

**No. M-11011/7/2022-DO(FC)-Part(1)**  
**Government of India**  
**MINISTRY OF INFORMATION AND BROADCASTING**

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New Delhi, 12<sup>th</sup> June, 2023

**OFFICE MEMORANDUM**

**Subject: Filling up one post of Additional Regional Officer in the Regional Office of Central Board of Film Certification, Guwahati under Ministry of Information & Broadcasting.**

The undersigned is directed to say that it is proposed to fill up **one post of Additional Regional Officer** (General Central Service, Group 'A', Gazetted) in the Regional Office, Central Board of Film Certification, **Guwahati** on deputation basis in the Pay Matrix 11 (Rs.67700-208700) (Pre-revised Pay Band 3 (Rs.15600-39100) with Grade Pay of Rs.6600/-) under Ministry of Information and Broadcasting. The details of the post are given in Annexure-I.

2. The pay, tenure of deputation and other terms and conditions of the selected officers will be regulated in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.

3. Applications of eligible officers in the prescribed proforma (Annexure-II) may be forwarded to this Ministry along with the following:

- i. Up-to-date APAR dossier for the last five years. All Photostat copies of APARs may be forwarded duly attested by an officer not below the rank of Under Secretary or equivalent
- ii. Vigilance Clearance
- iii. Statement indicating whether any minor/major penalty was imposed or not during the last 10 years
- iv. Integrity Certificate
- v. Cadre Clearance

Contd...2/-

5. The applications complete in all respects, may be sent to the Under Secretary (Films-I), Ministry of Information and Broadcasting, A-Wing, Shastri Bhavan, New Delhi-110001 within 30 days from the date of publication of this advertisement in the Employment News. Officers who volunteer for the post will not be allowed to withdraw their candidature subsequently. The maximum age limit of the candidates applying for the post shall not exceed 56 years as on the closing date of receipt of applications.

**(Md Zahid Sharif)**  
**Under Secretary to the Government of India**  
**Tele: 2338 2487**

**Encl.: as above.**

To:

All Ministries/ Departments of the Govt. of India/ All State Governments/ Union Territories.

Copy to:

1. The Director, Employment News, Soochna Bhawan, New Delhi -110003 with the request to publish in the Employment News.
2. All Media Units of the Ministry of Information and Broadcasting with the request that the vacancy may be circulated among the officers and the applications of the eligible officers who are willing and can be spared may be sent to the Ministry along with the Vigilance Clearance, etc., by the prescribed date.
3. Chairperson, Central Board of Film Certification, Mumbai.
4. CEO, Central Board of Film Certification, Mumbai with a request that this O.M. may please be circulated amongst all the Central Govt. offices located in Guwahati.
5. DOP&T, CS Division, Lok Nayak Bhavan, Khan Market, New Delhi for circulation and necessary action.
6. All Desks/Sections in the Ministry of I&B.
7. Spare copies.

**(Md Zahid Sharif)**  
**Under Secretary to the Government of India**

**ANNEXURE-I**

The Description of the posts and eligibility conditions are as follows:-

<b>S. No.</b>	<b>Name of the Post</b>	<b>No. of Posts and Regional Office of CBFC</b>	<b>Eligibility Conditions</b>
1.	<b>Additional Regional Officer</b>  Pay Matrix Level 11 (67700-208700) (Grade Pay-Rs.6600)	<b>01 - Guwahati</b>	<b>Suitable officers of the Indian Administrative Service or Central Service Group A, along with following qualifications:</b>  <u><b>Essential</b></u>  (i) Degree of a recognized University or equivalent.  (ii) Sound knowledge of Hindi and one more Indian language (according to the requirements of the post- <b>in this case Assamese</b> );  (iii) Sound knowledge of Indian History and Culture.  (iv) Seven years' administrative or Managerial experience in a responsible capacity.  <b>(period of deputation - ordinarily not exceeding 3 years)</b>

(Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.)

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BIO-DATA PROFORMA

POST APPLIED FOR: \_\_\_\_\_

1.	Name and address in block letters		
2.	Date of Birth (in Christian era)		
3.	Date of retirement under Central/State Govt. 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).		
	Essential	<u>Qualifications/ experience required.</u> (1) (2) (3)	<u>Qualifications/experience possessed by the officer</u>
	Desired	(1) (2)	
6.	Please state clearly whether in the light of entries made by you above, you meet the requirements 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/ Institute/ Orgn.	Post held	From	To
		Scale of pay and basic pay	Nature of duties

8.	Nature of present employment i.e., quasi permanent or permanent	
9.	If the <u>present employment</u> 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 you belong.	
10.	Additional details about <u>present employment</u> . Please state whether working under : (a) Central Government (b) State Government (c) Autonomous organisations (d) Government Undertakings (e) Universities	
11.	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.	
12.	Total emoluments per month now drawn:  Present Scale of pay: Present Grade Pay:	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
14.	Whether you belong to SC/ST	
15.	Remarks	

Date \_\_\_\_\_

Signature of the candidate

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Office \_\_\_\_\_

Residence \_\_\_\_\_

Mobile \_\_\_\_\_

Certified that the particulars furnished by the candidate have been verified from his/her service records and found correct. No disciplinary/vigilance case is pending or being contemplated against him/her. No major/minor penalty has been imposed on him/her during the last 10 years. His/her integrity is certified. Cadre clearance is also given herewith.

Countersigned by Head of Department/Office

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