

No. 49/58/2011-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 06th August, 2014.

To

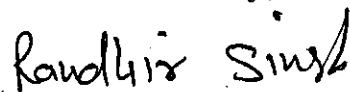
All concerned IAS / HCS Officers.

Subject: Filling up of the post of Director (General Central Service, Group 'A', Gazetted, Non-Ministerial) in the National Film Archive of India, Pune, Ministry of Information and Broadcasting by transfer on deputation (including short term contract).

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of letter No. M-15011/1/2013-DO(FC), dated 23rd June, 2014 received from Government of India, Ministry of Information & Broadcasting, 'A' Wing, Shastri Bhavan, New Delhi is uploaded on the web site (csharyana.gov.in) 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 with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

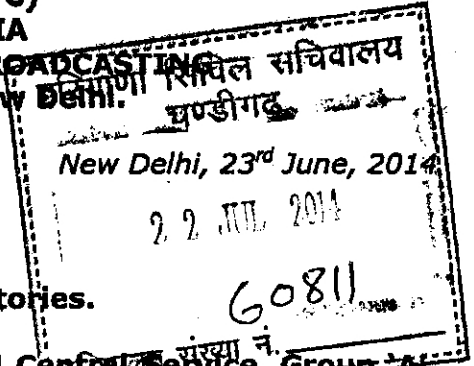
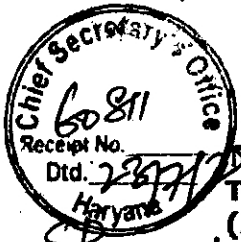

(RANDHIR SINGH)

Superintendent Services-II.


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No. M-15011/1/2013-DO(FC)
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
'A' Wing, Shastri Bhavan, New Delhi.



The Secretary, Government of India
(All Ministries/Departments)/
Chief Secretary/State Governments/Union Territories.

Sub: Filling up of the post of Director (General Central Service, Group 'A',
Gazetted, Non-Ministerial) in the National Film Archive of India, Pune,
Ministry of Information and Broadcasting by transfer on Deputation
(including short term contract).

Sir/Madam,

The proposal is to fill up the post of Director (Group 'A', Gazetted) in the Pay Band-4 (Rs.37400-67000) with GP Rs.8700/- in the National Film Archive of India, Pune by deputation (including short-term contract). The eligibility conditions for appointment to the post are given in the Annexure-I. In addition to the job requirements mentioned in the Annexure-I, Director, NFAI would also look after the work of the proposed National Film Heritage Mission to restore and preserve the filmic heritage of India.

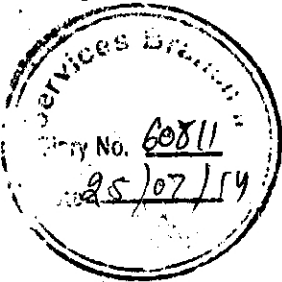
2. Selection of the eligible officer for the post will be made by UPSC from amongst officers under the Central or State Governments/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi Government/Statutory or Autonomous Organisations given in Annexure-I.

3. Terms and Conditions of Deputation will be regulated in accordance with the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay-II) dated 17th June, 2010, as amended from time to time. The term of officers coming from Public Sector Undertaking will be regulated in accordance with Department of Personnel & Administrative Reforms O.M. No.1/4/64/Estt. P.II dated 26.12.1984 and as amended from time to time and in case of contract, the term will be settled in consultation with the concerned authority.

4. Applications of eligible officers in the prescribed proforma (Annexure-II) may be forwarded in duplicate to this Ministry alongwith the following documents:

- Copies of ACRs for the last five years duly attested by an officer not below the rank of an Under Secretary or equivalent;
- Vigilance clearance certificate;
- Certificate to the effect that no minor/major penalty was imposed on the officer during the last 10 years;
- 'Integrity Certificate'; and
- Cadre Clearance.

Contd..2/-



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The applications in the prescribed proforma at Annexure-II may be sent to the Ministry addressed to Director (Films), Ministry of Information and Broadcasting R.No.556, 'A' Wing, Shastri Bhavan, New Delhi, within 45 days from the date of publication of this advertisement in the Employment News. Officers who volunteer for the post will not be allowed to withdraw their candidature subsequently. The maximum age limit of the candidates applying for the post shall not exceed 56 years as on the closing date of receipt of applications.

