

Chief Secretary's Office

Dy. No.: 161662

Date: 20/12/2019

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20/12/19

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A-12025/(1)/1/2010-Estt.II

Government of India

Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

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Shastri Bhawan, New Delhi-110001,

12<sup>th</sup> December, 2019.

**VACANCY CIRCULAR**

Ministry of Social Justice and Empowerment, Department of Social Justice and Empowerment intends to fill the Post of Deputy Director (Media) (General Central Service, Group 'A' Gazetted, Non-Ministerial) in the Department of Social Justice and Empowerment, Programme Division (Drug Abuse Prevention Division) by deputation (including short-term contract).

Post	Number of Posts	Vacancy Locations	Pay Scale	Eligibility
Deputy Director (Media)	01 (One)	Department of Social Justice and Empowerment (Delhi)	Level-11 in the pay matrix (Rs. 67700-208700/-)	Deputation (including short-term contract):  Officers under the Central Government or State Governments or Union territory Administrations or Universities or recognised research institutions or semi-Government or statutory or autonomous organizations -  (A)(i) holding analogous post on regular basis or with five years service in level 10 (Rs. 56100-177500) and having a Post Graduate Degree or Diploma in Journalism or Mass Communication and three years experience in editing or journalism in print or electronic media; or (ii) holding analogous post on

Services-II Branch

Diary No. 161662

Date 24/12/19

हरियाणा सिविल सचिवालय  
चण्डीगढ़

20 DEC 2019

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परिचालन संख्या

				regular basis or with five years of service in the grade pay of level 10(Rs. 56100-177500) from the Indian Information Service.
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**Note:** 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 some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on closing date of receipt of applications.

2. The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed proforma **Annexure I**) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 45 days of its publication in the Employment News:

Director (Admn.), D/o SJ&E,  
Room No.-637, 'A' Wing,  
Shastri Bhawan,  
New Delhi-110001.

  
12.12.2019  
(Bharat Lal Meena.)  
Director (Admn.)  
Tel No: 011-23073552

To

- (i) All Central Government Ministries & Departments with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognized research institutions/Semi-

Government Organizations/Statutory or autonomous bodies under your Ministry/Department.

(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Government and also to forward a copy of this advertisement to all Universities/recognized research institutions/Semi-Government Organizations/Statutory or autonomous bodies under your State/Union Territory Government.

2. Ministry's website.
3. E-office notice board.

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	
Essential	Essential	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
Desirable	Desirable	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
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.		
<p>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.</p>		

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

Basis Pay in the PB

Grade Pay

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)

**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)**