

No. A-12025/01/2013-Est. I

Films Division

Ministry of Information & Broadcasting

Government of India

24-Dr. G. Deshmukh Marg, Mumbai-400 026

Subject: - Advertisement for filling up of one post of "Assistant Administrative Officer" (Group 'B' Gazetted) Ministerial in the scale of pay of Rs. 9300-34800 in PB-2 with Grade Pay of Rs. 4600/- in Films Division, Mumbai - by transfer on deputation. It is proposed to fill up the one post of "Assistant Administrative Officer" in Pay Matrix Level 7 as per 7th CPC (Rs. 2375-75-3200-EB-100-3500 (Pre-revised) of 4th CPC), Rs. 7450-225-11500 (Pre-revised of FCPC); Pre-revised Rs. 9300-34800 in PB-2 (of SCPC) with Grade Pay of Rs. 4600/- in Films Division at Mumbai by deputation from amongst officers of the Central Government:-

a) holding analogous posts on regular basis; or with three year's regular service in posts in Pay Matrix Level 7 as per 7th CPC (Rs. 2000-3200 (Pre-revised of 4th CPC), Rs. 7450-225-11500 (Pre-revised of 5th CPC), (Rs. 9300-34800 in PB-2 with Grade Pay of Rs. 4600/- (Pre-revised of 6th CPC) or equivalent.

b) possessing experience of administration, establishment and accounts matters.

2. The departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

3. The Assistant Administrative Officer in the Films Division is in-charge of the major sections like Administration, Stores, Film Production etc. The major role of the post is:

i) He is an Officer-in-charge of two or three major sections deal with the work like administration, recruitments, promotions, framing of RRs, maintenance of reservation as well as recruitment rosters, parliament questions, holding of DPC meetings, purchase of Stores including Plant and Machinery and production of films assigned to in-house directors, outside producers on contract basis etc.

ii) To attend the legal matters directly under the supervision of Senior Administrative Officer / Director General.

iii) To implement the Plan Schemes, projects and other work related to the Govt's plans and policies etc.

iv) Any other important work assigned by senior Officers.

4. The place of posting will be at Mumbai. However it is transferable anywhere in India.

5. The period of deputation including period of deputation in another ex-cadre post held immediately preceding appointment under these rules in the same or other organization / department of the Central Government shall ordinarily not exceed three years. However, initially the appointment will be for one year which is extendable from year to year basis at the discretion of the Appointing Authority. The maximum age shall not exceed 56 years as on the closing date of receipt of application.

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

7. 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 Division (in duplicate) in the proforma at Annexure-A, addressed to "The Director General, Films Division, Ministry of Information & Broadcasting, Government of India, 24 - Dr. G. Deshmukh Marg, Mumbai -400 026 alongwith requisite enclosure/ certificates within 8 weeks from the date of publication of the advertisement in the Employment News". While forwarding the applications, the Departments are requested also to furnish an Integrity Certificate in respect of the officer 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.

8. No application will be entertained which is found incomplete or received after the due date of submission and / or which has been forwarded without complete and up-to-date character rolls, vigilance clearance etc.

(Viplove Rai Bhatia)

Director & Head of Office

for Director of Administration

ANNEXURE-A

PROFORMA

Application for Appointment to the post of "Assistant Administrative Officer" in the scale of pay of Rs. 7450-225-11500 (Pre-RevISED of FCPC), Revised Rs. 9300-34800 in PB-2 With Grade Pay of Rs.4600/- on Deputation in Films Division, Ministry of Information and Broadcasting

1.	Name of the Applicant	
2.	Name of the Father / Husband	
3.	Address for communication, Telephone No. (if any)	
4.	Date of Birth (in Christian Era)	
5.	Date of appointment in the Central/ State Government Service	
6.	Whether belongs to SC/ST? (If Yes, please mention sub-caste)	

7.	Date of Retirement under Central/ State Govt. Rules					
8.	Educational Qualifications					
9.	Whether Educational and other 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)					
10.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
11.	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
(1)	(2)	(3)	(4)	(5)	(6)	(7)
12.	Post held at present and whether it is Cadre or ex-cadre post and the date from which held (whether Permanent or temporary)					
13.	In case the present employment is held on deputation/ contract basis, please state:- (a) The date of initial appointment. (b) Period of appointment on (c) Deputation / contract (d) Name of the parent office / organisation to which you belong.					
14.	Additional details about present employment. Please state whether working under - (a) Central Government (b) State Government (c) Autonomous Body (d) Government Undertakings (e) Universities					
15.	Present pay and pay scale					
16.	A total emoluments per month now drawn					
17.	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.					
18.	Remarks					

Signature of the Applicant with
Date & address.....

Place:

Date:

Countersigned.....

(Employer)

List of Enclosures

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 Department with stamp)

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