

No. A-12025/1/2012-PBN
Government of India
Ministry of Housing and Urban Affairs
(PSP-II Division)

217-C, Nirman Bhawan, New Delhi
Dated: 23/09/2020.

To

1. The Secretaries of all the Ministries and Departments of Government of India (through email)
2. The Chief Secretaries of all State Governments / UT Administrations (through email)

Subject:- Filling up the post of Controller of Publications in the Department of Publication on deputation (including short-term contract) basis-reg.

Sir,

I am directed to state that the post of Controller of Publications in the Department of Publication under this Ministry has been lying vacant since 01/06/2015. It is proposed to fill up the post on deputation basis (Including Short Term Contract) (ISTC). The post of Controller of Publications is a Group 'A' post in Level 12 in the Pay Matrix as per the 7th CPC [pre revised Pay Band-3 Rs.15600-39100/- (+) Grade Pay Rs.7600/-].

2. The Controller of Publications functions as a Head of the Department under the control of this Ministry and is vested with all statutory powers in that post on the matters related to finance, legal, disciplinary and administration. He would also be responsible for managing the work of stocking, distribution and sale of all official publications. The Headquarters is situated at Civil Lines, Delhi-110054.

3. Officers under Central / State Governments / Union Territories / Universities / recognized Research Institutions / Public Sector Undertakings / Semi-Government or Autonomous and Statutory Organizations:-

- (a) (i) Holding analogous posts on regular basis in the parent Cadre or Department;
OR
(ii) With five years of regular service in the grade rendered after appointment thereto on a regular basis in Level 11 in the Pay Matrix as per the 7th CPC [pre-revised Pay-Band 3 of Rs.15600-39100/- (+) Grade pay Rs.6600/-] or equivalent in the parent Cadre / Department; and
- (b) Possessing the following educational qualifications and experience:
 - (i) Graduate Degree from recognized University / Institutions;
 - (ii) Master of Business Administration / Post Graduate Diploma in Management / Post Graduate Degree in Printing Technology from a recognized University / Institution; and
 - (iii) Possessing eight years experience in the field of Publication.
- (c) Deputation / Re-employment of Armed Force Personnel:
 - (i) The Armed Forces personnel of the rank of Lt. Colonel or equivalent who are to be transferred to reserve within a period of one year and having the

qualifications and experience prescribed for deputation shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

4. Period of deputation (ISTC) including period of deputation (ISTC) 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 exceed four years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years' as on the closing date of the receipt of applications.

5. The pay of the selected candidates will be regulated in accordance with the Government of India Rules on the subject as amended from time to time. Applications of willing and eligible officers with their bio-data in the enclosed Proforma may either be forwarded to this Ministry (through proper channel) in triplicate through postal services or through email <vs.chikkala@nic.in> within two months from the date of publishing of Vacancy Notice in the Employment News / Rojgar Samachar along with following documents:

- (i) Up-to date CR / APAR for the last five years in original or Photocopies attested by an officer not below the rank of Under Secretary to the Government of India.
- (ii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary to the Government of India.
- (iii) Vigilance Clearance Certificate.
- (iv) Statement of major / minor penalties imposed on the applicant during the last ten years.
- (v) Documents (self-attested) in support of requisite educational qualification including mark-sheet.
- (vi) Documents (self-attested) in support of requisite experience for the post.

6. The vacancy circular may also be accessed on the website of Ministry of Housing and Urban Affairs i.e. http://moud.gov.in/publication.php?sa_circulars.php and website of Department of Publication i.e. <http://deftpun.nic.in/vacancy>.

Yours faithfully,

Encl: As above.


(C.V. SARADA)

Under Secretary to the Government of India
e-mail: vs.chikkala@nic.in
Telephone: 011-23061828

Copy to:-

- All Attached / Subordinate Offices under the Ministry of Housing & Urban Affairs.
- All Deputy Secretaries / Under Secretaries in the Ministry of Housing & Urban Affairs.
- The Section Officer, IT Cell – for uploading in e-office.