

**No. A-12025/2/2014-PSP-I-Part(2)**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF HOUSING AND URBAN AFFAIRS**  
**PSP DIVISION**

Nirman Bhawan, New Delhi

Date 06/10/2021

1. The Secretaries of all the Ministries and Departments of Government of India.
2. The Chief Secretaries of all the State Government/Union Territories.
3. Deptt. of Public Enterprises, CGO Complex, New Delhi.

**Subject: Filling up of the post of Director (Printing) in the Directorate of Printing, an attached office under Ministry of Housing and Urban Affairs, New Delhi.**

Sir,

I am directed to say that one post of Director (Printing) in the Directorate of Printing, an attached office under this Ministry is proposed to be filled up on deputation (including short-term contract)/Promotion basis. The post is General Central Service Group 'A,' Gazetted, Non-Ministerial in the Pay Level-13A in the Pay Matrix Rs.131100-216600 as per 7<sup>th</sup> CPC or pre-revised (as per 6<sup>th</sup> CPC) scale of pay of PB-4, Rs. 37,400-67,000, plus Grade Pay Rs. 8,900/-.

2. The eligibility criteria as per RRs are as under:-

**Deputation (Including short-term contract):**

“Officers under the Central Government or State Governments or Union Territories Administration or recognised research institutions or Public Sector undertakings or semi-Government or Statutory organisations or autonomous bodies, -

- (a) (i) holding analogous post on a regular basis in the parent cadre or department; **or**

(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in Level-13 in the pay matrix Rs.123100-215900 or equivalent in the parent cadre or Department, **and**

- (b) possessing degree in printing technology from a recognized University or institute with 12 years experience including two years in printing matters.”

**Desirable:-**

(i) Masters in Business Administration degree with at least 1 years experience in the field of Administration, Finance and Vigilance.

(ii) Knowledge of labour handling, Factories Act, Workmanship Compensation Act.

**Note 1:** The departmental Joint Director in Level 13 in the pay matrix Rs.123100-215900 with two years of regular service in the grade and having the educational qualifications and experience prescribed for deputationist shall also be considered along with outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

**Cond..2/-**



**Note 2:** The period of deputation (including Short Term Contract) 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 ordinarily not to exceed five years.

**Note 3:** The maximum age limit for appointment by deputation (including Short Term Contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

3. The pay of the selected candidate will be regulated in accordance with DoP&T's OM No. 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.

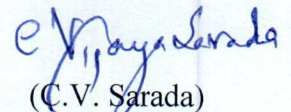
4. Application of willing eligible officers with their bio-data in the enclosed proforma (Annexure-A) may please be forwarded to this Ministry (through proper channel), in triplicate through postal service at the address **Smt. C.V. Sarada, Under Secretary (PSP), Ministry of Housing and Urban Affairs, Room No. 217-C, Nirman Bhawan, New Delhi – 110011** or through email <[vs.chikkala@nic.in](mailto:vs.chikkala@nic.in)> within two months from the date of publication of this advertisement in Employment News along with the following documents:-

- i. Up to date CR/APAR for the last five years in original or photo copies duly attested by an officer not below the rank of Under Secretary to the Govt. of India.
- ii. Vigilance clearance certificate
- iii. Integrity certificate signed **by an officer not below the rank of Dy. Secretary** to the Govt. of India.
- iv. Details of major/minor penalties imposed on the applicant during the last ten years.
- v. Documents (self-attested) in support of requisite experience for the post.

5. Applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

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

Yours faithfully,



(C.V. Sarada)

Under Secretary to the Govt. of India (PSP)

Tel. #: 23061828

E-mail: [vs.chikkala@nic.in](mailto:vs.chikkala@nic.in)

Copy to:-

1. All attached/Subordinate offices under the Ministry of Housing and Urban Affairs.
2. Section Officer (Admn. I), Ministry of Housing and Urban Affairs.
3. Technical Director (NIC), Ministry of Housing and Urban Affairs, New Delhi.
4. SO (IT Cell) – for uploading on e-office and on website of MoHUA with an editable word format as well.



ANNEXURE-I

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. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>		
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>	
<b>Essential</b>	<b>Essential</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>Desirable</b>	<b>Desirable</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/ Department/ Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News. <b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate.</b>		
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.		
<b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata) 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	*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

\*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;

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
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (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</p>			



10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
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		
Basis Pay in the PB	Grade Pay	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
<b>16.A Additional information</b> , 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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		



<p><b>16.6 Achievements:</b>                  The candidates are requested to indicate information with regard to;                  (i) Research publications and reports and special projects                  (ii) Awards/Scholarships/Official Appreciation                  (iii) Affiliation with the <b>professional</b> 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.  <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<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)</p>	
<p># (The option of 'STC' / 'Absorption' Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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 \_\_\_\_\_

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 certified.
- 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 Govt. 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)**