

No. A.12011/14/2010-Ad.IA(Part)

C. No. 300339897

# Ministry of Finance

## Department of Economic Affairs

(Ad. VI Section)

Room No. 230, North Block, New Delhi-110001

Subject:- Filling up of one (01) vacancy of Machine Operator (General Central Service, Group 'C' (Skilled), Non-Ministerial in Pay Scale of Rs. 5000-150-8000 (pre-revised) [Equivalent to Level-6 of the pay matrix] in Ministry of Finance, Department of Economic Affairs by deputation/absorption.

Applications in the prescribed proforma, as per the Annexure-II are invited from eligible persons for filling up one (01) vacancy of Machine Operator in the Department of Economic Affairs, Ministry of Finance on deputation basis. The particulars regarding the post are given in Annexure-I.

2. Controlling Offices of the applicants are requested that the applications of such eligible candidates who are desirous of being considered for the post and who can be relieved immediately on selection, may be forwarded alongwith attested photocopies of last 5 years' ACR/APAR dossier, Vigilance Clearance and Integrity Certificate to the undersigned within a period of 60 days from the date of publication of this Advertisement in the Employment News/Rozgar Samachar. Applicants will not be allowed to withdraw their candidature at a later date. Applications received without the up-to-date CR dossiers, Vigilance Clearance and Integrity certificate will not be entertained.

(Santosh Kumar)  
Under Secretary to the Government of India  
Ph. No. 011-2309 5770

ANNEXURE - I

- Name of the post: Machine Operator
- Number of vacancy: One (01)
- Classification: General Central Service, Non-Ministerial, Non-Gazetted
- Ministry/Department: Ministry of Finance, Department of Economic Affairs
- Scale of pay: Level-6 (Rs.35400-112400) in the pay matrix [Pay Scale of Rs.5000-150-8000 (pre-revised) with grade pay of Rs.4200]
- Method of Recruitment: Deputation/ absorption
- Eligibility conditions:

## Deputation/absorption:

(a) 1. Persons holding the analogous post on regular basis or;  
2. Persons in the scale of Rs.4500-7000 having 3 years of regular service in the grade and;

(b) Possessing the qualification and experience, subject to qualifying a Trade Test as under:

- Matriculation or its equivalent.
- Diploma in Lithography printing from a recognized Institution.
- Six years experience in the operation of offset Printing Machine.

Desirable: A certificate of training in printing from a vocational Institution or of a Government organization and knowledge of Platemaking.

(Note: Period of deputation ordinarily not exceeding three years)

ANNEXURE-II

## BIO-DATA/CURRICULUM VITAE

1. Post Applied For	Paste a Passport Size Photograph
2. Name and Address (in Block letters)	
3. Contact No. & Email Address	
4. Date of Birth	
5. Date of entry into service	
6. Date of retirement under Central/State Government Rules	
7. Educational Qualifications	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular      Qualifications/Experience possessed by the officer	

Essential	
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	
A) Qualification	A) Qualification
B) Experience	B) Experience

8.1	In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
9.	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.	
10.	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 Scale/Pay Band with Grade Pay/Level in the pay matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
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\* Important: Pay Band with Grade Pay and Level in the pay matrix 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 with Grade Pay and Level in the pay matrix drawn under ACP/MACP Scheme			From	To
11.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
12.	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	
12.1	Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.				
12.2	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.				
13.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.				
14.	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				
15.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.				
16.	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.				
17.	Total emoluments per month now drawn				
	Basic Pay and Level of the Pay Matrix			Total Emoluments	
18.	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 Allowances etc., (with break-up details)	Total Emoluments
19.	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)				
20.	Please state whether you are applying for deputation/ absorption basis.				
21.	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. Date \_\_\_\_\_

(Signature of the Candidate)  
Address \_\_\_\_\_

## 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 advt. If selected, he/she will be relieved immediately.

## 2. Also certified that:

- There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt. \_\_\_\_\_
- His/her integrity is certified.
- His/Her CR Dossier in original is enclosed/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.
- 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

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(Employer/Cadre Controlling Authority with Seal)