

No. M-27011/6/2021-MUC-II
Government of India
Ministry of Information and Broadcasting
Media Unit Cell-II

'A' Wing, Shastri Bhawan,
New Delhi -110001.

Dated: 09 August 2021.


OFFICE MEMORANDUM

Subject: - Filling up the post of Administrative Officer in BOC (S&DD), Ministry of Information and Broadcasting on Deputation basis - regarding.

The undersigned is directed to say that this Ministry desires to fill up a post of Administrative Officer, Level-7 of 7th CPC, a General Central Service, Group 'B' Gazetted, Ministerial Post on deputation basis in Bureau of Outreach and Communication (erstwhile Song and Drama Division), New Delhi which is a subordinate office under this Ministry. The details of the post & eligibility requirements etc. and Recruitment Rules for the post of Administrative Officer in BOC (S&DD) are given in **Annexure I** and **Annexure II** respectively.

2. The pay/tenure of the officer appointed on deputation basis shall be governed in accordance with the provisions contained in DoPT's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and OM No.2/6/2016-Estt.(Pay-II) dated 17.02.2016, as amended from time to time.

3. All Ministries/Departments of Government of India are requested to circulate the vacancy and forward the application, complete in all respects, of the officers who fulfill the eligibility criteria and can be spared immediately in the event of their selection to the undersigned at Room No.125, A-Wing, Shastri Bhawan, New Delhi - 110 001 in the prescribed proforma as at **Annexure-III**, in duplicate along with their up-to-date ACRs/APARs for the last 5 years within a period of **60 days** from the date of publication of this advertisement in the Employment News. While forwarding the applications, the Departments are requested to verify the entries made by the candidates in his/her bio-data, furnish an integrity certificate duly signed by an Officer not below the rank of Under Secretary/Deputy Director to the Government of India or equivalent. Advance copy of the application as well as applications which are found incomplete or received after the due date of submission and/or which have been forwarded without verifying the entries of biodata and up-to-date ACRs/APARs of the last 5 years, vigilance clearance, Integrity Certificate, etc. will not be entertained.

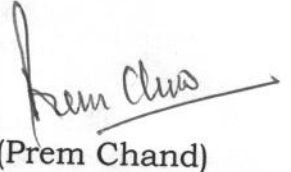

(Prem Chand)

Under Secretary to the Government of India

☎ : 2338 6199

Copy to:

1. All Ministries/Departments of Government of India.
2. All the Media Heads of the Ministry of Information and Broadcasting with the request that the vacancy may be circulated among all the officers.
3. Principal Director General, BOC with the request to get the vacancy advertised in the Employment News at the earliest.
4. NIC, M/o I&B, Shastri Bhawan with a request to upload the same on the website of the Ministry of Information and Broadcasting.
5. Guard file.



(Prem Chand)

Under Secretary to the Government of India

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ANNEXURE-I

Details of the post :

- (i) Designation and its classification: Administrative Officer
(General Central Service, Group 'B', Gazetted, Ministerial)
- (ii) Scale of pay : Level-7 of 7th CPC
- (iii) Office : Bureau of Outreach & Communication (BOC),
Ministry of Information and Broadcasting, Soochna Bhawan,
CGO Complex, New Delhi.
- (iv) Place of present posting : New Delhi

Eligibility conditions:-

Officers under the Central Government

- a) i) Holding analogous posts; or
- ii) with 3 years service in post in Pay Level-6 as per 7th CPC pay matrix or equivalent [the scale of Rs. 5200-20200 with Grade Pay of Rs.4200 (pre-revised)]; or
- iii) with 8 years' service in posts in Pay Level-5 in 7th CPC pay matrix [the scale of Rs.5200-20200 with Grade Pay of Rs. 2800 (pre-revised)]; and
- b) Possessing experience of administration, establishment and accounts matters (Period of deputation shall not exceed 3 years)

Name of Post	No. of Posts	Classification	Scale of Pay	Whether selection or non-selection Post.	Whether benefit of years of service admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	Age limit for direct recruitment
Administrative Officer. (1982)	1	General Central Service Group 'B' Deleted, Ministerial.	Rs. 650-30-740-35-880-RB-40-980.	Selection	No	Not exceeding 30 years. (Reliable for Government Servants by 5 years in accordance with the instructions issued by the Central Government)

* Subject to variation dependent on work load.

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (Other than those in Andaman and Nicobar Islands and Lakshadweep).

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Educational and other qualifications required for direct recruits.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputy transfer and percentage of the vacancies to be filled by various methods.
8	NO	TWO YEARS	(1) By promotion filling which by transfer on deputation-50% (11) By transfer on deputy promotion filling which by direct recruitment-50%.
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Essential: Degree of a recognised University or equivalent.

(11) 2 years' experience of administration, accounts and establishment work in a supervisory capacity in a Government office or a public body or a Commercial Organisation of repute.

NOTE: Qualifications are releasable at the discretion of the Union Public Service Commission in case of candidates otherwise not qualified.

NOTE: The qualifications regarding experience are releasable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and 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 or fill up the vacancies reserved for them.

Desirable: Knowledge of Government rules and regulations.

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Case of recruitment by promotion/ promotion/transfer grades from promotion/transfer grades from promotion/department/transfer promotion/department/transfer be made.

If a Departmental Promotion Committee exists what is its composition.

Circumstances in which Union Public Service Commission is to be consulted in making recruitment

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Promotion:

Superintendent in Song and Drama Division with 3 years' regular service in the grade falling which Superintendent with 8 years' combined regular service in the grades of Superintendent and Technical Assistant/ Accountant/ Stenographer Grade-II.

Transfer on deputation:

Officers under the Central Government;

- a) (i) holding analogous posts; or
- (ii) with 3 years' service in posts in the scale of Rs. 550-900 or equivalent; or
- (iii) with 8 years' service in posts in the scale of Rs. 425-700 or equivalent; and

b) possessing experience of administration, establishment and accounts matters. (Period of deputation shall not exceed 5 years).

Group 'B' Departmental Promotion Committee:

- (i) Director, Directorate of Field Publicity/Directorate of Advertising and Visual Publicity/ Publications Division - ~~CRA/IMMAY~~
- (ii) Director/Joint Director/Deputy Director (Administration), Song and Drama Division - MEMBER
- (iii) Deputy Secretary/Director or/ Under Secretary, Ministry of Information and Broadcasting - MEMBER

Consultation with the Union Public Service Commission necessary while making direct recruitment.

NOTE:- The proceedings of the Departmental Promotion Committee relating to confirmation shall be sent to the Union Public Service Commission for approval. If, however, these are not approved by the Commission a fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.

(R.D. Joshi)
Deputy Secretary (Films)

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