



भारत सरकार,
GOVERNMENT OF INDIA
आवासन और शहरी कार्य मंत्रालय
MINISTRY OF HOUSING & URBAN AFFAIRS
मुद्रण निदेशालय
DIRECTORATE OF PRINTING
भारत सरकार मुद्रणालय,
GOVERNMENT OF INDIA PRESS
रिंग रोड, मायापुरी, नई दिल्ली-110064
RING ROAD, MAYAPURI, NEW DELHI-110064



Manager/OIC : 011-28116204
P.M.O. : 011-28117302
A.M (A) : 011-28117368
A.L.W.C. : 011-28117368
Technologist/D.M.(MW) : 011-28115058
Technologist/D.M.(TSW) : 011-28114741
DTP : 011-20852064
e-mail : may-gippr@nic.in

File No. A-12011/1/RRP/2024-25/Estt.I/ 580

Dated: 23/12/2025

OFFICE CIRCULAR

Sub: Filling up one post of Asstt. Care Taker on deputation basis in GIP, Ring Road, Mayapuri, New Delhi.

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

Sl.	Name of the Post	Scale of Pay	No. of Posts	Eligibility conditions on deputation
1.	Assistant Care Taker	Level-2 of the Pay Matrix Rs. 19900-63200 (As per 7th CPC) PB-I, Rs. 5200-20200/- + GP 1900 (Pre-revised)	01	Officers of the Central Government: (a) Holding analogous post on regular basis; Or (b) Holding posts in Pay Band-I, Rs. 5200-20200/- with Grade Pay 1800 (Pre-revised) with three years' experience in upkeep and maintenance of office building.

General Conditions:

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 the 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



(H.C. Khulbe)
Asstt. Manager (Admn.)

To,

1. The Director (Printing), Directorate of Printing, 4th Floor, B-Wing, GIP Building, Minto Road, New Delhi – 110002 for information.
2. Deputy Director (P&P), Directorate of Printing, 4th Floor, B-Wing, GIP Building, Minto Road, New Delhi – 110002 with a request to upload this office circular in DOP website.
3. The Manager, GIP, Minto Road, New Delhi – 110002.
4. The Manager, GIP, Rashtrapati Bhavan, New Delhi – 110004.
5. The Manager, GIP, Nashik, Maharashtra - 422006.
6. The Manager, GIP, Temple Street, Kolkata – 700072.
7. Notice Board
8. Guard File

ANNEXURE - A

FORM OF APPLICATION

1. Name of the applicant :
2. Date of Birth / Age :
3. Educational/Technical Qualifications :
4. Additional Qualification and experience required for higher Post applied for.
5. Date of appointment in the Department and post to which appointed.
6. Substantive appointment held and date of such appointment.
7. Details of posts 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 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 the applicant.....**

Designation.....

Name of Press/Office.....

.....

Dated.....

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 ofand is still current and will expire on.....

Signature of Head of the Office

NAME OF THE PRESS:

PARTICULARS OF THE APPLICANT FOR THE POST OF:

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 if pending or contemplated against the applicant	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.