

**No. M- 34011/5/2017-DO(FC)**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF INFORMATION AND BROADCASTING**  
**'A' Wing, Shastri Bhavan, New Delhi-110 001**

Dated: 02<sup>nd</sup> January, 2018

**OFFICE MEMORANDUM**

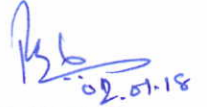
**Subject: Filling up of the post of Secretary to the Film Certification Appellate Tribunal on deputation basis.**

Services of a suitable officer are required for the post of Secretary to the Film Certification Appellate Tribunal in the Pay Matrix Level 11 (67700-208700) (Pre-revised Pay Band 3 (Rs.15600-39100) with Grade Pay of Rs.6600/-) on deputation basis from amongst the officers of Central Government as under:

Officers of the Central Government-

- (a)(i) holding analogous posts on regular basis in the parent cadre or department; or
  - (ii) With five years regular service in the Pay Matrix Level 10 (56100-177500) and Level 9(53100-167800) (Pre-revised Pay Band 3 in the pay scale of Rs.15600-39100 with Grade Pay of Rs.5400/- in the parent cadre or department; and
- (b) Possessing five years experience of establishment administration and accounts matter.
2. The period of deputation including the 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 three years.
3. The pay and allowance of the officer selected will be regulated in accordance with the Department of Personnel & Training's instructions on the matter.
4. Applications of eligible officers in the prescribed proforma (Annexure-II) along with their :
- (i) Up-to-date APARs. All Photostat copies of APARs may be forwarded duly attested by an officer not below the rank of an Under Secretary or equivalent.
  - (ii) vigilance clearance,
  - (iii) penalty statement indicating any minor/major penalty whether imposed or not during the last 10 years
  - (iv) 'integrity certificate' and
  - (v) cadre clearance

may be sent to this Ministry within 60 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.

  
02.01.18

**(P K Jha)**

**Under Secretary to the Government of India**

**Tele:23382487**

To

All Ministries/Departments of the Govt. of India

Copy to:

1. All attached and subordinate offices under the Ministry of Information and Broadcasting.
2. Chairperson, FCAT, New Delhi.
3. Deptt. of Personnel & Training (EO's Office, North Block, New Delhi).
4. Director, Employment News.



**(P K Jha)**

**Under Secretary to the Government of India**

**Tele:23382487**

1. Name of the post : Secretary to the Film Certification Appellate Tribunal
2. Number of post : One
3. Pay Matrix of the post : **Pay Matrix Level 11 (67700-208700) (Pre-revised Pay Band 3 (Rs.15600-39100) with Grade Pay of Rs.6600/-)**
4. Ministry/Department : Ministry of Information & Broadcasting
5. Eligibility : Deputation

Officers of the Central Government-

(a)(i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) With five years regular service in the Pay Matrix Level 10 (56100-177500) and Level 9(53100-167800) (Pre-revised Pay Band 3 in the pay scale of Rs.15600-39100 with Grade Pay of Rs.5400/- in the parent cadre or department; and

(b) Possessing five years experience of establishment administration and accounts matter.

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BIO-DATA PROFORMA

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).

	<u>Qualifications/ experience required.</u>	<u>Qualifications/experience possessed by the officer</u>
Essential	(1)	
	(2)	
	(3)	
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	Pay Band, Grade Pay and basic pay	Nature of duties
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8. Nature of present employment i.e., quasi permanent or permanent
9. If 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 you belong.
10. Additional details about present employment. 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.
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 belongs to SC/ST
15. Remarks

Date \_\_\_\_\_

Signature of the candidate  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Office \_\_\_\_\_  
Residence \_\_\_\_\_  
Mobile \_\_\_\_\_

::3::

Certified that the particulars furnished by the candidate have been verified from his/her service records and are correct. No disciplinary/vigilance case is either 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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