

No. 5/1/2014-Admn.II
Government of India
Ministry of Information & Broadcasting
Press Information Bureau
(Admn.II Section)


“A” Wing, Shastri Bhawan, New Delhi.
Dated, the 17th May, 2018.

Subject : Appointment of Caretaker in Press Information Bureau from amongst
SSAs/ASOs of CSCS/CSS cadre of Ministry of Information & Broadcasting.

The undersigned is directed to say that it is proposed to appoint a **Caretaker** in Press Information Bureau for performing care taking work for PIB, Shastri Bhawan from amongst SSAs/ASOs of CSCS/CSS cadre of Ministry of Information & Broadcasting. The appointment will be for a period of one year.

2. The Caretaker will be entitled to draw Extra Work Allowance at a rate of 2% (two percent) of the basic pay per month as per Department of Expenditure's O.M. No. 12-3/2016-E.III(A) dated 20.7.2017.


3. The SSAs/ASOs working in the Ministry of Information & Broadcasting and its various cadre units and willing to perform caretaking work, may forward their willingness (in the Proforma attached as Annexure) through their respective Controlling Officers to Section Officer, Administration-II Section, Room No. 704, Shastri Bhawan, New Delhi **latest by 8th June, 2018** alongwith a certificate from his/her present employer that in case of his/her selection, he/she will be relieved immediately to join the post. The application without vigilance clearance, integrity certificate and APARs for the last five years or those received after due date are liable to be rejected.


(P. Nagarajan)
Deputy Director (Admn.)
Tel. No. 2338 4684

To,

1. The Under Secretary (Admn.), Ministry of I&B, Shastri Bhawan, New Delhi.
2. All Media Units of Ministry of I&B.
3. All Sections in PIB, Shastri Bhawan, New Delhi.
4. Notice Board, PIB, Shastri Bhawan, New Delhi.

Copy to : NIC, PIB for posting the same on the PIB's Website.


(P. Nagarajan)
Deputy Director (Admn.)

PROFORMA

1.	Name of the applicant	
2.	Date of Birth	
3.	Date of Superannuation	
4.	Present Post held	
5.	Present Level as per 7 th CPC Pay Matrix	
6.	Date of present Level	
7.	Educational Qualification	
8.	Whether belong to SC/ST/OBC	
9.	Remarks, if any	
10.	Tel. /Mobile No.	

Signature of the Applicant

CERTIFICATES TO BE GIVEN BY THE CONTROLLING AUTHORITY

1. It is certified that the above particulars have been verified and found correct.
2. There is no vigilance case pending and/or being contemplated against the above official.
3. Integrity of the official is beyond doubt.
4. APARs for the last five years are enclosed.

Place:

Signature-----

Dated: