

No. A-35021/1/2019/PSP-II-JS(PSP)-UD
Government of India
Ministry of Housing and Urban Affairs

203-C, Nirman Bhawan, New Delhi
Dated: 6/02/2019.

To

1. The Secretaries of all the Ministries and Departments of Government of India.
2. The Chief Secretaries/Administrations of all the State Government/Union Territories.

Subject:- Filling up the post of Deputy Controller of Stationery (Inspection) in the Government of India Stationery Office, Kolkata under the Ministry of Housing and Urban Affairs on deputation basis-regarding.

Sir,

I am directed to say that one post of Deputy Controller of Stationery (Inspection) in the Government of India Stationery Office, Kolkata under the Ministry of Housing and Urban Affairs is going to be vacated from 01/08/2019. It is proposed to fill up the post on deputation basis. The post of Deputy Controller of Stationery (Inspection) is a Central Service, Group 'A' Gazetted (Ministerial) post in Level 11 (Rs.67700 - 208500/-) in the Pay Matrix as per the 7th CPC [pre revised Pay Band-3 Rs.15600-39100/- (+) Grade Pay Rs.6600/-].

2. Duties of the Deputy Controller of Stationery (Inspection) are "over all supervision and control over the inspection and testing of stationery items & allied stores. The Deputy Controller (Inspection) has to look after and co-ordinate the multifarious functions of the Inspection Wing and the work of staff under him. The work ranges from Inspection/Testing of samples and bulk supplies, all stationery stores procured by the Office. Thus, he acts as the Quality Control Authority in respect of stationery items including T.W. Paper and duplicating Paper, Xerox paper (Photocopier paper) etc. to control the quality of stationery stores, to draw and review the stationery specification, to maintain liaison with the Bureau of Indian Standard related to ISI Specifications for stationery items including papers. In addition, the incumbent of the post of Deputy Controller (Inspection) is required to perform misc. office work. He is also a Member of the Tender Committee for finalization of Tenders for stationery procurement under the Chairmanship of Controller of Stationery. The re-organization and updating the testing arrangements for stationery items including papers is undertaken by the Deputy Controller (Inspection) on regular basis. In addition, as and when required, Deputy Controller (Inspection) functions as Head of the Office in the absence of the Deputy Controller, Stationery (Admn.)." The Headquarters is at 3 Church Lane, Kolkata-700001 with Regional Stationery Depots at New Delhi, Mumbai and Chennai.

3. Officers under Central / State Governments / Union Territories / Public Sector Undertakings / Autonomous and Semi Autonomous Organizations:-

- (a) (i) Holding analogous post on regular basis in the parent Cadre or Department; OR
- (ii) With five years of regular service in the grade rendered after appointment thereto on a regular basis in Level 9 in the Pay Matrix as per the 7th CPC [pre-revised Pay-Band-03 of Rs.15600-39100/- (+) Grade pay Rs.5400/-] or equivalent in the parent Cadre or Department; Or
- (iii) With six years service in the grade rendered after appointment thereto on a regular basis in Level 8 in the Pay Matrix as per the 7th CPC [pre-revised Pay-Band-02 of Rs.9300-34800/- (+) Grade pay Rs.4800/-] or equivalent in the parent Cadre or Department; Or

- (iv) With seven years service in the grade rendered after appointment thereto on a regular basis in Level 7 in the Pay Matrix as per the 7th CPC [pre-revised Pay-Band-02 of Rs.9300-34800/- (+) Grade pay Rs.4600/-] or equivalent in the parent Cadre or Department;
- (b) (i) Having B.Sc (Honours) in Chemistry or B.Sc. with 60 percent marks in Chemistry of a recognized University
(ii) Possessing five years experience of testing of Stationery and Allied Stores in Chemical Laboratories under the State Government or Central Government or under a recognized University or Research Institution or Public Sector Undertakings including experience in the field of inspection of stores as per Bureau of Indian Standard specifications.

NOTE: 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 deputationist shall not be eligible for consideration for appointment by promotion.

The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall not exceed four years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

4. The pay of the selected candidates will be regulated in accordance with the Government of India Rules on the subject as amended from time to time.

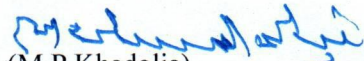
5. Applications of willing eligible officers with their bio-data in the enclosed Proforma may please be forwarded to this Ministry (through proper channel), in triplicate, within two months from the date of publishing of Vacancy Notice in the Employment News / Rozgar Samachar along with following documents:

- (i) Up-to date CR / APAR for the last five years in original or Photocopies attested by an officer not below the rank of Under Secretary to the Government of India.
- (ii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary to the Government of India.
- (iii) Vigilance Clearance Certificate.
- (iv) Statement of major / minor penalties imposed on the applicant during the last ten years.

6. The vacancy circular may also be accessed on the website of Ministry of Housing and Urban Affairs website i.e. <http://mohua.gov.in/publication.php?sa=circulars.php>.

Yours faithfully,

Encl: As above.


(M.P.Khadolia)
Director (PSP)

Copy to:-

- All Attached / Subordinate Offices under the Ministry of Housing and Urban Affairs.
- All Deputy Secretaries / Under Secretaries in the Ministry of Housing and Urban Affairs.
- The Section Officer, IT Cell, MoHUA with the request to upload the vacancy circular on the website of this Ministry as well as in e-Office at the earliest.

सं. ए-35021/1/2019/पीएसपी-॥-जेएस(पीएसपी)-यूडी

भारत सरकार

आवासन और शहरी कार्य मंत्रालय

203-सी, निर्माण भवन, नई दिल्ली

दिनांक: 06/01/2019

सेवा में,

1. भारत सरकार के सभी मंत्रालयों और विभागों के सचिव
2. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के प्रधान सचिव/प्रशासक

विषय: आवासन और शहरी कार्य मंत्रालय के अधीन भारत सरकार लेखन सामग्री कार्यालय, कोलकाता में प्रतिनियुक्ति आधार पर उपनियंत्रक लेखन सामग्री (निरीक्षण) के पद को भरने के संबंध में।

महोदय,

मुझे यह कहने का निदेश हुआ है कि आवासन और शहरी कार्य मंत्रालय के अधीन भारत सरकार लेखन सामग्री कार्यालय, कोलकाता में दिनांक 01/08/2019 से उप नियंत्रक लेखन सामग्री (निरीक्षण) का एक पद रिक्त होने वाला है। इस पद को प्रतिनियुक्ति के आधार पर भरने का प्रस्ताव है। उपनियंत्रक लेखन सामग्री (निरीक्षण) का पद 7वें केंद्रीय वेतन आयोग के अनुसार पे मैट्रिक्स (67700-208500/- रूपए) में [पूर्व संशोधित वेतन बैंड-3 15600-39100/- रूपए (+) ग्रेड वेतन 6600/- रूपए] स्तर 11 में केंद्रीय सेवा, समूह 'क' राजपत्रित (अनुसचिवीय) पद है।

2. उप नियंत्रक लेखन सामग्री (निरीक्षण) के कार्य "लेखन सामग्री तथा संबद्ध भण्डार गृहों का समग्र पर्यवेक्षण और निरीक्षण का नियंत्रण तथा परीक्षण हैं। उप नियंत्रक (निरीक्षण) को निरीक्षण विंग और उसके अधीन कर्मचारियों के बहुविध कार्यों को देखना और उनका समन्वयन करना होता है। कार्यालय द्वारा खरीदे गए सैम्पलों और बड़ी संख्या में आपूर्तियों और सभी लेखन सामग्री भण्डार गृहों की जांच/परीक्षण करना इस कार्य के अंतर्गत आता है। अतः वह लेखन सामग्री स्टोरों की गुणवत्ता का नियंत्रण करने, लेखन सामग्री विशिष्टताएं बनाना और उनका पुनरीक्षण करना, पत्रों सहित लेखन सामग्री की मदों के लिए आईएसआई मानकों से संबंधित भारतीय मानक ब्यूरो से सम्पर्क स्थापित करने, टीडब्ल्यू पेपर और डुप्लीकेटिंग पेपर, जेरोक्स पेपर (फोटोकॉपी पेपर) आदि सहित लेखन सामग्री के संबंध में गुणवत्ता नियंत्रण प्राधिकारी के रूप में कार्य करता है। इसके अतिरिक्त, उप नियंत्रक (निरीक्षण) के पद के अभ्यर्थी से विभिन्न प्रकार का कार्यालयी कार्य करना अपेक्षित है। वह लेखन सामग्री नियंत्रक की अध्यक्षता में लेखन सामग्री की खरीद हेतु निविदाओं को अंतिम

