

A-12024/02/2023-Admn.I
Government of India
Ministry of Information & Broadcasting
Publications Division
Admn.I Section

Soochna Bhawan, CGO Complex
Lodhi Road, New Delhi 110003
Dated: 3.07.2024

To

General Manager
Employment News
7th Floor
Soochna Bhawan, CGO Complex
Lodhi Road, New Delhi 110003

Subject: Filling up Two posts of Junior Store Keeper in Publications Division—reg.

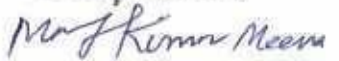
Sir,

The Directorate of Publications Division proposes to fill up 02 (two) posts of **Junior Storekeeper, General Central Service, Class III, Non-Gazetted Non-Ministerial post** (earlier pay scale Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300) [Now in Level-4 of Pay Matrix (Pre-revised: PB-I Rs. 5200-20,200+Grade pay of Rs.2400/- as per 6th Pay Commission) as per 7th CPC] on transfer/deputation basis in Publications Division. Other necessary details and Pro-forma to be filled up by the applicants **is enclosed**.

2. It is requested to kindly publish the above advertisement in next issue of Employment News and Rozgar Samachar Weekly

Encl: As above

Yours faithfully


(Manoj Kumar Meena)
Dy. Director(Admn.)

Copy to:

1. PPS to DG
2. PS to ADG
3. Director Admn.
4. DD(DN), DD(MKM)

A-12024/02/2023-Admn.I
Government of India
भारत सरकार
Ministry of Information & Broadcasting
सूचना और प्रसारण मंत्रालय
Directorate of Publications Division
प्रकाशन विभाग निदेशालय
New Delhi

Subject: Filling up of 02 (two) posts of Junior Storekeeper in the Publications Division, Ministry of Information & Broadcasting on transfer/deputation basis-regarding.

Applications are invited for 02 (two) posts of **Junior Storekeeper, General Central Service, Class III, Non-Gazetted Non-Ministerial post** (earlier pay scale Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300) [Now in Level-4 of Pay Matrix (Pre-revised: PB-I Rs. 5200-20,200+Grade pay of Rs.2400/- as per 6th Pay Commission) as per 7th CPC] in Publications Division.

Job Description

Junior Storekeeper is responsible for receiving, stacking, storing and issuing of books for various purposes. He/she is also responsible for maintenance of necessary documentation as and when required, ensures the availability of stock of books in sufficient quantity.

Eligibility

By transfer/deputation from amongst Grade II Clerks of Central Secretariat Clerical Service and the Lower Division Clerks appointed against the excluded Clerical posts in the Publications Division with 3 years' service in the grade.

Place of Vacancy: 01-Lucknow, 01-Delhi

Other conditions:

- a. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
 - b. The pay and allowances of the officers selected will be regulated in accordance with the Department of Personnel & training O.M. No.2/ 29/ 91-Estt. (Pay) II dated 5th January 1994 as amended from time to time.
 - c. 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.
2. Applications (in duplicate) in the prescribed pro-forma (**Annexure 'A'**), through proper channel must reach Deputy Director, Publications Division, Ministry of

Information & Broadcasting, Government of India, Sochna Bhawan, 6th floor, Room No. 685, Lodhi Road, New Delhi, 110003 within 45 days of the date of publication of the advertisement. Envelopes are to be superscribed with 'Application for Junior Storekeeper in DPD on transfer/deputation basis'. The following documents/ certificates from the sponsoring authority, duly attested by the Competent Authority, must accompany the applications:

- a. Certificate that the particulars given by the applicants are correct
 - b. No vigilance/ disciplinary case either pending/ contemplated against the applicant.
 - c. Certificate indicating that in case of selection, officer will be relieved for taking up new assignment.
 - d. Attested copies of up-to-date APAR/CR dossiers of the applicant for the preceding 5 years
 - e. Integrity Certificate
 - f. No Penalty statement during the last 10 years.
3. 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, APAR for the last 05 years.
4. In case, large number of candidates apply for the said post, they will be scrutinized by Search-cum-Selection Committee followed by document examination, if necessary.
5. Decision of Director General, DPD will be final as per rules in case of any clarification, if required.


(Manoj Kr. Meena)
DEPUTY DIRECTOR

BIO DATA PRO FORMA

Application for the post of **Junior Storekeeper, General Central Service, Class III, Non-Gazetted Non-Ministerial post** (earlier pay scale Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300) [Now in Level-4 of Pay Matrix (Pre-revised: PB-I Rs. 5200-20,200+Grade pay of Rs.2400/- as per 6th Pay Commission) as per 7th CPC] by transfer/deputation in Publications Division, Ministry of Information & Broadcasting.

| |
|----------------------|
| Applicant's Photo |
|----------------------|

| |
|--------------------------|
| Applicant's Signature |
|--------------------------|

| | | |
|---|--|--|
| 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 | |
| *use separate sheet if required. | | |
| 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 | Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. | | | | | |
| Sl. No. | Office/ Insttn. Orgn. | Post held | From | To | Level in Pay Matrix and Basic Pay | Nature of duties |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 8 | Nature of present employment, i.e., ad-hoc or temporary 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/ organization 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. | |
| 13 | Please state whether you are applying for transfer/deputation. | |
| 14 | Whether belonging to SC/ST/OBC/General Category, please mention. | |
| 15 | Preference for place of posting in the order | 1. 2. |
| 16 | Remarks | |

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Bio Data 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: _____

Dated:

Countersigned (by Employer with seal)

CERTIFICATE

- a. Certified that the particulars of the official has been verified and found to be correct.
- b. It is certified that no disciplinary proceedings are either pending or contemplated against the officer. Also it is certified that no major/ minor penalty was imposed on the officer during the last 10 years.
- c. Integrity of the official is also certified.
- d. APARs of last five years duly verified are enclosed.

(Signature of Head of Office with stamp)