

**F.No.1/6/2002-CY (III)**  
**Government of India**  
**Ministry of Finance**  
**Department of Economic Affairs**

New Delhi the 14<sup>th</sup> January, 2004.

OFFICE MEMORANDUM

Sub:- Filling up of the post of Chief Administrative Officer India Security Press Nashik Road under the Department of Economic Affairs, Ministry of Finance on deputation basis.

The undersigned is directed to say that it is proposed to fill up a vacancy in the post of Chief Administrative Officer (Group 'A') in India Security Press, Nashik Road under the Department of Economic Affairs, Ministry of Finance in the pay scale of Rs.10,000-325-15200 on deputation basis. Conditions of eligibility, experience and other particulars of the post are given in Annexure-I.

2. Applications (in enclosed proforma) in Annexure – II of eligible officers, who are desirous of being considered for the post and can be relieved of their duties on selection, may kindly be forwarded along with their Integrity Certificate list of major/minor penalty imposed on the officer, if any, during the last 10 years, and up-to-date CR dossiers (if original cannot be spared, photocopies of ACRs, duly attested on each page by an officer not below the rank of Under Secretary) so as to reach the undersigned within 60 days from the date of publication of this advertisement in the "Employment News". Applications received after the last date or incomplete applications or where the Departments concerned do not forward the CR dossiers of the applicant will not be entertained. Before forwarding the applications, it may please be certified that no vigilance case is either pending or contemplated against the applicant. It may be noted that no action will be taken on advance copies of the applications or applications received without the endorsement of the concerned Cadre Authority.

2. Officers who volunteer their services for the post will not be permitted to withdraw their names later.

Sd/-

**(A.K. KHANNA)**

*Under Secretary to the Govt. of India*

To

1. All Ministries/Departments to the Government of India – with a request to circulate this vacancy amongst all the Public Sector Undertakings/Research Institutes/Autonomous bodies under their Administrative control.

2. All Selections in the Department of Economic Affairs (including Banking Division & Insurance Division).
3. All General Managers, Mints & Presses.
4. All State Governments & Union Territories
5. Shri Jitender Singh, Assistant Media Executive – I, Advt. IV Section, Dtte. Of Advtg. & Visual Publicity, 3<sup>rd</sup> Floor, PTI Building, Sansad Marg, New Delhi. He is requested to publish the advertisement for filling up the said vacancy of the post of Chief / Administrative Officer (Group 'A') in the ensuing issue of the 'Employment News'. A copy of 'Employment News' in which the advt. in question is published may please be furnished to this office.

**ANNEXURE – I**

1. Name of the Post : Chief Administrative Officer  
India Security Press  
Nashik Road.
2. Pay Scale : Rs.10000-325-15200
3. Eligibility : (a) (i) Holding analogous posts on regular basis  
(ii) With 5 years regular service in post in the scale of Rs.8000-13500 or equivalent.  
(iii) With 7 years regular service in posts in the scale of pay of Rs.7450-11500 or equivalent; or  
(iv) With 8 years regular service in post in the scale of pay of Rs.6500-10500 or equivalent; and  
(b) (i) Possessing a Degree from a recognized University or equivalent ; and  
(ii) Having administrative and Establishment experience

(Note :- The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, officers on deputation shall not be eligible for consideration for appointment by promotion) (Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or so other organization/department shall ordinarily not to exceed 3 years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on closing date of receipt of applications.)

**ANNEXURE – II**

1. Name :
2. Date of Birth :
3. Educational Qualifications :
4. Whether SC/ST :
5. Particulars of post held :
6. Post held on regular basis with scale of pay :
7. Since when holding the post on regular basis :
8. Present post held :
9. Nature of appointment to present post  
(Whether on deputation/adhoc basis) :
10. Scale of pay of present post held :
11. Date of return from last ex-cadre post, if any :
12. Particulars of post/service (in brief) :
13. Details of experience (in brief) :
14. Details of major/minor Penalties imposed during  
last 10 years, if any :
15. Any other relevant information :

Signature of applicant:

Office Address:

Date:

Telephone No:

## **CERTIFICATE**

(To be filled in by authority forwarding the application)

1. Certified that the particulars furnished by the candidate have been checked from available records and found correct.
2. Certified that it has been verified that the candidate is eligible as per conditions mentioned in Annexure – I attached to the Ministry of Finance Department of Economic Affairs vacancy circular.
3. No Vigilance case is neither pending nor being contemplated against the candidate. There is nothing in the CR Dossiers of the candidate which makes him ineligible for consideration for appointment for the post applied for.
4. His Integrity is beyond doubt.
5. No major/minor penalties have been imposed during the last ten years.
6. Upto date C.R. Dossier of the candidate is enclosed.
7. No Objection from Cadre clearance.

Signature:  
Name of Designation:  
Office Address:  
Telephone No: