



भारत सरकार
आवासन और शहरी कार्य मंत्रालय
(भारत सरकार मुद्रणालय)
GOVERNMENT OF INDIA
MINISTRY OF HOUSING AND URBAN AFFAIRS
(GOVERNMENT OF INDIA PRESS)

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वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

भारत सरकार मुद्रणालय, मिन्टो रोड, नई दिल्ली-110002

GOVERNMENT OF INDIA PRESS, MINTO ROAD, NEW DELHI-110002

No.: D-31/E-I/Circular/ 1307 to 1312

Dated: 28/07/23

OFFICE CIRCULAR

Sub: Filling up one post of Assistant Care Taker on deputation basis in Govt. of India Press, Minto Road, New Delhi- reg.

It is circulated for information that one post of Assistant Care Taker is required to be filled up on deputation basis as per existing Recruitment Rules amongst the officials of Central Govt. who fulfils the following conditions:

S. No.	Name of Post	Scale of Pay	No. of Posts	Eligibilities Conditions on deputation
1.	Assistant Care Taker	Level-2 of the Pay Matrix Rs.19900-63200	01	Officers of the Central Govt., (a) holding analogous post on regular basis, or (b) holding posts in Pay Band-1, Rs. 5200-20200 with GP 1800 (pre-revised) with three years experience in upkeep and maintenance of office building.

General Instructions:

1. Period of deputation including period of deputation 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 exceed three years.
2. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

The Head of Establishment are requested to circulate the vacancy amongst the eligible candidate and application of the willing suitable candidate in the Annexure-A attached herewith may be forwarded to this Office along with full particulars in Annexure-B with specific recommendation regarding suitability of candidate for the post.

An undertaking to the effect that he will not withdraw his candidature may also be taken from the applicant in writing and may be forwarded to this Office along with his application enclosing their APAR Dossiers and Vigilance Clearance Certificate so as to reach the same to the undersigned latest by 30 days from the date of receiving of this Office Circular. The application received after specific date will not be entertained in any circumstances.

In case of non-availability of any suitable candidate in his office, a NIL report may be sent within the date. If nothing is received within the stipulated time it would be presumed that there is no eligible candidate from his Office interested.

Encl.: Annexure-A & B

(J. Anantha Kumar)
Asstt. Manager (Admn.)

To,

1. The Director(Ptg.), Directorate of Printing, 4th Floor, GIP Building, Minto Road, New Delhi.
2. The Manager, Govt. of India Press, Ring Road, Mayapuri, New Delhi-110064.
3. The Manager, Govt. of India Press, Rashtrapati Bhavan, New Delhi-110004.
4. The Manager, Govt. of India Press, Temple Street, Kolkata-700072.
5. The Manager, Govt. of India Press, Gandhinagar, Nashik-422006.
6. Notice Board
7. Guard File

Please upload on website of DOP.

DM/DOP

Ripr

FORM OF APPLICATION**Application for the post of:**

1.	Name of applicant	
2.	Age/Date of Birth	
3.	Educational/Technical Qualification	
4.	Additional qualification and experience required for the higher post applied for	
5.	Date of appointment in the department and post to which appointed	
6.	Substantive appointment held and the date of such appointment	
7.	Details of post held and the period for which these were held	
8.	Present post held and the period for which these were held	
9.	Whether the present post is held on ad-hoc basis or regular basis	
10.	Present pay	
11.	Whether SC/ST/UR	

UNDERTAKING

I, undertake that in the event of my selection I will not withdraw my candidature at later stage.

Name & Signature of applicant:

Designation:

Name of Press/Office:

Date:

Certified that the conditions for selection have been explained to the applicant.
Certified that the contents of this application have been verified from records and are correct. There is no Vigilance Case pending/contemplated against the applicant.

The applicant was awarded the punishment of _____ and is still current and will expire on _____.

Signature of the head of the Office

Name of the Press: Govt. of India Press, _____**Particulars of the applicant for the post of Assistant Care Taker**

S. No.	Name	Age & Date of Birth	Educational/ Technical Qualification	Date of appointment in the Department	Substantive appointment held & Date of such appointment	Present post & Date from which it is held and present pay	Definite recommendation of the Head Office of the Press with remarks as to whether any vigilance case is pending or contemplate against the applicant	Remarks
1	2	3	4	5	6	7	8	9