रूप देने के लिए निविदा समिति का सदस्य भी है। विभिन्न पत्रों सहित लेखन सामग्री की मर्दों के लिए परीक्षण व्यवस्थाओं को पुनर्गठित करने और अद्यतित करने का कार्य उप नियंत्रक (निरीक्षण) द्वारा नियमित आधार पर किया जाता है। इसके अतिरिक्त, जब कभी भी आवश्यक होता है, उप नियंत्रक (निरीक्षण) उप नियंत्रक लेखन सामग्री (प्रशासन) की अनुपस्थिति में कार्यालय प्रमुख का कार्य भी करता है। इसका मुख्यालय नई दिल्ली, मुम्बई और चेन्नई में क्षेत्रीय लेखन सामग्री भण्डार गृहों सहित 3 चर्च लेन, कोलकाता-700001 में है।

3. केंद्रीय/राज्य सरकारों/संघ राज्य क्षेत्रों/सार्वजनिक क्षेत्र के उपक्रमों/स्वायत्तशासी और अर्ध स्वायत्तशासी संगठनों के अधीन कार्यालय:-

(क) (i) मूल संवर्ग अथवा विभाग में नियमित आधार पर समकक्ष पर धारण करने वाले अधिकारी; अथवा

(ii) सातवें केंद्रीय वेतन आयोग के अनुसार पे मैट्रिक्स में लेवल 9 में नियमित आधार पर इस पद पर नियुक्ति के पश्चात् ग्रेड में पांच वर्ष की नियमित सेवा पूरी करने वाले अधिकारी [पूर्व संशोधित पे बैंड - 03; 15600 - 39100/- रुपये (+) ग्रेड पे 5400/- रुपये] अथवा मूल संवर्ग अथवा विभाग में समकक्ष पद; अथवा

(iii) सातवें केंद्रीय वेतन आयोग के अनुसार पे मैट्रिक्स में लेवल 8 में नियमित आधार पर इस पद पर नियुक्ति के पश्चात् ग्रेड में छह वर्ष की सेवा पूरी करने वाले अधिकारी [पूर्व संशोधित पे बैंड - 02; 9300-34800/- रुपये (+) ग्रेड पे 4800/- रुपये] अथवा मूल संवर्ग अथवा विभाग में समकक्ष पद; अथवा

(iv) सातवें केंद्रीय वेतन आयोग के अनुसार पे मैट्रिक्स में लेवल 7 में नियमित आधार पर इस पद पर नियुक्ति के पश्चात् ग्रेड में सात वर्ष की सेवा पूरी करने वाले अधिकारी [पूर्व संशोधित पे बैंड - 02; 9300-34800/- रुपये (+) ग्रेड पे 4600/-रुपये] अथवा मूल संवर्ग अथवा विभाग में समकक्ष पद; अथवा

(ख) (i) किसी मान्यता प्राप्त विश्वविद्यालय से रसायन विज्ञान में बीएससी (ऑनर्स) अथवा रसायन विज्ञान में 60 प्रतिशत अंकों सहित बीएससी।

(ii) भारतीय मानक ब्यूरो की मानक विशिष्टताओं के अनुसार स्टोर्स के निरीक्षण के क्षेत्र में अनुभव सहित राज्य सरकार अथवा केंद्र सरकार अथवा किसी मान्यता प्राप्त विश्वविद्यालय अथवा अनुसंधान संस्थान अथवा सार्वजनिक क्षेत्र के उपक्रमों के अधीन रसायन विज्ञान प्रयोगशालाओं में लेखन सामग्री तथा संबद्ध स्टोर्स के परीक्षण में पाँच वर्ष का अनुभव।

नोट : प्रविष्टि श्रेणी के विभागीय अधिकारी जो प्रोन्नति की सीधी पंक्ति में हैं वे प्रतिनियुक्ति आधार पर नियुक्ति के विचारण हेतु पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्तिपर अधिकारी भी प्रोन्नति द्वारा नियुक्ति पर विचार किए जाने के पात्र नहीं होंगे।

प्रतिनियुक्ति की अवधि केन्द्र सरकार के अन्य संगठन/विभाग में अथवा उसी में इस नियुक्ति से ठीक पहले धारित संवर्ग-बाह्य अन्य पद पर प्रतिनियुक्ति की अवधि सहित चार वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति हेतु अधिकतम आयु सीमा आवेदन की प्राप्ति की अंतिम तारीख तक 56 वर्ष से अधिक नहीं होनी चाहिए।

