

No.A.12021/2020/CS(S&P)/122
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (STY. & PTG.)

Puducherry, the 25-09-2020

CIRCULAR

Sub: Chief Secretariat (Sty. & Pty.) – Filling up of one post of Director of Stationery and Printing; Group 'A' Gazetted (Non-Ministerial) in the Directorate of Stationery and Printing, Puducherry.

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It is proposed to fill up one post of Director of Stationery and Printing, Group 'A' Gazetted (Non-Ministerial) in the Directorate of Stationery and Printing, Puducherry in Level-12 in the Pay Matrix as per VII CPC (Pre-revised Pay Band -3 Rs. 15,600-39,100 + Grade Pay of Rs. 7,600. The method of recruitment is by composite method [Deputation (including short term contract) plus promotion] from among the eligible Officers serving under the Central Government / State Governments / Union Territories / Recognized Research Institutions / Universities / Public Sector Undertakings / Semi-Government / Statutory or Autonomous Organisations:-

- (A) i) Holding analogous posts on regular basis in the Parent cadre/Department;
or
ii) With 5 years service in the grade rendered after appointment thereto on regular basis in posts in Level 11 Pay Matrix (Pre-revised Pay Band -3 Rs. 15,600-39,100 + Grade Pay of Rs. 6,600; or equivalent in the Parent cadre/Department; and
- (B) possessing the Educational qualifications and experience as below:-

Essential:

- i) Degree in Printing Engineering/Printing Technology from a recognized University.
ii) Nine years experience in the field(s) of printing in a recognised Printing House.

Desirable:

- i) Studied Tamil/Malayalam/Telugu up to 10th standard as one of the subjects.
ii) One year experience of Administration works in a Government organization.

Note

The Departmental Joint Director (Printing) carrying Level 10 in Pay Matrix (Pre-revised Pay Band-3 ₹15,600-39,100 + Grade Pay of ₹5,400) with 10 years regular service in the post will also be considered along with the outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

[Period of deputation (ISTC) including the period of deputation (ISTC) 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 four years. The maximum age-limit for appointment by deputation(ISTC) shall NOT be exceeding 56 years as on the closing date for receipt of applications]

2. **Regulation of pay and other terms of deputation:**

The pay of the selected officer will be regulated under the provisions contained in the Department of Personnel and Training O.M.6/8/2009-Estt.(Pay-II) dt.17/06/2010 as amended from time to time.

3. Age Limit:

The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

4. Consultation with UPSC:

Consultation with Union Public Service Commission is necessary.

5. Reservation for Scheduled Casts/Scheduled Tribes:

No provision for reservation exists for the posts to be filled up on deputation basis.

6. It is requested that this circular may be given wide publicity by circulation to all offices / Organizations etc. The applications (in duplicate in the proforma as published in the departmental website <https://styandptg.py.gov.in>) alongwith the complete Annual Performance Appraisal Report (APAR) Dossiers for last five years of the eligible Officers who could be spared in the event of their selection, may be sent to "The Under Secretary to Government (Stationery and Printing), Chief Secretariat, Puducherry-605001" within 60 days from the date of publication of this Notification in the Employment News. Besides, the following information/documents may also be sent alongwith application:

- i) A statement showing minor or major penalties imposed, if any in respect of the official
- ii) Cadre Clearance Certificate
- iii) Integrity Certificate
- iv) Vigilance Clearance
- v) Job description of the present post held

Applications received after the last date or without the APAR Dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the Officers are correct and that no disciplinary case is either pending or contemplated against the Officer. The Applicants may please be informed that they will not be permitted to withdraw their applications at a later stage.


(G. KARTHIGESAN)

UNDER SECRETARY TO GOVERNMENT (STY. & PTG.)

Encl: As above

To

1. All Secretaries to Government of India, New Delhi.
2. All Chief Secretaries to Government of all States / Union Territories
3. All Secretaries to Government in charge of Department of Stationery and Printing of all States / Under Secretary, Ministry of Stationery and Printing.
4. All Secretariat Department, Government of Puducherry.
5. All Heads of Department / Offices, Puducherry
6. All Universities / Research Institutions
7. All Autonomous Organisations / Public Sector undertakings

BIO DATA / CURRICULAM 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
	Essential	Essential
i)	Degree in Printing Engineering/Printing Technology from a recognized University.	a) Qualification
ii)	Nine years experience in the field(s) of printing in a recognised Printing House.	b) Experience
	Desirable	Desirable
i)	Studied Tamil/Malayalam/Telugu up to 10 th standard as one of the subjects	a) Qualification
ii)	One year experience of Administration works in a Government organization	b) Experience
	Note: In the case of Degree and Post Graduate qualifications Elective / main subject 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 Department 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. 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 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 office 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 PB and GP 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 (Level in Pay Matrix)	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(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his/her 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 in Pay Band	GP
		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 Organization 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
16.A.	<p>Additional information, if any relevant to the post you applied for in support of your suitability for the post.</p> <p>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</p> <p>Note: (Enclose a separate sheet, if the space is insufficient)</p>	
16.B	<p>Achievements:</p> <p>The candidates are requested to indicate their achievement, if any.</p> <p>(Note: Enclose a separate sheet, if the</p>	

	space is insufficient)	
17.	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 possess educational qualifications and experience mentioned in the Advertisement. If selected, 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 APAR Dossier in original are enclosed/photocopies of the 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.
- 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)