

No.A 22012/1/2022-Estt
Government of India Stationery Office,
Ministry of Housing and Urban Affairs
No. 3, Church Lane, Kolkata-700001

Dated: 16 March 2026

To

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

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

Sir/Madam,

I am directed to say that one post of Deputy Controller (Inspection) in Govt. of India Stationery Office, Kolkata under Ministry of Housing & Urban Affairs is lying vacant. It is proposed to fill up the post on deputation basis. The post of Deputy Controller, 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 and responsibilities of the Deputy Controller (Inspection):

- i. Over all supervision and control over the inspection and testing of stationery items and allied stores.
- ii. Looking after and coordinating the multifarious functions of the Inspection Wing and the work of staff like Examiner, Asstt. Controller (Inspection/Testing) under him and the work ranges from inspection/and testing of samples and bulk supplies, all stationery stores procured by this office. Thus he acts as the Quality Control Authority in respect of various stationery items procured and supplied by this Department including paper items (Photocopier, Computer paper etc.) and he is to control the quality of stationery stores, to draw and review the stationery specifications, to liaison with the Bureau of Indian Standard related to ISI specifications for stationery items including paper items.

- iii. In addition, he is to perform other miscellaneous office work. He is a member of the Tender Committee for finalization of tenders for stationery procurement under the Chairmanship of Controller of Stationery. The re-organizing and updating the testing arrangements for stationery items on regular basis are undertaken by the Dy. Controller, Inspection. Moreover, as and when required, the Dy. Controller, Inspection is to function as Head of the Office in the absence of regular Deputy Controller of Stationery (Admn)". The Headquarter is at 3, Church Lane, Kolkata-700001 with Regional Stationery Depots at New Delhi, Mumbai & Chennai.

3. 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 or department of the Central Government shall ordinarily not to exceed three years. Further extension upto 2 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application.

4. Upper age limit: The maximum age limit for appointment by deputation shall not be exceeding 56 years on the closing date of receipt of applications.

5. Eligibility: Officers under Central/State Governments/Union Territories/Public Sector Undertakings/Autonomous and Semi Autonomous Organisations:-

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

or

(ii) with five year's service in the grade rendered after appointment thereto on a regular basis in Pay Band:3 (Rs 15600-39100) with Grade Pay of Rs. 5400 or equivalent in the parent cadre /department;

or

(iii) with six years service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 (Rs 9300-34800)with Grade Pay of Rs 4800 or equivalent in the parent cadre / department;

or

(iv) with seven years service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2(Rs:9300-34800)with Grade Pay of Rs:4600 or equivalent in the parent cadre / department;

(b) possessing the following educational qualifications and experience:

(i) B.Sc.(Honors) in Chemistry or B.Sc with 60% Marks in Chemistry from a recognized University;

(ii) Possessing five years' experience in testing of stationery and allied stores in a chemical laboratory under the State/Central Government organization or under recognized university or research institution or in a public sector undertaking, including experience in the field of inspection of stores as per Bureau of Indian Standard specifications.

NOTE 1: 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, deputationists shall not be eligible for consideration for appointment by promotion.

NOTE 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other immediately preceding this appointment in the same or some other organization or Department of the Central Government, shall ordinarily not to exceed four years.

NOTE 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt application.

NOTE 4: For the purpose of appointment on deputation basis, the services rendered on regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure been extended, shall be deemed to be service rendered in the one pre-revised scale of pay into one grade with a common grade pay/pay scale and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

6. 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.

7. The qualification/eligibility prescribed is minimum requirement and the same does not automatically make candidates eligible for selection. Based on bio-data, the Selection Committee will short-list candidates who may be called for Interview. The candidates have to produce all relevant original documents as proof of details furnished in their application at the time of selection.

8. 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 60 days from the date of publishing of vacancy notice in the Employment News/Rozgar Samachar along with following documents:-

- i) Up-to-date 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.

Yours faithfully



(Ajay Kumar Sinha)
Controller of Stationery
Government of India Stationery Office Kolkata.

अजय कुमार सिन्हा / AJAY KUMAR SINHA
स्टेशनरी के नियंत्रक / Controller of Stationary
भारत सरकार स्टेशनरी कार्यालय मुख्यालय
Govt. of India Stationery Office, HQ
3, चर्च लेन, कोलकाता-700001
3, Church Lane, Kolkata-700001

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.
- The Dy. Controller, Stationery (Admn), Govt. of India Stationery Office, Kolkata with the request to upload the vacancy circular on the website of their office.

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 Effective / 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. Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post Hold 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

7.	*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
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.	Additional details about present employment: 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		
	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 allowance etc. (with break-up details)	Total Emoluments
16 A.	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 (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)		
16 B.	Achievements: The candidates are requested to indicate information with regards to; (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. (Note: Enclose a separate sheet if the space is insufficient)		

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 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: _____