



F.No.A.12011/01/2021-E.IV

भारत सरकार/ Government of India

शिक्षा मंत्रालय/ Ministry of Education

(उच्चतर शिक्षा विभाग)/ (Department of Higher Education)

Room No. 235 'C' Wing, Shastri Bhavan,
New Delhi, dated the 17 October, 2022.

VACANCY CIRCULAR

Sub: Filling up of one vacancy in the grade of Special Officer(Book Promotion) (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level 11 (Rs.67,700-208700) of the Pay Matrix (PB-3: Rs.15600-39100) in Department of Higher Education - reg.

It is proposed to fill up one vacancy in the grade of Special Officer (General Central Service, Group - 'A', Gazetted) in Level 11 of the Pay Matrix (revised) in Department of Higher Education on Deputation(Including short term contract) basis.

2. Eligibility Conditions:

Deputation (including short-term contract):-

Officers under the Central Government or State Governments or Union territories or autonomous or statutory organization, public sector undertakings or Universities or recognized research institutes:-

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

(ii) with five years' service rendered after appointment thereto on a regular basis in Level-10 (Rs 56100-177500) in the pay matrix or equivalent in the parent cadre or department; and

(b) **possessing the following educational qualification: -**

Degree in Information Technology or Master of Computer Application or Bachelor of Technology in Computer Science or Electronics from a recognized university or institute.

Note 1: 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 four years.

Note 2: The maximum age-limit for appointment by deputation (including short-term contract) shall not exceeding fifty-six years as on closing date of receipt of applications.

3. Duties & responsibilities attached to the post of Special Officer(Book Promotion) are as under:

(i) Administrative/Financial matters relating to National Book Trust in which Appointment of Director/Chairman, NBT, Members of Board of Trustee, Executive Committee/Finance Committee, Grant, Annual Programme of International/national participation of NBT, Annual Reports and Correspondence relating to financial assistance to voluntary organization through NBT. Coordinating with CAPEXIL for export promotion activities of books, publications etc.

- (ii) Convening of the meeting under the chairmanship of Hon'ble Education Minister and other matters related to the National Book Promotion Council.
- (iii) Issues relating to Indian Book Publishing Industry-proposal relating to FDI, in the publishing sector.
- (iv) Matters relating to writers/authors federation/associations, Raja Ram Mohan Roy National Agency for ISBN-processing and coordination work.
- (v) RTI matters on book promotion.

4. Regulation of pay and other terms of deputation:

The pay of the selected candidate on deputation will be regulated under the provisions contained in the DoP&T O.M. No.6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended from time to time.

5. Age-limit:

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

6. Period of deputation:

The period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or other organizations or departments of the Central Government shall ordinarily not to exceed **four years**.

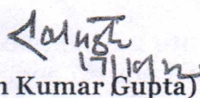
7. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

- (i) Cadre Clearance
- (ii) Integrity certificate
- (iii) List of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iv) Vigilance clearance certificate.
- (v) Attested photocopies of the APARs for the last five years (2016-17 to 2020-21) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to Under Secretary (Estt.), Room No.236-C, C Wing, Ministry of Education, Shastri Bhawan, New Delhi-110001, **within 60 days** of the publication of the circular in the Employment News/ Rozgar Samachar. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

"Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply".

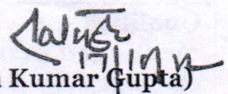

(Ratnesh Kumar Gupta)

Under Secretary to the Government of India
Tel. No. 011-23385400

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).

2. All Chief Secretaries/Administrators of State Governments/Union Territories (as per list enclosed).
3. Chairman/Heads of all Autonomous/ Statutory organizations/ public sector undertakings/Universities/recognized research institutes.
4. ✓ NIC Cell, Ministry of Education with a request to upload the vacancy circular on the official website of the Ministry.
5. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Soochana Bhawan, C.G.O Complex, Lodhi Road, New Delhi - 110003
6. NIC, DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
7. National Career Service (NCS) Portal of Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001- for uploading the vacancy circular on their official website.


(Ratnesh Kumar Gupta)
Under Secretary to the Government of India
Tel. No. 011-23385400

Proforma for application for the post of Special Officer (Book Promotion) by Deputation(including short-term contract) basis in the Ministry of Education

BIO-DATA PROFORMA

1. Name & Address (in Block Letters)	
2. Date of Birth (in Christian Era)	
3. (i) Date of entry in service	
(ii.) Date of retirement under Central/State Govt. Rules	
4. Educational Qualifications	
5. Whether Educational & 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
(a) Do you hold analogous post on regular basis in the parent cadre or Department? or	
(b) Do you possess five years' service in the grade rendered after appointment thereto on a regular basis in the level-10 of the pay matrix (Rs.56100-177500/-) or equivalent in the parent Cadre or Department? and	
Essential	Essential
(c) Do you possess Degree in Information Technology or Master of Computer Application or Bachelor of Technology in Computer Science or Electronics from a recognized University or Institute?	
<p>5.1 Note: This column needs to be amplified to indicate Essential & Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular & issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree & Post Graduate Qualifications Elective/Main Subjects & subsidiary subjects may be indicated by the candidate.</p>	
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	
<p>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.</p>	

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 & 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 & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band & Grade Pay/Pay Scale of the post held on regular basis to be mentioned.

Details of ACP/MACP with present Pay Band & Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:-

Office/ Institution	Pay, Pay Band & 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) 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 & 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 & Integrity Certificate.

9.2 Note: Information under Column 9(c) to (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.

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation & other details.</p>		
<p>11. Additional details about present employment:- Please state whether working under Security-cum-intelligence agencies of the Government of India:</p> <p>(a) Intelligence Bureau. (b) Research and Analysis Wing (c) Central Bureau of Investigation (d) Border Security Force (e) Central Reserve Police Force (f) Indo Tibetan Border Police (g) Central Industrial Security Force</p>		
<p>12. Please state that you are working in the same department and are in the feeder grade or feeder to feeder grade</p>		
<p>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</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basic pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>15. In case the applicant belongs to an organization which is not following the Central Govt. pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed:</p>		
<p>Basic Pay with Scale of Pay & rate of increment</p>	<p>Dearness pay/interim relief/other allowances etc. (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.A 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) (Enclose a separate sheet if the space is insufficient)</p>		

<p>16.B Achievements The candidates are requested to indicate information with regard to:- (i) Research publications & 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</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: _____

(Certificate To Be Furnished By The Employer/Head Of Office/Forwarding Authority)

Certified that the information/details provided in the above application by the applicant namely _____ 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. The photocopies of the APARs for the last 5 years (for the year from 2015-16 to 2019-20) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. *No major/minor penalty has been imposed on him/her during the last 10 years.
- v. *A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Signature :
Name & Designation :
Telephone No. :
Fax No. :
Office Seal :

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out which is not applicable.)