

## Ministry of Information & Broadcasting

'A' Wing, Shastri Bhawan, New Delhi-110115

**Subject: Filling up of the post of Senior Administrative Officer in Films Division, Mumbai.**

It is proposed to fill up two posts of Administrative Officer (re-designated as Senior Administrative Officer) in the pay scale of Rs.3000-100-3500-125-4500 (pre-revised) i.e. in the Pay Band of Rs.15600-39100 with Grade Pay of Rs. 6600/- in the Films Division, Mumbai in the revised pay, on deputation (including short-term contract) from amongst the Officers under the Central/State Governments/Public Sector Undertakings/Autonomous Bodies/Statutory Organizations etc:

- (a) (i) holding analogous posts on regular basis; or  
(ii) with 5 years regular service in post in the Pay Scale of Rs.2200-4000 (pre-revised) i.e. in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 5400/- (PB-2) as per revised pay or equivalent; or  
(iii) with 8 years regular service in post in the Pay Scale of Rs.2000-3500 (pre-revised) in the Pay Band of Rs.9300-34800 with Grade Pay of Rs. 4600/- as per revised pay or equivalent; and  
(b) having experience in administration, establishment and accounts matters.

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. 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 3 years.

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

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 the 5th January, 1994 as amended from time to time.

3. Applications of the officers who are eligible and can be spared immediately in the event of their selection may be sent to this Ministry (in duplicate) in the proforma at Annexure, addressed to **Deputy Secretary (Films), Ministry of Information & Broadcasting, Room No.655, 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 this 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.

(K. Ramakrishnan)

Deputy Secretary to the Govt. of India  
Tele: 011-23073775

### Annexure Bio-Data Proforma

**Application for the post of Senior Administrative Officer, Films Division, Mumbai  
(A subordinate office of the Ministry of Information and Broadcasting).**

- Name and address in block letters :
- Date of Birth (in Christian Era) :
- Date of retirement under Central/State Govt. Rules :
- Educational Qualifications :
- 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
- Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
- Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient :

Sr. No.	Office/Institution/ Organization	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties (in details)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- Nature of present employment, i.e. ad hoc or temporary or permanent.
- In case the present employment is held on deputation/contract basis, please state:-
  - The date of initial appointment.
  - Period of appointment on deputation/contract.
  - Name of the parent office/organization to which you belong.
- Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant entry):
  - Central Government
  - State Government
  - Autonomous Organization
  - Govt. Undertaking
  - Universities
  - Others
- 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.
- Total emoluments per month now drawn
- 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.
- Whether belongs to SC/ST ?
- Remarks.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the bio-data 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)