परिचालन शाखा नं. 59782

No.A-12025/06/2011-F(A)

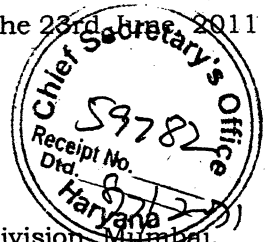
Government of India

Ministry of Information and Broadcasting

"A" Wing, Shastri Bhavan, New Delhi-110 001

Dated the 23rd June 2011

The Chief Secretary,
State Governments / Union Territory Administrations.



Subject: Filling up of the post of Director of Administration in Films Division, Mumbai.

Sir,

It is proposed to fill up the post of Director of Administration in Films Division, Mumbai in the Pay Band of Rs.37400-67000 with Grade Pay of Rs.8700/- (PB-4) (Central Service Post, Group 'A' (Class-I) included in the General Central Service, Group 'A' (Class-I) **on deputation by a suitable officer from an All India Service or a Central Service Group 'A' (Class-I) with about 12 to 15 years service.** The Headquarters of the post is Mumbai. The main duties envisaged for the post are to oversee, supervise and streamline the administrative and financial working of Films Division including distribution of films and vigilance matters subject to the overall supervision and control of the Director General, who is Head of the Department. The officer is also required to give leadership and also administrative support to the implementation of the various plan schemes i.e., on going and new schemes to be executed in Films Division.

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / departments of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment shall not exceed 56 years as on the closing date for receipt of applications.

3. The pay and allowances of the officer selected will be regulated in accordance with the Department of Personnel and Training's O.M.No.2/29/91-Estt (Pay-II) dated the 5th January, 1994 as amended from time to time.

4. It is requested that the applications of the Officers who are eligible and can be spared immediately in the event of their selection may be sent to the Ministry (In duplicate) in the proforma at Annexure addressed to **Deputy Secretary (Films), Ministry of Information & Broadcasting, Room No.547, A-Wing, Shastri Bhawan, New Delhi** along with their bio-data and up-to-date Confidential Reports/APARs of last five years within **45 days** from the date of publication of the advertisement in the Employment News. While forwarding the applications, it is requested also to furnish an Integrity Certificate in respect of the Officers in addition to Vigilance Clearance and also a certificate to the effect that no major/minor penalty was imposed on the officer during last 10 years. No application will be entertained which is found incomplete or received after the last date of submission and / or which has been forwarded without complete and up-to-date character rolls, vigilance clearance and other documents duly verified by an officer not below the rank of Under Secretary to the Government of India.

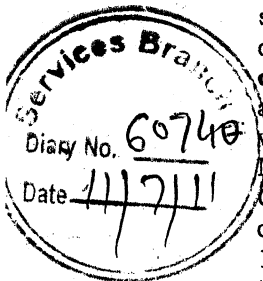
Yours faithfully,

K. Ramakrishnan

(K. Ramakrishnan)

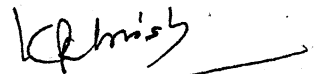
Deputy Secretary to the Govt. of India

Tele: 011-23073775



Copy to:

1. All Ministries/Departments of the Government of India, with the request that the vacancy may kindly be circulated among the eligible officers under their control.
2. University Grants Commission, Bahadurshah Zafar Marg, New Delhi Marg, New Delhi with request to circulate the vacancy among the eligible officers.
3. All Media Units of the Ministry of Information & Broadcasting with the request that the vacancy may be circulated among the eligible officers.
4. Bureau of Public Enterprises, Block No.14, CGO Complex, Lodhi Road, New Delhi-3 with the request that the vacancy among the eligible officers in the Public Sector Undertakings.
5. The Director General, Films Division, 24-Dr.G.Deshmukh Marg, Mumbai-26
6. The Director General, DAVP, Sookhana Bhawan, CGO Complex, New Delhi for publication in the Employment News (English and Hingi version). Six (6) copies of the Employment News in which the advertisement is published may be sent to this Ministry.
7. The Chief Editor, Employment News, East Block IV, Level 5-7, R.K.Puram, New Delhi-110 066 with the request that this may be published in the Employment News at the earliest.
8. The Union Public Service Commission, Dhoolpur House, Shahjahan Road, New Delhi
9. All Desk Officers/Section Officers in the Ministry of I & B
10. Spare copies



(K.Ramakrishnan)

Deputy Secretary to the Govt. of India

Tele: 011-23073775

ANNEXURE

BIO-DATA PROFORMA

**APPLICATION FOR THE POST OF DIRECTOR OF ADMINISTRATION, FILMS
DIVISION, MUMBAI (A SUBORDINATE OFFICE OF THE MINISTRY OF
INFORMATION AND BROADCASTING).**

1. Name and address in block letters :
2. Date of Birth (in Christian Era) :
3. Date of retirement under Central/State Govt. 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)

Qualifications/ Experience required

Qualifications/ Experience possessed by the officer

Essential (1)

(2)

(3)

Desired (1)

(2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

.....2.....

7. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Sr.No.	Office/Instt./Orgn.	Post held	From	to	Scale of Pay & Basic Pay	Nature of Duties (in detail)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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 on deputation/contract.
- (c) Name of the parent office/organization to which you belong.
10. Additional details about present employment.
(Please state whether working under (indicate the name of your employer against the relevant entry)
- (a) Central Government
- (b) State Government
- (c) Autonomous Organization
- (d) Government Undertakings
- (e) Universities
- (f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.

.....3.....

.....3.....

13. Total emoluments per month now drawn :

14. Additional information, if any, which you would like to mention 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)

(Note: Enclose a separate sheet, if the space is insufficient)

15. 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)

16. Whether belongs to SC/ST ? :

17. 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/ institutions/ societies and (iv) any other information.

(Note: Enclose a separate sheet, if the space is insufficient)

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)