

From : Digcent (Pers)

NO.D.I.04/2016-PERS.DA.8
U/C

02/01/2017

Filling up the post and preparing a panel for vacancies of Deputy Director of Administration (DDA) on deputation basis in Prasar Bharati (.) Deputy Director (Pers) Prasar Bharati Secretariat (PPC Wing) have called for nominations of willing and eligible officers for filling up the 08 posts of. Deputy Director (Administration) in Prasar Bharati in PB-3 plus grade pay 6600/- (Pre-revised)on deputation basis (.) Details of eligibility criteria is given below (.)

Particulars	Eligibility criteria etc.
Name of Post	Dy. Director of Administration (DDA)
Classification of the post	Officers under Central Govt/Autonomous Organizations/Public Sector Undertakings
Scale of Pay	PB-3 Rs. 15600-39100 plus Grade Pay Rs. 6600/- (Pre-revised)
Eligibility criteria	<p>Officers under Central Govt/Autonomous Organizations/Public Sector Undertakings following Central Government Rules/norms/procedures/pay scale etc. holding analogous post on regular basis in the parent Cadre/Department; OR</p> <p>Having five years regular service in PB-3 Rs. 15600-39100 plus Grade Pay Rs. 5400/- (Pre-revised) in the parent Cadre/Department; OR</p> <p>Having six years combined regular service in PB-3 Rs. 15600-39,100 plus Grade Pay Rs. 5400/- (Pre-revised) and PB-2 Rs. 9300-34800/- plus Grade Pay Rs. 4800/- (Pre-revised) in the parent Cadre/Department; and</p> <p>Possessing knowledge of secretarial practices, rules and regulations and practical experience of their application in the Central Govt/Ministry/Department/ Organization.</p>
Age	The officers should not have crossed the age of 56 years as on the closing date of receipt of application.
Experience	The officer should have 05 years experience in Establishment, Administration, Legal and Vigilance matters.
Period of deputation	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 Central Government shall ordinarily be for a period of three years.
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(.) Reqst fwd nominations of willing and eligible officer in the rank of **DC &ACs** in the prescribed format attached (Annexure-I) so as to reach this Dte by **10/01/2017 repeat 10/01/2017** (.) If nominations are not recd. by target date, then nil report will be presumed (.) Nil report not required (.) It may be ensured that nominated officers should meet all the requirements of the post applied for (.)Para (.) Preference may be given to the officers who have served in hard area i.e. LWE/J&K and NE Region at least 02 and 03 years respectively (.) It may also be ensured that nominated officers must be free from vigilance angle and fulfills the eligibility conditions as laid down in deputation policy framed by MHA dated 17/01/2012 and this Dte letter dated 24/09/2013///// -
Sd/ 02/01/2017

Digcent (Pers)

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. (If any qualification has been treated as equivalent to the one prescribed in Rules, state the authority for the same)	
	Qualification/Experience Required as mentioned in the advertisement/vacancy circular	Qualification/Experience possessed by the Officer
	Essential(1)	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	Desirable
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	5.1 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subject 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.	

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 organization				
	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© &(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 Govt.	
	b) Sate Govt.	
	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	
	<ul style="list-style-type: none"> i) Basic Pay in the PB ii) Grade Pay iii) 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.	
	<ul style="list-style-type: none"> 1. Basic pay with scale of pay and rate of increment 2. Dearness pay/interim relief/other allowances etc.,(with beak-up-details) 3. Total emoluments 	
16A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post.	
	<p>(This among other things may provide information with regard to):-</p> <ul style="list-style-type: none"> i) Additional academic qualifications ii) Professional training and iii) Work experience over & above prescribed in the vacancy circular/advertisement. <p>(Note: Enclose a separate sheet, if the space is insufficient).</p>	
16B	<p>Achievements:</p> <p>The candidates are required to indicate information with regard to;</p> <ul style="list-style-type: none"> i) Research publications and reports 	

	and special projects ii) Awards/scholarship/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	Whether belongs to sC/sT/OBC	

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 have been suppressed/withheld.

Date : _____

Signature of the candidate

Address _____

CERTIFICATE 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 Arvind Tripathi, DC(IRLA-5711)
 - ii. His/her integrity is certified.
 - iii. His 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 or minor penalty was imposed on him/her during the last 10(ten) years Or A list of major/minor penalties imposed on him/her during the last 10 year is enclosed (as the case may be)

Countersigned

Employer/Cadre Controlling Authority with
Seal

Tele. No. _____