

Ministry of Information & Broadcasting

'A' Wing, Shastri Bhavan, New Delhi

Sub: Filling up of the post of Director (General Central Service, Group 'A', Gazetted, Non-Ministerial) [PB-4 (Rs.37400-67000) with GP Rs.8700] corresponding to the pre-revised scale of pay of Rs.14300-400-18300 in National Film Archive of India, Pune under Ministry of Information and Broadcasting.

It is proposed to fill up the post of Director (Group 'A' Gazetted) in the Pay Band-4 (Rs.37400-67000) with GP Rs.8700/- corresponding to the pre-revised scale of pay of Rs.14300-400-18300 in the National Film Archive of India, Pune by deputation (including short-term contract)/Promotion. The eligibility conditions for appointment to the post are given in the Annexure-I.

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

3. Applications of eligible officers in the prescribed proforma (Annexure-II) may be forwarded in duplicate to this Ministry along the following documents:

- (i) Copies of ACRs for the last five years duly attested by an officer not below the rank of an Under Secretary or equivalent,
- (ii) Vigilance clearance certificate,
- (iii) Certificate to the effect that no minor/major penalty was imposed on the officer during the last 10 years,
- (iv) 'Integrity Certificate' and
- (v) Cadre clearance.

The applications in the prescribed proforma at Annexure-II may be sent to this Ministry addressed to Director (Films), Ministry of Information and Broadcasting, R.No.664, 'A' Wing, Shastri Bhavan, New Delhi, within 45 days from the date of publication of this advertisement in the Employment News. Officers who volunteer for the post will not be allowed to withdraw their candidature subsequently. The maximum age limit of the candidates applying for the post shall not exceed 56 years as on the closing date of receipt of applications.

(Amitabh Kumar)
Director (Films)
Tele:23386536
Annexure-I

1. Designation of the Post : Director, National Film Archive of India, Pune.
2. Classification : General Central Service, Group 'A' Gazetted, Non-Ministerial.
3. Scale of Pay : Pay Band-4 (Rs.37400-67000) with GP Rs.8700/- corresponding to the pre-revised scale of pay of Rs.14300-400-18300
4. Place of Duty : National Film Archive of India, Pune
5. Method of Recruitment : Deputation (including short-term contract)/Promotion:

Eligibility: Deputation (including short-term contract):

I. Officers under Central Government or State Governments or Union Territories or Universities or recognized research Institutions or Public Undertakings or Semi-Government statutory or autonomous organizations:-

- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or
 - (ii) with five years' service in grade rendered after appointment thereto on regular basis in PB-3 (Rs.15600-39100) with GP Rs.7600/- corresponding to pre-revised scale of pay of Rs.12000-16500 or equivalent in the parent cadre/department; or
 - (iii) with ten years' service in the grade rendered after appointment thereto on regular basis in PB-3 (Rs.15600-39100) with GP Rs.6600/- corresponding to pre-revised scale of pay of Rs.10000-15200 or equivalent in the parent cadre/Department; and
- (b) Possessing Educational Qualifications and Experience as follows:

Essential:

- (i) Bachelor's Degree from a recognized University or equivalent
- (ii) Ten years experience in teaching on subjects relating to cinema or mass communication or use of mass media including five years experience in administration.

Note 1: Qualifications are relaxable at the discretion of Union Public Service Commission in case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection, the Union Public Service 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 posts reserved for them.

Desirable:

- (i) Knowledge of specialised techniques and technology of film classification and preservation for archival purposes;
- (ii) Experience in film criticism or film research work including publications; and
- (iii) Knowledge of foreign language.

Note 1: 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.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed four years.

Note 3: The maximum age limit for appointment on deputation is 56 years as on the closing date of receipt of applications.

Promotion:

II. The departmental Regional Officers and Deputy Director-cum-Curator with 10 years regular service in PB-3, Rs.15600-39100 with Grade Pay Rs.6600/- corresponding to the pre-revised pay scale of Rs.10000-15200/- shall also be considered along with deputationists and in case anyone of them is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note: In the case of promotion educational qualification prescribed for direct recruitment will apply.

5. Job requirements : The post of Director is the top most in the Organization. The Director as the Head of Department is responsible for proper and efficient management of the affairs of National Film Archive of India, which includes acquisition, preservation and proper utilization of archival films, all administrative, personnel and financial matters relating to the Organization. He is also responsible for organizing the courses in Film Appreciation and also courses/lectures/seminars for interested film study groups in colleges, universities and other educational set ups.

Annexure-II

Bio-Data Proforma

Application for the post of Director, National Film Archive of India, Pune
(A Subordinate Office of the Ministry of Information and Broadcasting)

to be forwarded to the Ministry of Information and Broadcasting in duplicate)

Part-I

1. Name and Address in block letters :
2. Date of Birth and age (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. 3.

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

6A. In case of deputationists, whether eligible under I.(a)(i) or (ii) or (iii) of Annexure-I. Please elaborate.

7. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

S. No.	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. 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-

(a) Central Government

(b) State Government

(c) Autonomous Organisation

(d) Govt. Undertaking

(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. :

Enclose a separate sheet, if the space is insufficient.

15. Please state whether you are applying for deputation (ISTC)/Promotion

16. Whether belongs to SC/ST?

17. Remarks. :

Signature of the Candidate with date

Address _____

Phone No. _____

Office: _____

Residence: _____

Mobile: _____

Date: _____

(Countersigned by Head of Department/Office)

Part-II

(To be filled by the employer)

Certified that the particulars furnished by the candidate have been verified from his/her service records and are correct. No disciplinary/vigilance case is either pending or being contemplated against him/her. No major/minor penalty has been imposed on him/her during the last 10 years. His/her integrity is certified. Cadre clearance is also given herewith.

(To be signed by an officer not below the rank of Deputy Secretary with stamp indicating Name and Designation of the Officer.)