



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



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आज़ादी का
अमृत महोत्सव

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File No: A-12011/01/RRP/2025-26/Estt.I/ 805

Dated: 19.03.2026

OFFICE CIRCULAR

Subject: Filling up one post of Store Supervisor Grade-I in Govt. of India Press, Ring Road, Mayapuri, New Delhi.

One post of Store Supervisor Grade-I in the **Pay Level-6** of Pay Matrix is proposed to be fill-up in the Government of India Press, Ring Road, Mayapuri, New Delhi on deputation (including short-term contract) from amongst the Officers of the Central Government or State Government/Union territory administrations or recognised research institutions or Universities or public sector undertakings or statutory or autonomous organisations:

- (A) (i) holding analogous post on regular basis in the parent cadre or Department; or
(ii) with six years' service in the grade rendered after appointment thereto on regular basis in posts in the Level-5 (Rs. 29200-92300) or equivalent in the parent cadre or department; and

(B) Possessing the following educational Qualification and experience:

- (i) Master's Degree with Economics or Commerce or Statistics or Business Studies or Public Administration from a recognised University or Institute; and
(ii) one year experience in handling stores and keeping accounts in store or in a concern of Central Government or State Government or Union territory administration or statutory or autonomous organisation or public sector undertaking or universities or recognised research institution;

OR

- (i) Bachelor's degree in Economics or Commerce or Statistics or Business Studies or public administration as a subject from a recognised University or Institute;
(ii) Diploma in Materials Management or Warehousing Management or Purchasing or Logistics or Public Procurement from recognised University or Institute; and
(iii) two years' experience in handling stores and keeping accounts in a store or a concern of Central Government or State Government or Union territory administration or recognised research Institutions or Universities or public sector undertakings or Statutory or autonomous organisation.

Note 1: Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.

Continue.....

Note 2: The maximum age-limit for appointment by deputation (including short-term contact) shall be not exceeding fifty-six years as on the closing date of receipt of applications.

2. The selected Officer is required to furnish security amount and security fidelity bond. The amount of security will be determined according to circumstances by the Press management.
3. The Officer selected will not be permitted to withdraw their applications at a later stage.
4. The Officer once selected will not be permitted to withdraw their applications at a later stage.
5. The eligible Officers who are willing to be considered for above post may send their complete bio-data in the prescribed proforma through proper channel.
6. The sponsoring authority may send the application (in duplicate in the proforma as published in the website of department <https://dop.gov.in/>) of the eligible officer who could be spared in the event of their selection along with the complete Annual Performance Appraisal Report (APAR) Dossiers for last five years to "The Manager, Government of India Press, Ring Road, Mayapuri, New Delhi – 110064" within 30 days from the issue of this Office Circular, besides, the following information/documents may also be sent along with application:
 - a) A statement showing minor or major penalties imposed, if any in respect of the Official,
 - b) Vigilance Clearance,
 - c) Integrity Certificate,
 - d) Job Description of the present post held.
7. 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.
8. Applications received after the receiving after 30 days of issuing of this Office Circular or without the APAR dossiers or otherwise found incomplete will not be considered.

Enclosure: Annexure A & B.


(Naresh Thakur)
Manager

To,

1. The Director (Printing), Directorate of Printing, 4th Floor, B-Wing, GIP Building, Minto Road, New Delhi -110002 for information.
2. The Deputy Director (P&P), Directorate of Printing, 4th Floor, B-Wing, GIP Building, Minto Road, New Delhi -110002 with the request to upload this circular on the website.
3. The Manager, Govt. of India Press, Minto Road, New Delhi – 110002.
4. The Manager, Govt. of India Press, Rashtrapati Bhawan, New Delhi – 110004.
5. The Manager, Govt. of India Press, Gandhinagar, Nashik, Maharashtra – 422006.
6. The Manager, Govt. of India Press, Temple Street, Kolkata - 700002.
7. Guard File/Notice Board.

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 contents of this application have been verified from records and are found 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

ANNEXURE - B

NAME OF THE PRESS/ ORGANIZATION:

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.

SIGNATURE OF THE HEAD OF OFFICE