

No. A-12025/1/2012-PBN
Government of India
Ministry of Urban Development

Nirman Bhawan, New Delhi
Dated 10th December, 2015

To

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

Subject:- Filling up the post of Controller of Publication in the Department of Publication on deputation (including short-term contract) basis-regarding.

Sir,

I am directed to say that one post of Controller of Publication in the Department of Publication under this Ministry is vacant from 01.06.2015. It is proposed to fill up the post on deputation (including short-term contract) basis. The post of Controller of Publication is a Group 'A' post in the Pay Band-3 Rs. 15600-39100 + Grade Pay Rs. 7600 (pre-revised pay of Rs.12000-375-16500).

2. The Controller of Publications functions as a Head of the Department under the control of this Ministry and is vested with all the statutory powers in the post on the matters related to finance, legal, disciplinary and administrations. He would also be responsible for managing the work of stocking, distribution and sale of all official publications. The Headquarters is at Civil Lines, Delhi-110054.

3. Officers under Central/State Governments/ Union Territories/universities/recognised Research Institutions/ Public Sector Undertakings/Semi-Govt. or Autonomous and Statutory Organizations:-

- Holding analogous posts on regular basis in the parent Cadre or Department; or
- With 5 years regular service in the grade rendered after appointment thereto on a regular basis in the Pay-Band 3 of Rs. 15600-39100/- plus Grade pay Rs.6600 or equivalent in the parent Cadre or Department; and

Contd...-2-

- Graduate Degree from recognized university /Institutions;
 - Master of Business Admn/Post Graduate diploma in Management/Post Graduate degree in Printing technology.
 - Possessing 8 years experience in the field of Publications.
 - The Armed Forces personnel of the rank of Lt. Colonel or equivalent who are to be transferred to reserve within a period of one year and having the qualifications and experience prescribed for deputation shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.
4. 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 or Department of the Central Government shall ordinarily not exceed 4 years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.
5. The pay of the selected candidates will be regulated in accordance with the rules on the subject as amended from time to time.
6. Applications of willing eligible officers with their bio-data in the enclosed proforma may please be forwarded to this Ministry, in triplicate, within two months from the date of issue of this vacancy circular along with following documents;
- (i) Up-to date CR/APAR in original or Photocopies attested by an officer not below the level of under secretary to the Government of India.
 - (ii) Integrity Certificate signed by an officer not below the level 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.

7. A vacancy notice in this regard is also being published in Employment News. Application form is available on this Ministry's website.

Yours faithfully,

Encl: As above.


(Rajesh Kumar)

Under Secretary to the Government of India

Copy to ;

- All Attached / Subordinate Offices under the Ministry of Urban Development.
- All Deputy Secretaries/Under Secretaries in the Ministry of Urban Development.
- NIC Nirman Bhawan, New Delhi with the request that the vacancy circular may please be uploaded on the website at earliest.

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)			
		(3)			
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 / Institution/ Organization	Post held	From	To	Scale of pay and basic pay
					Nature of duties (in detail)
8.	Nature of present employment i.e., Adhoc 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 you belong				

10.	Additional details about present employment	
	Please state whether working under:	
	a) Central Government	
	b) State Government	
	c) Autonomous Organizations	
	d) Government Undertakings	
	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 / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)	
16.	Whether belongs 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 at the time of selection for the post.

Signature of the candidate

Address-----

Date:-----

Countersigned-----

(Employer with Seal)