

**Invitation of applications from eligible candidates for appointment to the post of Offset Machineman Grade II in the Ministry of Finance, Department of Economic Affairs on direct recruitment basis**

Applications in the prescribed proforma, as per the Annexure-II, are invited from eligible candidates for appointment to the post of **Offset Machineman Grade II** in the Ministry of Finance, Department of Economic Affairs on direct recruitment basis. The particulars regarding the post are given in Annexure-I.

2. Interested and eligible candidates may send their applications in the prescribed proforma alongwith photocopies of certificates/documents in support of educational & technical qualification and experience etc. to the Under Secretary, Administration (Ex-Cadre), Department of Economic Affairs, Ministry of Finance, Room No. 230, North Block, New Delhi-110001 within 60 days from the date of publication of the advertisement. The applications alongwith copies of requisite documents can also be submitted at the e-mail ID [recruitment-dea@nic.in](mailto:recruitment-dea@nic.in). The short-listed candidates will be called for Trade Test.



**(Sanjeev Gupta)**

Under Secretary to the Govt. of India



1. Ministry / Department : Ministry of Finance,  
Department of Economic Affairs.
2. Name of the Post & Classification : Offset Machineman Grade-II  
General Central Service, Group 'C'  
(Non-Gazetted),  
Non-Ministerial
3. Number of Posts : 02 (Unreserved)
4. Scale of Pay : Rs. 4500-125-7000 (pre-revised)  
**[Equivalent to Level 5 of Pay Matrix (Rs. 29200 – 92300) in 7<sup>th</sup> Central Pay Commission]**
5. Method of Recruitment : Direct Recruitment.
6. Period of Probation : 02 years.
7. Age Limit : Between 18 and 25 years (Relaxable for Government servants upto the age of 40 years in the case of General candidates and upto 45 years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time).

**Note:** The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)

8. Eligibility Conditions:

**Essential:**

- (1) Matriculation or its equivalent;
- (2) Diploma in Printing (Offset) with three years practical experience for operating single and double colour Offset Machines,

OR

Certificate of successful completion of apprenticeship in the Offset Printing Machine Trade under the Apprenticeship Act, 1961 (52 of 1961) with six years experience in the Offset Printing Machine Operating single and double colour.

**Desirable:** Knowledge of Platemaking



**BIO-DATA PROFORMA**

1. Post applied for :
2. Name of the Candidate :
3. Father's Name :
4. Date of Birth :
5. Whether belongs to SC/ST/OBC :
6. Address & Contact No. :
7. Whether Central/State Government servant :  
or not  
(if yes, please indicate present designation of  
the Candidate and details of the Employer)
8. (i) Educational Qualification :  
  
(ii) Technical Education :
9. Whether possess desirable qualification :  
(if yes, please indicate briefly)
9. Details of Experience, in chronological order. Enclose a separate sheet, duly authenticated  
by your signature, if the space below is insufficient.

Office/Instt./Orgn.	Post held	From	To	Pay	Nature of duties

10. Additional information, if any which you would like to mention in support of your suitability  
for the post. Enclose a separate sheet, if the space is insufficient:

**[Photocopies of Caste Certificate (in case of SC/ST/OBC) and Educational & Technical Qualifications and experience must be attached]**

Signature of the Candidate

Date:

Place: