

No. M-27011/6/2024-MUC-II

भारत सरकार  
सूचना एवं प्रसारण मंत्रालय  
एम. यु. सी. - II

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

Dated: 25 November 2024.

**OFFICE MEMORANDUM**

Subject: - Filling up of the 01 vacant post of Assistant Director (Admn.) [Level-10, 7<sup>th</sup> CPC, General Central Service, Group 'A' Gazetted, Ministerial] in CBC (erstwhile S&DD) on deputation basis.

The undersigned is directed to say that this Ministry desires to fill up a post of Assistant Director (Admn.) {General Central service, Group 'A', Gazetted, Ministerial in the Pay Matrix Level-10 as per 7th CPC recommendation (Pre-revised pay scale of Rs. 700-40-900-EB-40-1100-50-1300)} in CBC (erstwhile S&DD), subordinate offices under this Ministry on deputation basis. The terms and conditions for the appointment to the post of Assistant Director (Admn.) are mentioned in **Annexure I**.

2. The period of deputation will be initially for a period of one year which may be extended at the discretion of the appointing authority. However, the period of deputation including period of deputation, in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government, shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation is 56 years, as on closing date of receipt of applications. The pay 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. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 and 15.03.2021, as amended from time to time.

3. All Ministries/Departments 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-II**, 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 to the Government of India or equivalent in addition to vigilance clearance and a certificate to the effect that no major/minor penalty was imposed on the officer during the last ten years. 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 will not be entertained.

  
25/11/2024

(Gita Mohan)

Under Secretary to the Government of India

☎ : 2338 6819

**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. Director (Admn.), Min. of I&B, New Delhi.
4. Director General, CBC with the request to ensure publication of the matter in the Employment News immediately.
5. NIC, M/o I&B, Shastri Bhawan with a request to upload the same on the website of the Ministry of Information and Broadcasting.
6. Guard file.

*Gita Mohan*  
25/11/2024

(Gita Mohan)

Under Secretary to the Government of India

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1. Name of Post : Assistant Director (Admn.)
2. Number of Post : One
3. Classification : General Central Service, Group 'A' Gazetted, Ministerial.
4. Scale of Pay : Level -10 as per 7<sup>th</sup> CPC
5. Method of Recruitment : By Transfer on Deputation
6. Period of Deputation : Initially of one year, maximum three years
7. Eligibility condition : Officers under the Central/ State Governments  
(a) (i) Holding, analogous posts on regular basis; or  
(ii) With 3 years' regular service in posts in Level-7 in 7<sup>th</sup> CPC or equivalent;  
(iii) With 5 years' regular service in posts in Level-6 in 7<sup>th</sup> CPC or equivalent; and  
(b) Possessing the educational qualifications and experience mentioned below.  
**Essential:**  
i. Degree of a recognised University or equivalent.  
ii. 5 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.  
**Desirable:**  
i. Knowledge of government rules and regulations.  
**Note:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)
8. Pay Structure : The pay of officers selected will be regulated in accordance with the provisions contained in DoPT's O.M. No. 6/8/2009-Estt.(Pay II) dated 17<sup>th</sup> June, 2010 and OM No. 2/11/2017-Estt.(Pay II) dated 24<sup>th</sup> November, 2017 and 15<sup>th</sup> March, 2021.
9. Job requirement : The administrative Wing is headed by the Deputy Director (Admn.) who is assisted by an Assistant Director(Admn.). He is responsible to the Deputy Director (Admn.) for administrative, establishment and court matter of CBC.

**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>Essential</b>	<b>Essential</b>
A)Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A)Qualification	A) Qualification
B)Experience	B) Experience
<p><b>5.1 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.</p> <p><b>5.2</b> 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.	

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, Pay Band and Grade Pay (Basic Pay with Pay Level as per 7 <sup>th</sup> CPC)	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay (Basic Pay with Pay Level as per 7<sup>th</sup> CPC) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale (Basic Pay with Pay Level as per 7<sup>th</sup> CPC) of the post held on regular basis to be mentioned. Details of ACP/MACP with present Basic Pay with Pay Level as per 7<sup>th</sup> CPC where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay , Pay Band, and Grade Pay (Basic Pay with Pay Level as per 7 <sup>th</sup> CPC) 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/ organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (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</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		
Basic Pay	Pay Level as per 7 <sup>th</sup> CPC	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)		

Contd...7/-

<p><b>16.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></p>	
<p><b>17.</b> Please state whether you are applying for deputation (STC)/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").</p>	
<p><b>18.</b> Whether belongs to SC/ST</p>	

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 \_\_\_\_\_

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. 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)**