

F. No-21/4/2015-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training


Lok Nayak Bhawan, New Delhi,
Dated 10th May 2016

Office Memorandum

Subject:-Filling up of 01(one) post of Business Manager in Public Division at New Delhi under M/o Information & Broadcasting on Deputation (including short-term contract) basis, reg.

With reference to vacancy circular O.M. No-28011/03/2016-FS, dated-04.05.2016, Ministry of Information & Broadcasting on the subject mentioned above is circulated for information of all CSS officers.

2. It may be noted that Cadre Clearance from CS.I Division will be required in the case of Under Secretary and above level officers of CSS applying for Deputation.


(Raju Saraswat)

Under Secretary to the Government of India
Tel:-24629412

To

All Ministries/Departments (through Website of DOP&T)

File No. M-28011/03/2016-FS
Government of India
Ministry of Information & Broadcasting

New Delhi, 04th May, 2016

Office Memorandum

Subject: Filling up of 01(one) post of Business Manager in Publications Division at New Delhi under Ministry of Information and Broadcasting on deputation (including short-term contract) basis.

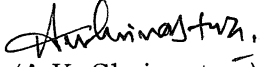
I am directed to say that it is proposed to fill up the post of Business Manager in Publications Division, DPD, New Delhi (including short term contract) basis in pay Band- 3 Rs. 15600-39100+Grade Pay of Rs.6600/- under Ministry of Information and Broadcasting. The details of the post are given in Annexure- A.

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

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

- (i) Up-to-date CR dossier. All Photostat copies of ACRs may be forwarded duly attested by an officer not below the rank of an 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

4. The applications complete in all respect, may be sent to the Under Secretary, (FS Desk), Ministry of information and Broadcasting, Room No. 748, 'A' wing, Shastri Bhawan, New Delhi- 110001 within 60 days from the date of publication of this advertisement in the Employment News. Officers who volunteer for the post shall not be allowed to withdraw their candidature subsequently. The maximum age limit of the candidates applying for the post shall not exceed 50 years as on the closing date of receipt of applications.


(A.K. Shrivastwa)

Under Secretary to the Government of India
Tel No. 2338 5795

Encls: As above

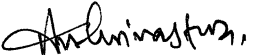
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To:

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

Copy to:

1. 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 be sent to the Ministry along with the Vigilance Clearance etc., by the prescribed dated.
2. Chairperson, Central board of Film Certification, Mumbai.
3. CEO, Central Board of Film Certification, Mumbai along with 10 spare copies with a request that this OM may please be circulated amongst all the Central Govt. officers located at Kolkata.
4. Director, DAVP, 8th Floor, Sookna Bhawan, CGO Complex, Lodhi Road, New Delhi for publication in Employment News.
5. The Chief Editor, Employment News, East block-IV, Level 5-7, R.K. Puram, New Delhi-10066
6. DOP&T, CS Division, Lok Nayak Bhawan, Khan Market, New Delhi for circulation and necessary action.
7. UPSC, Dholpur House, Shahjahan Road, New Delhi for information.
8. All Desks/Sections in the Ministry of I&B
9. Spare Copies.


(A.K. Shrivastwa)

Under Secretary to the Government of India

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Publications Division
Soochna Bhawan, New Delhi

Subject: Filling up of 01 (one) post of Business Manager in Publications Division at New Delhi under Ministry of Information and Broadcasting on deputation (including short-term contract) basis.

Application are invited for appointment to the 01 (one) post of Business Manager in Publication Division, DPD , New Delhi (including short term contract) basis in Pay Band 3 : Rs. 15600-39100 + Grade Pay of Rs. 6600/-

Job Description:-

Business Manager is the Head of a Sales Emporium and is responsible for procurement of bulk orders of DPD's Publications, handling Public Relation and liaison works, giving directions for effective publicity campaign meeting and decision making to promote bulk sale of out publications.

It has been an ordeal for the present officials of the Business Wing to tackle and deliver publications to its patrons and buyers in absence of abolished posts. By the position of available staff, sanctioned posts, post vacant and the details available with administration, it can be inferred that available staff is almost negligible to handle the smooth work of Business Wing.

Eligibility/Essential:-

- (i) Degree in Commerce form recognized University.
- (ii) 5 years experience in Supervisory Capacity in a Publishing House of standing or a corresponding organization under Government dealing with distribution of Publications, Advertising, Publicity.

Desirable:-

- (i) Knowledge of Hindi.
- (ii) Master Degree from recognized university.

Note:-

- (i) Qualifications are relax able at the discretion of UPSC in case of candidates otherwise well qualified.
- (ii) The qualification regarding experience are relax able at a discretion of UPSC in the case of candidates belonging to SC/ST candidates, if at any stage of selection, the Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserve from them.

BIO-DATA PRO FORMA

APPLICATION FOR APPOINTMENT TO THE POST OF BUSINESS MANAGER GROUP -A, GAZETTED IN THE PAY BAND-3 OF Rs.15600-39100/- WITH GRADE PAY OF RS.6600/- ON DEPUTATION IN PUBLICATIONS DIVISION, MINISTRY OF INFORMATION & BROADCASTING.

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)	
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	

(7)

7.	Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient					
S.N.	Office/Instt./Orgn.	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties
1	2	3	4	5	6	7
8.	Nature of present employment i.e. ad-hoc or Temporary or Quasi-Permanent or Permanent					
9.	<p>In case the present employment is held on deputation/contract basis, please state:-</p> <p>(a) The date of initial appointment.</p> <p>(b) Period of appointment on Deputation/contract</p> <p>(c) Name of the parent office/organisation to which you belong.</p>					
10.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the previous scale.					
11.	Total emoluments per month now drawn					
12.	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					

6

13	Please state whether you are applying for deputation/Absorption/ Reemployment Basis. (Officers under Central / State Governments are only eligible for Absorption. Candidates of non-government Organizations are eligible only for short term contract.)	
14	Whether belongs to SC/ST please mention	
15.	Remarks	

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)**

CERTIFICATE

- i) Certified that the particulars of the officer has been verified and found to be correct.
- ii) It is certified that no disciplinary proceedings are either pending and or contemplated against the officer. Also it is certified that no any major/minor penalty was imposed on the officer during the last 10 years.
- iii) Integrity of the officer is also certified.

(Signature of the Head of Office with stamp)