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Government of India  
Ministry of Housing & Urban Affairs  
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217-C, Nirman Bhawan, New Delhi  
Dated: 09/01/2018.

28/2

1. The Secretaries of all the Ministries and Departments of Government of India.
2. The Chief Secretaries / Administrations of all the State Government / Union Territories.

Subject:- Filling up the post of Controller of Stationery in the Government of India Stationery Office, Kolkata under the Ministry of Housing & Urban Affairs on deputation (including short-term contract) basis-regarding.

Sir,

I am directed to say that one post of Controller of Stationery in the Government of India Stationery Office, Kolkata under the Ministry of Housing & Urban Affairs is going to fall vacant from 01/04/2018. It is proposed to fill up the post on deputation (including short-term contract) basis. The post of Controller of Stationery is a Group 'A' post in Level 12 in the Pay Matrix as per the 7<sup>th</sup> CPC [pre revised Pay Band-3 Rs.15,600-39,100/- (+) Grade Pay Rs.7,600/-].

2. The Controller of Stationery functions as a Head of the Department under the control of this Ministry and is vested with all the statutory powers in the post on the matters related to finance, legal, disciplinary and administrations. Besides this, he is also responsible for planning, procurement, storing and supplying the stationery stores to the indenting Ministries / Departments. The Headquarters is at 3 Church Lane, Kolkata-700001 with Regional Stationery Depots at New Delhi, Mumbai and Chennai.

3. Officers under Central / State Governments / Union Territories / Public Sector Undertakings / Autonomous and Semi Autonomous Organizations:-

- (a) (i) Holding analogous post on regular basis in the parent Cadre or Department;  
OR  
(ii) With five years of regular service in the grade rendered after appointment thereto on a regular basis in Level 11 in the Pay Matrix as per the 7<sup>th</sup> CPC [pre-revised Pay-Band 3 of Rs.15,600-39,100/- (+) Grade pay Rs.6,600/-] or equivalent in the parent Cadre or Department; and

- (b) (i) Having Graduate Degree from a recognized University or Equivalent; and  
(ii) Possessing ten years' experience in the field of Stationery and Stores.

NOTE: 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.

The period of deputation (including short term contract) including period of deputation (including short term contract) 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 four years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of application.

4. The pay of the selected candidates will be regulated in accordance with the Government of India Rules on the subject as amended from time to time.

5. Applications of existing eligible officers with their bio-data in the enclosed Proforma, please be forwarded to this Ministry (through proper channel), in triplicate, within two months from the date of publishing of Vacancy Notice in the Employment News / Rojgar Samachar along with following documents:

6. Up-to date CR / APAR for the last five years in original or Photocopies attested by an officer not below the rank of Under Secretary to the Government of India.

Integrity Certificate signed by an officer not below the rank of Deputy Secretary to the Government of India.

7. Vigilance Clearance Certificate

8. Statement of major / minor penalties imposed on the applicant during the last ten years.

9. The vacancy circular may also be accessed on the website of Ministry of Housing & Urban Affairs i.e. <http://moud.gov.in/publication.php?sa=circulars.php>.

10. As above.

Yours faithfully.

*C. V. Sarada*  
(C. V. SARADA)

Under Secretary to the Government of India

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Copy to:-

- All Attached / Subordinate Offices under the Ministry of Housing & Urban Affairs.
- All Deputy Secretaries / Under Secretaries in the Ministry of Housing & Urban Affairs.
- IT Cell – for uploading in e-office.

## BIO-DATA CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Block Letters)					
3.	(i) Date of entry into service (ii) Date of last promotion / transfer / increment / etc.					
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	<b>Note:</b> 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.					
5.3	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	<b>Note:</b> 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	*Level in the Pay Matrix or pre-revised 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

**\*Important:** 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
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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 appointment	b) Period of 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 / organisation

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 on which the revision took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn

Basic Pay in the Pay Matrix	Level in the Pay Matrix	Total Emoluments

15. In case, the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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)

16 B. **Achievements:**  
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.

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

17.	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 is not specially mentioned recruitment by 'STC' or 'Absorption' or 'Re-employment'.	
18.	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.

Also certified that:

- i. There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. \_\_\_\_\_.
- ii. His / her integrity is duly certified by an officer not below the rank of Deputy Secretary to the Government of India.
- 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 Government 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)

Date: \_\_\_\_\_