

# VACANCY CIRCULAR

**NO. A/29951/P-11/CAO/R-I**

**GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
OFFICE OF JOINT SECRETARY (TRG) & CAO**

**ROOM NO. 170, E-BLOCK  
DALHOUSIE ROAD  
NEW DELHI – 110 011.**

**DATED : 14 Dec 2011**

To

All the Ministries/Deptts. Of Govt. of India.

**SUBJECT : FILLING UP OF ONE POST OF PRODUCTION OFFICER IN  
DTE. OF PUBLIC RELATIONS, MINISTRY OF DEFENCE ON  
DEPUTATION/ RE-EMPLOYMENT BASIS.**

Sir,

I am directed to say that one vacancy (anticipated wef 14 Feb 2012) in the grade of Production Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the Pay Band-2 ( ` 9300-34800) with Grade Pay of ` 4600/- is required to be filled in Directorate of Public Relations, Ministry of Defence on Deputation deputation/Re-employment basis on the following conditions:

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**DEPUTATION**

(a) Officers of the Central Government: -

(i) Holding analogous posts on regular basis in the parent cadre/department;

**OR**

(ii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of ` 5500-9000 (pre-revised) or equivalent in the parent cadre/department;

**OR**

(iii) With 6 years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of ` 5000-8000 (pre-revised) or equivalent in the parent cadre/department;

**AND**

(b) Possessing the following educational qualifications and experience: -

**ESSENTIAL QUALIFICATIONS:**

A. (i) Diploma in Printing Technology from a recognised University/ Institution or equivalent.

- (ii) Five years' practical experience in a printing press or an advertising agency or a Government Publicity Organisation of which at least three years experience should be in a supervisory capacity of printing and production of posters, folders and other forms of display publicity material.

**OR**

- B. (i) Diploma in Photolithography/Offset Printing Technology from a recognised University/Institution or equivalent.
- (ii) Five years' practical experience in Photolithography/offset Printing in a Printing Press/Advertising Agency or a Government Publicity Organisation of which at least three years experience should be in a supervisory capacity.

**DESIRABLE QUALIFICATIONS :**

- (i) Degree of a recognised University or equivalent.
- (ii) Practical experience in Litho and Offset printing, lay-out designing and blockmaking Departments with experience of preparing estimates of cost of printed publicity material.
- (iii) Knowledge of Hindi.

**DEPUTATION/RE-EMPLOYMENT (For Armed Forces Personnel only) :**

Junior Commissioned Officers of the Armed Forces due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. (Re-employment up to the age of Superannuation with reference to civil posts).

2. **Job Profile** Brief particulars of duties assigned to the post of production Officer are as under :-

- (a) Control of layout and production of Journal.
- (b) Advise on technical points in publication of journal and block advertisement matters.
- (c) Scrutiny of Printer's bills and procurement/accounting of Printers papers.

3. The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed **3** years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding **56** years as on the closing date of receipt of applications. The appointment on deputation shall be governed by DOP&T OM No. No. 6/8/2009-Estt.(Pay II) dated 17 Jun 2010 and its subsequent amendments, if any.

4. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs for the last 05 years (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office within **60** days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. **A separate certificate is also required to be furnished by cadre controlling authority that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.**

5. The Curriculum Vitae proforma can be downloaded from our website **www.caomod.gov.in.**

**NOTE :** **CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.**

Yours faithfully

(Ashok Chakrapani)  
Deputy Director/Rectt-1  
for Joint Secretary (Trg) & CAO

**COPY TO:-** All Coord Sections of Integrated HQ of MOD (Army)  
AIR HQ/PC-1  
Integrated HQ of MOD (Navy)/Dte.of Admin  
All Coord Section of IS Organs.  
All Sections in the Office of the JS (Trg) & CAO  
Directorate of Public Relations , Min of Defence  
CAO/P-2 – for information.

**CURRICULUM VITAE PROFORMA**

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 :
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)
- Desired                        (1)  
  (2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirement for 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/ Institution	Post held	From	To	Scale of Pay & Basic Pay/Pay Band & Grade Pay*	Nature of duties (in detail)

\* Basic Pay & Scale of Pay before 6<sup>th</sup> CPC and Pay Band and Grade Pay after fixation in 6CPC may be indicated separately.

8. Nature of present employment, i.e :  
Ad-hoc or temporary of 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) Nature of the parent office/  
organization to which you belong

10. Additional details about present :  
Employment  
Please state whether working under  
(indicate the name of your employer  
against the relevant column)

a) Central Govt.

b) State Govt.

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.  
(This among other things may provide  
information with regard to :  
(i) additional academic qualifications.  
(ii) Professional training and  
(iii) Work experience over and above

prescribed in the Vacancy Circular/  
Advertisement)

(Note : Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for :  
deputation (ISTC)/Absorption/Re-employment  
Basis. (Officers under Central Govt/State  
Governments are only eligible for  
“Absorption” . Candidates of non-  
Government Organisation are eligible  
only for Short Term Contract.)

16. Whether belonged to SC/ST. :

17. Remarks (the candidates may indicate :  
Information with regard to  
i) Research publications and reports  
and special projects  
ii) Awards/Scholarship/Official  
Appreciation  
iii) Affiliation with the professional  
bodies/institutions/societies and  
iv) any other information.  
(Note : Enclose a separate sheet if  
the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I  
am well aware that the Curriculum Vitae duly supported by documents  
submitted by me will also be assessed by the Selection Committee in the  
time of selection for the post.

Date :

Signature of the  
candidate  
Address \_\_\_\_\_

**Countersigned**

\_\_\_\_\_  
\_\_\_\_\_  
(Employer with Seal)

No. :

Date :