

GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
'A' Wing, Shastri Bhavan, New Delhi.

New Delhi, the 24th December, 2003

OFFICE MEMORANDUM

Subject: Filling up the post of Administrative Officer (General Central Service Group 'A' Gazetted Non-Ministerial) in the pay scale of Rs. 10,000-325-15,200 in Central Board of Film Certification, Mumbai under the Ministry of Information and Broadcasting on deputation basis.

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Services of a suitable officer are required for the post of Administrative officer in the Central Board of Film Certification, Mumbai on transfer on deputation basis in the pay scale of Rs. 10000-325-15200. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 2/29/91-Estt (Pay II) dated 05.01.1994 as amended from time to time. Details of the post are given in Annexure-I.

2. Applications of eligible officers in the prescribed proforma (Annexure-II) may be forwarded to this Ministry along with their latest CR dossier, vigilance clearance, penalty statement indicating any minor/major penalty whether imposed or not during the last 10 years and integrity certificate may be sent to this Ministry within 45 days from the date of publication of this advertisement. 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. All Photostat copies of ACRs and other documents may be forwarded duly attested by an officer not below the rank of an Under Secretary or equivalent.

3. Those candidates who had applied in response to this Ministry's OM of even number dated 1st May 2003 and advertisement in the Employment News dated 7-13 June, 2003 for the same post need not apply again.

Sd/-
(P.P. Nair)
Desk Officer
Tele: 23386769

To

All Ministries/Departments of the Govt. of India/All State Govts./Union Territories.

Copy to:

1. All attached and subordinate officers under the Ministry of Information and Broadcasting.
2. Chairman, Central Board of Film Certification, Mumbai with 50 spare copies with a request that this O.M. may please be circulated amongst all the Central Govt. Offices located in Mumbai.
3. Director, DAVP for publication in Employment News.

(P.P. Nair)
Desk Officer
Tele: 23386769

ANNEXURE-I

1. Name of the post Administrative Officer,
Central Board of Film Certification,
Bharat Bhavan, 91-E Walkeshwar Road,
Mumbai-400 006.
2. Number of posts One
3. Scale of the post Rs. 10000-325-15200
4. Ministry/Department Ministry of Information & Broadcasting.
5. Method of recruitment By transfer on deputation/transfer,
failing which by direct recruitment.
6. Eligibility Officers in the Central/State Government holding
analogous posts or with at least 5/8 years in
posts in the scale of pay of Rs. 8000-275-13500/Rs.
6500-200-10500 or equivalent with sound
knowledge and experience in administration, estab-
lishment and accounts matters. Period of deputation
will not ordinarily exceed three years.

ANNEXURE-II

BIO-DATA PROFORMA

1. Name and address in block letters
2. Date of Birth (in Christian era)

3. Date of retirement under Central/State Govt. rules
4. Education 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	Qualification/experience possessed by the officer
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	
	(2)	

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

Office/ Institute/Orgn.	Post Held	From	To	Scale of pay and basic pay	Nature of duties
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8. Nature of present employment i.e., quasi permanent or permanent.
9. In 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/organisation to which you belong.

10. Additional details about present employment.
Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous Organisations
- (d) Government Undertakings
- (e) Universities

11. 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.

12. Total emoluments per month now drawn.

13. Additional information, if any, which you would like to mention to support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Whether belongs to SC/ST.

15. Remarks

Signature of the candidate

Date _____

Address _____

Counter signed _____
(Employer)

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the particulars furnished by _____ are correct and he/she possesses education qualifications and experience mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him.
- (ii) His complete CR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of a Under Secretary to the Government of India are enclosed.

(iii) His integrity is beyond doubt.

(iv) No Major/minor penalties have been imposed on him during last 10 years/List of major/minor penalties imposed on him during the last year is enclosed.

(Strike out of which is not applicable)

Date: _____

Signature _____

Place: _____

Name & Designation _____
With seal.