



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

प्रबंधक का दूरभाष { Office: 23235416
Manager's Phone { Fax: 23239995

सहायक प्रबंधक का दूरभाष Office: 23235121
Asstt. Manager's Phone ई-मेल: gip-mr@nic.in

भारत सरकार मुद्रणालय, मिन्टो रोड, नई दिल्ली-110002

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

No.: D-31/E-I/Circular/2002

Dated: 05/8/26

कार्यालय परिपत्र/OFFICE CIRCULAR

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

One post of Store Supervisor Grade - I Level-6 is proposed to be filled up in Govt. of India Press, Minto Road, New Delhi on deputation basis (including short-term contract) as per existing Recruitment Rules amongst the officers of Central Govt. or State Govt./Union Territory Administrations or recognized Research Institutions or Universities or Public Sector Undertakings or Statutory or Autonomous organizations who fulfils the following conditions: -

- (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 Statistic or Business Studies or Public Administration from a recognized University or Institute; and
(ii) one-year experience in handling stores and keeping accounts in store or in a concern or Central Government or State Government or Union Territory administration or statutory or autonomous organization or public sector undertaking or universities or recognized research institution;

OR

- (i) Bachelor's degree in Economics or Commerce or Statistic or Business Studies or Public Administration from a recognized University or Institute;
(ii) Diploma in Materials Management or Warehousing Management or Purchasing or Logistics or Public Procurement from recognized University or Institute;
(iii) two years experience in handling stores and keeping accounts in store or in a concern or Central Government or State Government or Union Territory administration or recognized research Institutions or Universities or public sector undertaking or statutory or autonomous organization.

General Instructions:

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 organization/ Department of the Central Government shall ordinarily not exceed three years.
2. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

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3. 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.
4. The officer selected will not be permitted to withdraw their applications at a later stage.
5. The eligible officer who are willing to be considered for the 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 Dte. of Printing website: <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 the last five years to "**The Manager, Govt. of India Press, Minto Road, New Delhi – 110002**" within 30 days from the date of publishing in Employment News/Rozgar Samachar, besides, the following information/documents may also be sent along with the application: -
 - a) A statement showing minor and major penalties imposed, if in any 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 30 days from the issue of this Circular or without APAR dossiers or otherwise found incomplete will not be considered.

Encl.: Annexure-A & B

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(निकीता महापात्र/Nikita Mahapatra)

सहायक प्रबंधक (प्रशासन)/Asst. Manager (Admn.)

To,

1. The Director(Ptg.), Directorate of Printing, 4th Floor, B Wing, GIP Building, Minto Road, New Delhi - 110002
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.
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

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T.O.(P&P)

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