

सं०/ No. A-12025/01/2011-F(A)
भारत सरकार
GOVERNMENT OF INDIA
सूचना और प्रसारण मंत्रालय
MINISTRY OF INFORMATION & BROADCASTING
'ए' विंग, शास्त्री भवन, नई दिल्ली-110115
'A' Wing Shastri Bhawan, New Delhi - 110115

दिनांक/Dated: 24th January, 2011.

OFFICE MEMORANDUM

Subject: - Recruitment to Post of Director General, Films Division, Mumbai.

The undersigned is directed to say that it is proposed to fill up a post of Director General, General Central Service Group 'A' (Non-Ministerial) in Films Division, Mumbai which is a subordinate office under this Ministry. The pay band and other details of the post and eligibility requirements etc. are given in Annexure I.

2. The post is to be filled by promotion/deputation (Including Short-Term Contract) basis from amongst the eligible officers under the Central/State Govt./UTs/ Universities/ Recognized Research Institutions/ Public Sector Undertakings/Semi Government/Statutory or Autonomous Organizations. The period of deputation will normally be three years. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall ordinarily not exceed five years. The pay of the officer appointed on deputation basis shall be governed in accordance with the provisions contained in DOPT's O.M. No.2/12/87-Estt (Pay II) dated 29.04.1998, as amended from time to time.

3. All Ministries/Departments of the Central/State Governments/UT Administration are requested to bring this vacancy circular to the notice of the eligible officers working under them. The application in triplicate should be forwarded 'through proper channel' to the Under Secretary (Films), Room No. 652, 'A' Wing, Shastri Bhawan, New Delhi – 110001, within 45 days from the date of publication of the 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 level of Deputy Secretary/Director in respect of the applicant 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 bio-data and up-to-date ACRs of the last five years, etc. will not be entertained.

(K. RAMAKRISHNAN)
Deputy Secretary to the Govt. of India
Tel: 2307 3775

ANNEXURE - I

Details of the post

- | | | |
|-------|------------------------------------|---|
| (i) | Designation and its classification | Director General (General Central Service, Group 'A' Gazetted, Non-Ministerial) |
| (ii) | Scale of pay | Pay band 4 of Rs.67000-79000 with Grade Pay of Rs.12000 |
| (iii) | Office | Films Division, Mumbai |
| (iv) | Place of posting | Films Division, Mumbai |

Eligibility Conditions:-

(a) Officers under the Central/State Govt./UTs/ Universities/ Recognized Research Institutions/ Public Sector Undertakings/Semi Government/Statutory or Autonomous Organizations.

- (i) holding analogous post on regular basis in the parent cadre/department or;
- (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in Pay Band – 4 of Rs.37,400 – 67000/- with Grade Pay of Rs.10000 in the parent cadre/department and

(b) possessing the following educational qualifications and experience:-

Essential :-

- (i) Degree from a recognized University or equivalent.
- (ii) 25 years' experience out of which at least 15 years' experience in senior executive position and 5 years' experience in Personnel Management and Administration or Mass Media Management or Mass Media Development in a Government Department or a public body or in an Autonomous Organization.

Desirable :-

- (i) Degree or diploma of minimum two years' duration in cinematography or direction from a recognized university or institution.
- (ii) Broad knowledge of areas like production of motion picture films/short films/video films, finance, personnel Indian History, culture and current affairs.

Note-1: The Departmental candidate, holding the post of Additional Director General in Pay Band-4 with Grade Pay of Rs.10000/- with three years regular service, shall also be considered alongwith deputationists and if the departmental candidate is selected, the post shall be deemed to have been filled by promotion.

Note-2: Period of deputation (Including Short-Term Contract) including period of deputation (Including Short-Term Contract) in an ex-cadre post held immediately preceding the appointment shall ordinarily not exceed 5 years. The maximum age limit for appointment by deputation (Including Short-Term Contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

Note-3: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2006/ the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

Note-4 : For the purpose of appointment on deputation (Including Short-Term Contract) basis, the service rendered on a regular basis by an officer prior to 01.01.2006 (The date from which the revised pay structure based on the 6th CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

ANNEXURE – II

Curriculum Vitae Proforma

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. 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

Qualifications/Experience possessed by the officer

Essential (1)
(2)
(3)

Desired (1)
(2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirement 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	From	To	Scale of pay and Basic Pay	Nature of Duties (in detail)

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/organization to which you belong

10. Additional details about present employment

(Please state whether working under (indicate the name of your employee against the relevant entry)

(a) Central Govt.

- (b) State Govt.
- (c) Autonomous Organisation
- (d) Government Undertakings
- (e) Universities
- (f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. 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.

13. Total emoluments per month now drawn.

14. Additional information, if any, which you would like to mention 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).

15. Please state whether you are applying for deputation (ISTC)/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)

16. Whether belongs to SC/ST

17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/ institutions/societies and (iv) any other information.

(Note: Enclose a separate sheet, if the space is insufficient).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate
Address.....

Date

Countersigned
.....
.....
(Employer with Seal)