Yours faithfully,

du
(Nirupama Kotru)
Director (Films)
Tele: 2338 4484

Copy to:-

1. All Ministries/Departments of the Government of India, with the request that the vacancies may kindly be circulated among the eligible officers in the Ministry/Department including Universities, recognized Research Institutions/Public Sector Undertaking/Semi Government/Statutory or Autonomous Organisations under their control.
2. University Grants Commission, Bahadurshah Zafar Marg, New Delhi. It is requested that the vacancy may be circulated among the Universities/Institutions under their control.
3. All Media Units of the Ministry of Information and Broadcasting with the request that the vacancy may be circulated among the officers and the applications of the eligible officers who are willing and can be spared be sent to the Ministry along with the Vigilance Clearance etc., by the prescribed date.
4. Director, National Film Archive of India, Pune/Regional Offices, NFAI, Kolkata and Thiruvananthapuram.
5. The Media Executive, DAVP, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi along with Annexure-II for publication in the Employment News. It is requested that six copies of the Employment News in which the advertisement is published may be sent to this Ministry.
6. The Chief Editor, Employment News, East Block-IV, Level 5-7, R.K. Puram, New Delhi-110066.
7. UPSC (Shri Rajesh Gupta, Under Secretary), Dholpur House, Shahjahan Road, New Delhi w.r.t. their letter No.9/19(1)/2010-ADT.2 dated 24.05.2011, for information.
8. All Desks/Sections in the Ministry of I&B.
9. Spare copies.

Mohan Kumar T
(Mohan Kumar T)
Desk Officer
Tel: 2338 6769

ANNEXURE-I

1. Designation of the Post : Director, National Film Archive of India, Pune.
2. Classification : General Central Service, Group 'A' Gazetted, Non-Ministerial.
3. Scale of Pay : Pay Band-4 (Rs.37400-67000) with Grade Pay Rs.8700/- corresponding to the pre-revised scale of pay of Rs.14300-400-18300.
4. Place of Duty : National Film Archive of India, Pune
5. Method of Recruitment : Deputation (including short-term contract):

Eligibility:

Officers under the Central Government/State Governments/ Union territories/Universities/ recognised research Institutions/Public undertakings/semi-Government/statutory or autonomous organizations:

(a) (i) holding analogous post on regular basis in the parent cadre/department; or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Pay Band-3 of Rs.15600-39100 and Grade Pay Rs. 7600 or equivalent in the parent cadre/department; or

(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-3 (Rs.15600-39100) and Grade Pay Rs. 6600 or equivalent in the parent cadre/department; and

(b): Possessing Educational Qualifications and Experience as follows:

ESSENTIAL:

(i) Bachelor's degree from a recognized University or equivalent.

Contd...2/-

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(ii) Diploma in Mass Communication/Journalism with 'Film Study' as one of the subjects or Diploma in Films with Cinematography/Film Direction as one of the subjects.

(iii) Five years' experience in administration, establishment and budget work.

Desirable:

Five years' experience in teaching / research/ work experience in areas relating to cinema or mass communication.

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 2: The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, 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 number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

6. Job requirements :

The post of Director is the top most in the Organization. The Director as the Head of Department is responsible for proper and efficient management of the affairs of National Film Archive of India, which includes acquisition, preservation and proper utilization of archival films, all administrative, personnel and financial matters relating to the Organization. He is also responsible for organizing the courses in Film Appreciation and also courses/lectures/seminars for interested film study groups in colleges, universities and other educational set ups.

On
(Nirupama Kotru)
Director (Films)
Tele:2334484

ANNEXURE-II**BIO-DATA PROFORMA****APPLICATION FOR THE POST OF DIRECTOR, NATIONAL FILM ARCHIVE OF INDIA, PUNE (A SUBORDINATE OFFICE OF THE MINISTRY OF INFORMATION AND BROADCASTING)**

(TO BE FORWARDED TO THE MINISTRY OF INFORMATION AND BROADCASTING IN DUPLICATE)

PART-I

1. Name and Address in block letters :
2. Date of Birth and age (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
<u>Essential:</u> 1. 2. 3.	
<u>Desirable:</u> 1. 2. 3.	

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
- 6A. In case of deputationists, whether eligible under I.(a)(i) or (ii) or (iii) of Annexure-I. Please elaborate.
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)

Contd..2/-

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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-
- (a) Central Government
- (b) State Government
- (c) Autonomous Organisation
- (d) Govt. Undertaking
- (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.
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. Enclose a separate sheet, if the space is insufficient.
15. Please state whether you are applying for deputation : (ISTC)/Promotion
16. Whether belongs to SC/ST? :
17. Remarks. :

Signature of the Candidate with date

Address _____

Phone No. _____

Office: _____

Residence: _____

Mobile: _____

Date: _____

(Countersigned by Head of Department/Office)

Contd...3/-

::3::

PART-II

(TO BE FILLED BY THE EMPLOYER)

Certified that the particulars furnished by the candidate have been verified from his/her service records and are correct. No disciplinary/vigilance case is either pending or being contemplated against him/her. No major/minor penalty has been imposed on him/her during the last 10 years. His/her integrity is certified. Cadre clearance is also given herewith.

(To be signed by an officer not below the rank of Deputy Secretary with stamp indicating Name and Designation of the Officer.)
