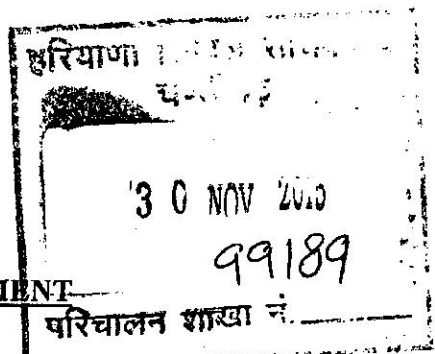




F. No. A-12025/1/2014-PSP-I  
**MINISTRY OF URBAN DEVELOPMENT**  
**PSP DIVISION**



Nirman Bhawan, New Delhi  
Date: 30 November, 2015

**VACANCY CIRCULAR**

**Subject:** Filling up of the post of Joint Director (Technical) in the Directorate of Printing, Nirman Bhawan, New Delhi, under Ministry of Urban Development, on Deputation/Promotion basis.

It is proposed to fill up one post of Joint Director (Technical) in the Directorate of Printing under this Ministry on Deputation/Promotion basis. The post is General Central Service Group 'A,' Gazetted, Non-Ministerial in the pre-revised scale of pay of Rs. 14300-400-18300/- (revised PB-4, Rs. 37,400-67,000, plus Grade Pay Rs. 8,700/-).

**Eligibility conditions:**

- I. Officers under the Central Government or State Governments-
  - (a) (i) Holding analogous post on regular basis in the parent cadre or Department; or
  - (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised pay scale of Rs. 12,000-16,500 (revised - PB-3, Rs. 15600-39100/- plus grade pay of Rs. 7600/-) or equivalent in the parent cadre or Department; and
  - (b) Possessing following educational qualifications and experience:-
    - (i) Degree in Printing from a recognized University or Institute or equivalent.
    - (ii) Possessing ten years' experience including two years in Printing matters and knowledge of electronics in offset printing.
- II. The General Manager in the pre-revised pay scale of Rs. 12,000-16,500 (revised - PB-3, Rs. 15600-39100/- plus grade pay of Rs. 7600/-) with five years' regular service in the grade possessing Diploma in Printing shall also be considered alongwith outsiders. In case, he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

2. The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.

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3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organization/Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.
4. The pay of the selected candidate will be regulated in accordance with DoP&T's OM No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time.
5. Those who have already applied in response to earlier advertisement published in the Employment News dated 18-24 April, 2015, may also re-apply through proper channel.
6. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
7. Application of willing eligible officers with their bio-data in the enclosed proforma, duly countersigned, should be forwarded to **Shri Kailash Choudhary, Under Secretary (PSP-I), Ministry of Urban Development, Room No. 217-C, Nirman Bhawan, New Delhi - 110011**, within 45 days from the date of publication of short advertisement notification in Employment News through proper channel along with the following documents:-
  - (1) APAR/CRs of last five years i.e. from 2009 to 2014 in photo copies duly attested on each and every page by an officer not below the rank of Under Secretary to the Govt. of India.
  - (2) Vigilance clearance certificate.
  - (3) Integrity certificate signed by an officer not below the rank of Dy. Secretary to the Govt. of India.
  - (4) Details of major/minor penalties imposed on the applicant during the last ten years.
8. The vacancy circular may also be accessed on <http://moud.gov.in/quickaccess/circulars>.

Kailash Choudhary

(Kailash Choudhary)

Under Secretary to the Govt. of India (PSP-I)

Tel. #: 23061828

Encl: A/a

To

- i. The Secretaries of all the Ministries and Departments of Government of India.
- ii. The Chief Secretaries of all the State Governments.

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1.	Name and Address (in Block Letters)		
2.	Date of Birth (in Christian Era)		
3.	(i)	Date of entry into service.	
	(ii)	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)		
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular.		Qualifications/experience possessed by the Officer.
	<b><u>Essential</u></b>		<b><u>Essential</u></b>
	(A)	Qualification	(A) Qualification
	(B)	Experience	(B) Experience
	<b><u>Desirable</u></b>		<b><u>Desirable</u></b>
	(A)	Qualification	(A) Qualification
	(B)	Experience	(B) Experience
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.		
5.2	In the case of Degree and Post Graduate Qualifications Elective/Main subjects and subsidiary subjects may be indicated by the candidate.		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
6.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		

7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
	<b>*Important:</b> Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;					
	Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme		From	To	
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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation		
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.					
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization					
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.					

11.	Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	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		
14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case, the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other allowances etc. (with break-up details)	Total Emoluments
16 A.	Additional information, if any, relevant to the post you applied for 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)		

<b>16 B.</b>	<b>Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) Any other information.  <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
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<b>17.</b>	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)	
	# (The option of 'STC'/Absorption/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
<b>18.</b>	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Candidate  
Address:

Contact No.:

Date \_\_\_\_\_

**CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned  
(Employer/Cadre Controlling Authority with Seal)