4. चयनित अभ्यर्थियों के वेतन का निर्धारण समय-समय पर यथा संशोधित भारत सरकार के नियमों के अनुसार किया जाएगा।

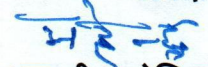
5. इच्छुक पात्र अधिकारियों के आवेदन उनके बायोडाटा सहित संलग्न प्रोफार्मा में निम्नलिखित दस्तावेजों सहित एम्प्लायमेंट न्यूज/रोजगार समाचार में रिक्ति नोटिस के प्रकाशन की तिथि से दो माह के भीतर, तीन प्रतियों में, इस मंत्रालय को (उचित माध्यम से) भेजे जा सकते हैं :

- (i) पिछले 5 वर्षों की अद्यतित मूल गोपनीय रिपोर्ट/वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट मूल में अथवा भारत सरकार के अवर सचिव रैंक के अधिकारी द्वारा सत्यापित प्रतियां।
- (ii) भारत सरकार के उप सचिव रैंक के अधिकारी द्वारा हस्ताक्षरित सत्य निष्ठा प्रमाण पत्र।
- (iii) सतर्कता निकासी प्रमाण पत्र।
- (iv) पिछले दस वर्षों के दौरान आवेदक पर लगाई गई छोटी/बड़ी शास्तियों का विवरण।

6. यह रिक्ति परिपत्र आवासन और शहरी कार्य मंत्रालय की वेबसाइट अर्थात्

<http://mohua.gov.in/publication.php?sa=circulars.php> से भी प्राप्त किया जा सकता है।

भवदीय



(एम.पी.खडोलिया)

निदेशक (पीएसपी)

संलग्नक : यथोपरि

प्रति प्रेषित :

- आवासन और शहरी कार्य मंत्रालय के अधीन सभी संबद्ध/अधीनस्थ कार्यालय।
- आवासन और शहरी कार्य मंत्रालय के सभी उप सचिव/अवर सचिव।
- अनुभाग अधिकारी, आई टी सेल, आवासन और शहरी कार्य मंत्रालय को इस रिक्ति परिपत्र को इस मंत्रालय की वेबसाइट तथा ई-ऑफिस पर यथाशीघ्र अपलोड करने के अनुरोध के साथ।

BIO-DATA / CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian Era)					
3.	(i)	Date of entry into service.				
	(ii)	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 as mentioned in the advertisement / vacancy circular.			Qualifications / experience possessed by the Officer.		
	<u>Essential</u>			<u>Essential</u>		
	(A)	Qualification	(A)	Qualification		
	(B)	Experience	(B)	Experience		
	<u>Desirable</u>			<u>Desirable</u>		
	(A)	Qualification	(A)	Qualification		
	(B)	Experience	(B)	Experience		
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry / Department / Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2	In the case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects may be indicated by the candidate.					
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1	Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
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 on regular basis	From	To	*Level in the Pay Matrix or pre-revised Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

<p>*Important: Pay-band and Grade Pay granted under ACP / MACP are personal to the officer and therefore should not be mentioned. Only Pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;</p>				
	Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or 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) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre / organisation			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			

12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	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		
14.	Total emoluments per month now drawn		
	Basic Pay in the Pay Matrix	Level in the Pay Matrix	Total Emoluments
15.	In case, the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other allowances etc. (with break-up details)	Total Emoluments
16 A.	<p>Additional information, if any, relevant to the post you applied for 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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
16 B.	<p>Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies/institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		

17.	Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
	# (The option of 'STC' / Absorption / Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC / ST	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Signature of the Candidate
Address:

Contact No.:

Date _____

**CERTIFICATION BY THE EMPLOYER / CADRE CONTROLLING
AUTHORITY**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;
- i. There is no vigilance or disciplinary case pending/contemplated against Shri / Smt. _____ .
 - ii. His / her integrity is duly certified by an officer not below the rank of Deputy Secretary to the Government of India.
 - iii. His / her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
 - iv. No major / minor penalty has been imposed on him / her during the last 10 years **Or** A list of major / minor penalties imposed on him / her during the last 10 years is enclosed. (as the case may be)

Countersigned
(Employer / Cadre Controlling Authority with Seal)

Date: _____