

No. A-12025/1/2018-DO(FA)  
**Government of India**  
**Ministry of Information and Broadcasting**  
"A" Wing, Shastri Bhavan, New Delhi-110001  
\*\*\*\*\*

Dated: 21/08.2018

To

The Chief Secretary,  
State Government / Union Territories.

**SUBJECT:** Filling up of the post of Director of Administration in Films Division, Mumbai.

Sir,

I am directed to say that it is proposed to fill up one post of Director of Administration in Films Division, Mumbai in the Level 13 of Pay Matrix (pre-revised Pay Band-4 of ₹ 37400-67000 with Grade Pay of ₹ 8700/-) (Central Service Post, Group 'A' (Class-I) included in the General Central Service, Group 'A' (Class-I) **on deputation basis by a suitable officer from an All India Service or a Central Service Group 'A' (Class-I) with about 12 to 15 years' service.** The Headquarters of the post is Mumbai. The main duties envisaged for the post are to oversee, supervise and streamline the administrative and financial working of Films Division including distribution of films and vigilance matters subject to the overall supervision and control of the Director General, who is Head of the Department. The officer is also required to give leadership and also administrative support to the implementation of the various plan schemes i.e., on going and new schemes to be executed in Films Division.

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. The maximum age limit for appointment shall not exceed 56 years as on the closing date for receipt of applications.

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. 6/8/2009-Estt. (Pay II) dated the 17<sup>th</sup> June, 2010 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 **Director (Films), Ministry of Information & Broadcasting, Room No. 133, A-Wing, Shastri Bhawan, New Delhi-110001** 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 a cadre clearance certificate, 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 (**ALL IN ORIGINAL**). No application will be entertained which is found incomplete or received after the last date of submission and / or which has