

No.A.12011/11/2011-Ad.IA  
Government of India  
Ministry of Finance  
Department of Economic Affairs

New Delhi, the 16<sup>th</sup> March, 2018

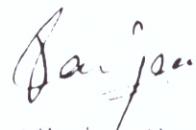
**C I R C U L A R**

Subject: Filling up the post of Machine Operator in PB-2 of Rs. 9300-34800 plus GP Rs. 4200 in the Ministry of Finance, Department of Economic Affairs on deputation/absorption Basis.

Applications in the prescribed proforma, as per the Annexure-II are invited from eligible persons for filling up one vacancy of Machine Operator in the Ministry of Finance Department of Economic Affairs on deputation/absorption basis. The particulars regarding the post are given in Annexure-I.

2. It is requested that the applications of such eligible candidates, as are desirous of being considered for the post and who can be relieved immediately on selection, may be forwarded alongwith attested photocopies of last 5 years, ACR dossier, Vigilance Clearance and Integrity Certificate to the undersigned within a period of 60 days from the date of issue of this Circular. Applicants will not be allowed to withdraw their candidature at a later date. Applications received without the upto date CR Dossiers, Vigilance Clearance and Integrity Certificate will not be entertained.

Hindi version enclosed.



( Sanjeev Gupta

Under Secretary to the Govt. of India

Copy to:

1. All Ministries/Departments of the Government of India.
2. Assistant Editor(Advt.), Employment News, Publication Division, Ministry of I & B, 7<sup>th</sup> Floor, Sochna Bhawan, CGO Complex, Lodhi Road, New Delhi with the request to publish the above vacancy circular in the forthcoming issue of Employment News. The bill may be forwarded to Shri Sanjeev Gupta, Under Secretary, Room No. 241-E, North Block, New Delhi – 110 001.
3. H.I.C. They are requested for Hindi version of this circular.
4. Budget Division/Manager(Press).
5. Govt. of India Press, Ring Road, Minto Road, Faridabad.
6. Director(NIC) with the request to upload the vacancy circular on the website of DEA, Ministry of Finance.

ANNEXURE -I

1. Name of the post : Machine Operator
2. Number of vacancy : One
3. Classification : General Central Service,  
Group-B, Non-Gazetted  
Non-Ministerial
4. Ministry/Department : Ministry of Finance,  
Deptt. of Economic Affairs
5. Scale of pay : Pre-revised scale of Rs 9300-34800  
+ 4200 Grade Pay(Pay Band-2)
6. Method of Recruitment : Deputation/Absorption
7. Eligibility conditions :

**DEPUTATION/ABSORPTION**

- i) Persons working in analogous post in other Government Departments on regular basis or;
  - ii) Persons in the scale of Rs. 5200-20200 with G.P. of Rs. 2800 having 5 years of regular service in the grade ;
- (b) Possessing the qualification and experience prescribed for direct recruits as under and subject to qualifying a trade test:-

Matriculation or its equivalent;

- (i) Diploma in Lithography printing from a recognized Institution,
- (ii) Six years experience in the operation of offset Printing Machine.

*Desirable :*

A Certificate of training in printing from a vocational Institution or of a Government organization and knowledge of Platemaking.



PROFORMA

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth
4. Date of Retirement under Central Govt. rules
5. Educational Qualifications
6. Whether educational and other qualifications required for the post are satisfied? (If any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)

Qualification/Experience  
Required

Qualification/Experience  
Possessed

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?
8. Details of employment, in chronological order  
(enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department	Post held	From	To	Scale of Pay	Nature of Duties
and Basic Pay					

9. Nature of present employment i.e. ad-hoc or

- Temporary or quasi-permanent or permanent
10. In case the present employment is held on  
Deputation basis/contract basis, please state:
- (a) The date of initial appointment
  - (b) Period of appointment on deputation/contract
  - (c) Name of the parent Office/Organization to which belong.
11. Additional details about present employment  
Please state whether working under
- (a) Central Government
  - (b) State Government
  - (c) Autonomous Organisation
  - (d) Universities
  - (e) Others
12. Are you in the revised scale of Pay? If yes,  
Give the date from which the revision took  
place and also indicate the pre-revised scale.
13. Total emoluments drawn per month.
14. Whether belongs to SC/ST
15. Additional information, if any
16. Remarks, if any

**Signature of the Candidate**

**Address** \_\_\_\_\_

Service particulars given by the applicant are verified with reference to service records and found to be correct.

**Signature with seal of the Competent Authority**