

No.A-12025/10/2011-F(A)
Government of India
Ministry of Information and Broadcasting
“A” Wing, Shastri Bhavan, New Delhi-110 001

Dated:17th November, 2011

To

The Chief Secretary,
State Governments / Union Territory Administrations.

Subject: Filling up of one post of Additional Director General in Films Division, Mumbai.

Sir,

I am directed to say that it is proposed to fill up one post of Additional Director General, General Central Service, Group “A” Gazetted (Non-Ministerial) in the Pay Band 4 in the pay scale of Rs.37400-67000 with Grade Pay of Rs.10000/- in Films Division, Mumbai which is a subordinate office under the Ministry of Information & Broadcasting. The post is to be filled by deputation (including short-term contract) from amongst the Officers under the Central or State Government or Union Territory Administration or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:

(i) Holding analogous post on regular basis in the parent cadre or department; or
(ii) With three years service in the grade rendered after appointment thereto on a regular basis in Pay Band 4 in the pay scale of Rs.37400-67000 with Grade Pay of Rs.8700 or equivalent in the parent cadre or department; and

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

Essential:

- (i) Degree of a recognized University or equivalent; and
(ii) 18 Years experience out of which minimum 5 years experience in Personnel Management and Administration or Mass Media Management or Mass Media Development in Government or Autonomous Organisation.

Desirable:

- (i) Degree or Diploma of minimum 2 years' duration in film production including Direction, Cinematography, Editing, Sound Recording;

OR

Diploma in Mass Communication with knowledge of production of Motion Pictures of Short Films including documentary films.

.....2..

Note-1: 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, deputationist shall not be eligible for consideration of appointment by promotion.

Note-2: Period of deputation (Including Short-Term Contract) in another ex-cadre post held immediately preceding the appointment in the same or some other organization or department of the Central Government, 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 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 or pay scale is the normal replacement grade without any upgradation.

3. The pay and allowances of the officers selected will be regulated in accordance with the Department of Personnel and Training's O.M.No.2/29/91-Estt (Pay-II) dated the 5th January, 1994 as amended from time to time.

4. It is requested that the applications of the Officers who are eligible and can be spared immediately in the event of their selection may be sent to this Ministry (In duplicate) in the proforma at Annexure, addressed to **Deputy Secretary (Films), Ministry of Information & Broadcasting, Room No.547, A-Wing, Shastri Bhawan, New Delhi** along with their bio-data and up-to-date Confidential Reports/APARs of last five years within **45 days** from the date of publication of this advertisement in the Employment News. While forwarding the applications, it is requested also to furnish an Integrity Certificate in respect of the Officers in addition to Vigilance Clearance and also a certificate to the effect that no major/minor penalty was imposed on the officer during last 10 years. No application will be entertained which is found incomplete or received after the last date of submission and / or which has been forwarded without complete and up-to-date character rolls, vigilance clearance and other documents duly verified by an officer not below the rank of Under Secretary to the Government of India.

Yours faithfully,

(K.Ramakrishnan)
Deputy Secretary to the Govt. of India
Tele: 011-23073775

Copy to:

1. All Ministries/Departments of the Government of India, with the request that the vacancies may be circulated among the eligible officers in the Ministry / Department including Public Sector Undertakings, Statutory or Autonomous Organisations etc. under their control.

2. University Grants Commission, Bahadurshah Zafar Marg, New Delhi with the request to circulate the vacancies among the eligible officers.
3. All Media Units of the Ministry of Information & Broadcasting with the request that the vacancies may be circulated among the eligible officers.
4. Bureau of Public Enterprises, Block No.14, CGO Complex, Lodhi Road, New Delhi-3 with the request to circulate the vacancies among the eligible officers in the Public Sector Undertakings.
5. The Director General, Films Division, 24-Dr.G.Deshmukh Marg, Mumbai-26
6. The Director General, DAVP, Sookhana Bhawan, CGO Complex, New Delhi for publication in the Employment News (English and Hindi version). Six (6) copies of the Employment News in which the advertisement is published may be sent to this Ministry.
7. The Chief Editor, Employment News, East Block IV, Level 5-7, R.K.Puram, New Delhi-110 066 with the request that this may be published in the Employment News at the earliest.
8. The Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
9. All Desk Officers/Section Officers in the Ministry of I & B
10. Spare copies

(K.Ramakrishnan)
Deputy Secretary to the Govt. of India

PROFORMA

APPLICATION FOR THE POST OF ADDITIONAL DIRECTOR GENERAL IN THE
PAY BAND OF RS.37400-67000 WITH GRADE PAY OF RS.10,000/- (PB-4) ON
DEPUTATION (INCLUDING SHORT TERM CONTRACT) IN FILMS DIVISION,
MUMBAI UNDER MINISTRY OF INFORMATION AND BROADCASTING.

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)

Qualifications/ Experience required

Qualifications/ Experience
possessed by the officer

Essential (1)

(2)

(3)

Desirable (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:

Sr.No.	Office/Instt./Orgn.	Post held	From	to	Scale of Pay & Basic Pay	Nature of Duties (in detail)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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 employer against the relevant entry)

(a)Central Government

(b) State Government

(c)Autonomous Organization

(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)