

No. M-27011/1G/2016-MUC-II
Government of India
Ministry of Information and Broadcasting
Media Unit Cell-II
10004



'A' Wing, Shastri Bhawan,
New Delhi - 110001.
Dated: 15th June 2022.

CS (Busy)

RA/CS

22/6/22

SPS

28-6-2022

OFFICE MEMORANDUM

Subject: Filling up the post of Joint Director in BOC (S&DD), Ministry of Information and Broadcasting on Deputation basis (including short term contract) - regarding.

The undersigned is directed to say that this Ministry desires to fill up a post of Joint Director, Level-12 of 7th CPC, a General Central Service, Group 'A' Gazetted, Ministerial Post on deputation basis (including short term contract) in Bureau of Outreach and Communication (erstwhile Song and Drama Division), New Delhi which is a subordinate office under this Ministry. The details of the post & eligibility requirements etc. for the post of Joint Director in BOC (S&DD) are given in Annexure.

2. The pay/tenure of the officer appointed on deputation basis shall be governed in accordance with the provisions contained in DoP's O.M. No. S/8/2009-Estt.(Pay-II) dated 17.05.2010 and OM No 2/6/2016-Estt.(Pay-II) dated 17.02.2016, as amended from time to time.

3. All Ministries/State Government/Union Territories/Semi-Government/Statutory or Autonomous Organisations are requested to circulate the vacancy and forward the application, complete in all respects, of the officers who fulfil the eligibility criteria and can be spared immediately in the event of their selection to the undersigned at Room No.125, A-Wing, Shastri Bhawan, New Delhi - 110 001 in the prescribed proforma as at Annexure-II, in duplicate along with their up-to-date ACRs/APARs for the last 5 years within a period of 04 weeks from the date of publication of this advertisement in the Employment News. While forwarding the applications, the Departments are requested to verify the entries made by the candidates in his/her bio-data, furnish an Integrity Certificate duly signed by an Officer not below the rank of Deputy Secretary/Director to the Government of India or equivalent. Advance copy of the application as well as applications which are found incomplete or received after the due date of submission and/or which have been forwarded without verifying the entries of bio-data and up-to-date ACRs/APARs of the last 5 years, vigilance clearance, Integrity Certificate, etc. will not be entertained.

(Pran Chandra)

Under Secretary to the Government of India
☎ : 2338 5795

Copy to:

Services-II Branch

File No 67743

28/6/22

1. All Ministries/Departments of Government of India also with the request that the vacancy may be circulated among Semi-Govt. Organizations or Statutory or Autonomous Organizations under their administrative control.

2. Chief Secretaries/Administrators of all States/Union Territories **also** with the request that the vacancy may be circulated among all the concerned Departments including Autonomous Organisations or Semi-Govt. Organisations under their administrative control.
3. All the Media Heads of the Ministry of Information and Broadcasting with the request that the vacancy may be circulated among all the officers.
4. Secretary, Union Public Service Commission, Dhokpur House, New Delhi.
5. Principal Director General, BOC with the request to get the vacancy advertised in the Employment News at the earliest.
6. NIC, M/o I&B, Shastri Bhawan with a request to upload the same on the website of the Ministry of Information and Broadcasting.
7. Guard file.



(Prem Chand)

Under Secretary to the Government of India

☎ : 2338 6199

Details of the post :

- (i) Designation and its classification: Joint Director
(General Central Service, Group 'A', Gazetted, Ministerial)
- (ii) Scale of pay : Level-12 of 7th CPC
- (iii) Office : Bureau of Outreach & Communication (BOC),
Ministry of Information and Broadcasting, Sookna Bhawan,
CGO Complex, New Delhi.
- (iv) Place of present posting : New Delhi

Eligibility conditions:-

Officers of the Central or State Government or Union Territory Administrations or Semi-Government; Statutory or Autonomous Organizations

- A) i) holding analogous posts on regular basis;
ii) with five years regular service in pay level-11 as per 7th CPC or equivalent; and
- B) Possessing the educational qualification and experience as under:

Essential:

- a) Degree of a recognized University or equivalent;
b) Seven years' experience in production of plays, ballets opera, folk theatrical forms and management of theatrical troupes; and
c) Knowledge of modern theatre techniques, stage crafts, trends in contemporary theatre India's cultural heritage and exploitation of mass media for publicity programmes.

Note 1: The qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2: The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable:

- a) Diploma in dramatics from a recognised institution;
- b) Experience of playwriting for stage, radio or television on cinematic production;
- c) Working knowledge of Hindi

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 possesses by the officer		
	Essential A) Qualification B) Experience		Essential A) Qualification B) Experience		
	Desirable A) Qualification B) Experience		Desirable A) Qualification B) Experience		
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.				
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, Pay Band and Grade Pay (Basic Pay with Pay level as per 7 th CPC)
					Nature of Duties (in detail) highlighting experience required for the post applied for
	*Important: Pay-band and Grade pay (Basic Pay with Pay level as per 7th CPC) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay-Band and Grade Pay/Pay scale (Basic Pay with Pay level as per 7th CPC) of the post held on regular basis to be mentioned. Details of CP/MACP with present Basic Pay with Pay level as per 7th CPC where such benefits have been drawn by the Candidate, may be indicated as below:				
	Office/Institution	Pay, Pay Band and Grade Pay (Basic Pay with Pay level as per 7 th CPC)	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 organization
	9.1 Note: In case of Officers already on deputation, the applicants 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/organization		
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	Pay level as per 7 th CPC	Total Emoluments
15	In case the applicant belongs to an Organization which is not following the Central Government Pay scales, the latest salary slip issued by the Organization showing the following details may be enclosed		
	Basic pay with Scale of Pay and rate of increment	Dearness relief/other Pay/interim Allowances, 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 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)	
16 B.	Achievements: 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 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 (STC)/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.....

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-

- 1) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- 2) His/Her integrity is certified.
- 3) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs 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.
- 4) 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)

Counter signed
(Employer/Cadre Controlling Authority with Seal)