

**No. A-12025/05/11-F(A)**  
Government of India  
Ministry of Information and Broadcasting  
"A" Wing, Shastri Bhavan, New Delhi-110 001

Dated the 10<sup>th</sup> January, 2012

To

The Comptroller & Auditor General of India, New Delhi  
The Accountant General, Central Revenues, New Delhi  
The Controller General of Defence Accounts, R.K.Puram, New Delhi  
The Controller General of Accounts, Ministry of Finance, (Department of Expenditure), New Delhi  
Controllers of Accounts in all Ministries/ Departments of Government of India  
Accountants General in all State Government / Union Territories  
The Director, Indian Railway Accounts Service, Railway Board, New Delhi  
Director General, Posts & Telegraphs, New Delhi  
All Pay & Accounts Offices in the Ministry of Information and Broadcasting and Media Unit

Subject: Filling up of the post of Internal Financial Adviser (Group 'A' Gazetted) in Films Division, Mumbai.

Sir,

I am directed to say that it is proposed to fill up the post of Internal Financial Adviser, General Central Service, Group "A" Non-Ministerial, in the Pay Band of Rs.15600-39100 with Grade Pay of Rs.6600/- (Rs.3000-4500 pre-revised as per IV CPC and Rs.10000-325-15200 pre-revised as per V CPC) in the Films Division, Mumbai by transfer on deputation from amongst the Officers from the organized Accounts Services of the Central Government:-

- (i) Holding analogous posts on regular basis; OR
- (ii) With 5 years regular service in posts in the Pay Band of Rs.9300-34800 with Grade Pay of Rs. 5400/- as per VIth CPC. ( Rs. 2200-4000 Pre-revised as per IVth CPC and Rs. 8000-13500 as per Vth CPC) OR
- (iii) With 7 years regular service in posts in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4600/- or equivalent;( Rs. 2375-3500 pre-revised as per IVth CPC, Rs. 7450-11500 pre-revised as per Vth CPC) **OR**

**Officers of the Central Government:-**

- (a) (i) holding analogous posts on regular basis; OR
- (ii) with 5 years regular service in posts in the Pay Band of Rs.9300-34800 with Grade Pay of Rs. 5400/- as per VI th CPC. ( Rs. 2200-4000 Pre-revised as per IVth CPC and Rs. 8000-13500 pre-revised as per V th CPC)
- OR
- (iii) with 7/8 years regular service in posts in the Pay Band of 9300-34800 with Grade Pay of Rs.4600/- (Rs. 2375-3500/2000-3500 as per IVth CPC and Rs. 7450-11500/Rs. 6500-10500 as per Vth CPC) or equivalent; and
- (b) Possessing experience in accounts, budget and financial matters.

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / departments of the Central Government shall ordinarily not exceed 3 years.

3. The pay and allowances of the officer selected will be regularized in accordance with the Department of Personnel and Training's O.M.No.2/29/91-Estt (Pay-II) dated the 5<sup>th</sup> 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 the Ministry (In duplicate) in the proforma at Annexure addressed to **Deputy Secretary (Films), Ministry of Information & Broadcasting, Room No. 664, 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 the 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: 011-2338 6536

Copy to:

1. All Ministries/Departments of the Government of India, with the request that the vacancy may kindly be circulated among the eligible officers under their control.
2. University Grants Commission, Bahadurshah Zafar Marg, New Delhi Marg, New Delhi with request to circulate the vacancy among the eligible officers.
3. All Media Units of the Ministry of Information & Broadcasting with the request that the vacancy may be circulated among the eligible officers.
4. Bureau of Public Enterprises, Block No.14, CGO Complex, Lodhi Road, New Delhi-3 with request to circulate the vacancy 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, Dhoolpur House, Shahjahan Road, New Delhi
9. All Dest Officers/Section Officers in the Ministry of I & B
10. Spare copies



(K.Ramakrishnan)

Deputy Secretary to the Govt. of India

**BIO-DATA PROFORMA****APPLICATION FOR THE POST OF INTERNAL FINANCIAL ADVISER, FILMS DIVISION,  
MUMBAI (A SUBORDINATE OFFICE OF THE 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)

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 --Qualifications/ Experience required

Qualifications/ Experience  
 possessed by the officer  
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 Essential (1)

(2)

(3)

Desired (1)

(2)

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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)