



**PRASAR BHARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
PRASAR BHARATI SECRETARIAT  
COPERNICUS MARG, NEW DELHI**

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No. A-10013/5/2019-PPC

Dated: 07 Jan, 2020

To,

The Secretary,  
All Ministries/Departments,  
Government of India

Sub: Filling up the post and preparing a panel for vacancies of Deputy Director of Administration (DDA) on deputation basis in Prasar Bharati.

Sir,

Prasar Bharati intends to fill up **10\* posts** (\*subject to variation) **and prepare a panel for vacancies in the grade of Dy. Director of Administration on deputation basis in Level 11 as per 7<sup>th</sup> CPC pay matrix [PB-3: Rs.15,600-39,100 + Grade Pay of Rs.6,600/- (Pre-revised)] [E-4, Rs. 29,100-54,500/- IDA pattern].**

2. Applications are invited from eligible officers working in the Ministries/Departments of Central/State Government/Union Territories and Autonomous Organizations/Public Sector Undertakings or Statutory organizations following Central Government Rules/norms/procedures etc., fulfilling the following eligibility criteria and other conditions:-

(i) Eligibility:-

holding analogous post on regular basis in the parent Cadre/Department; **OR**

having two years regular service in Level-10 as per 7<sup>th</sup> CPC pay matrix (PB-3 Rs.15,600-39,100/- + GP Rs.5,400/- Pre-revised) [E-3 Rs. 24,900-50,500/- IDA pattern] in the parent Cadre/Department;

**OR**

having six years regular service in Level 8 of the 7<sup>th</sup> CPC pay matrix (Pre-revised PB-2 Rs. 9,300 – 34,800/- + GP- Rs. 4,800/-) [E-2 Rs. 20,600-46,500/- IDA pattern] in the parent Cadre/Department; **and**

possessing knowledge of secretarial practices, rules and regulations and practical experience of their application in the Central Govt/Ministry/ Department/ Autonomous Organization.

(ii) Age

The Officers should not have crossed the age of 56 years as on the closing date of receipt of application

contd... /

(iii) Experience & Job Description:

The officers should have 5 years experience in Establishment, Administration, Finance, Accounts, Legal and Vigilance matters.

The selected candidates would be posted in Delhi. They would be required to handle Establishment/Administration/Finance/Accounts/Legal and Vigilance matters.

3. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.

4. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the central Government shall ordinarily not exceed five years.

5. The terms & conditions and pay & allowances of the officers selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, DoP&T OM No.6/08/2009-Estt(Pay.II) dated 17.06.2010, as amended from time to time. The period of deputation will initially be for a period of three years.

6. While forwarding the applications in the prescribed format (Annexure-I) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents may also be sent alongwith the application:

- (i) Application in the prescribed pro-forma (Annexure-I).
- (ii) Certified copies of up-to-date and complete Annual Confidential Report (APAR/CR Dossier) of last five years.
- (iii) Integrity Certificate.
- (iv) Vigilance clearance including certification that no disciplinary proceedings Criminal proceedings are either pending or contemplated against the applicant.
- (v) List of minor/major penalty, if any, imposed on the applicant during last 10 years.

7. While forwarding the application it may also be verified and certified by the Cadre Controlling Authority that the particulars furnished by the applicant are correct, as per record (Annexure-II).

8. Complete application with the above documents, duly signed by the authorized officer, should be forwarded through proper channel to **Deputy Director (PBRB), Prasar Bharati Secretariat, Prasar Bharati House, Copernicus Marg, New Delhi. Last date for receipt of applications is 21 days from the date of publication of the advertisement in the Employment News.**


9. Applications received after the last date or otherwise found incomplete shall not be entertained.

Contd.../-

10. Prasar Bharati reserves the right to withdraw the vacancy circular at any time without assigning any reasons.


11. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Encl. As above.

  
07/01/2020  
(Alok Kumar Sharma)  
Director (Pers)

Copy to:

1. The Establishment Officer and Additional Secretary, Department of Personnel and Training, North Block, New Delhi
2. DG, AIR
3. DG, Doordarshan
4. ADG(Admn.), DG:AIR
5. ADG (Admn.), DG: Doordarshan, New Delhi with the request to place the advertisement in the official website in downloadable format.
6. Deputy Director, PBRB, PB Secretariat
7. Dy. Director (Admn), DG:AIR, New Delhi with the request to place the advertisement in the official website in downloadable format.
8. NIC for placing the vacancy circular at DoP&T's website.
9. DDG (Tech), PB Sectt - with a request to upload in the advt. in PB website as well as in the National Career Service Portal
10. Dir. (GA-I), PB
11. All Autonomous Organizations of Central Government through their respective Ministries
12. Hindi Unit for Hindi version
13. Guard file.

  
07/01/20  
(Alok Kumar Sharma)  
Director (Pers)

## BIO-DATA/CURRICULUM VITAE PROFORMA

|   |   |
|---|---|
| 1. Name and Address<br>(in Block Letters)   |   |
| 2. Date of Birth (in Christian era)   |   |
| 3. i) Date of entry into service  |   |
| ii) Date of retirement under Central/State Government Rules   |   |
| 4. Educational Qualifications   |   |
| 5. 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) |   |
| <b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular</b>   | <b>Qualifications/experience possessed by the officer</b> |
| <b>Essential</b>  | <b>Essential</b>  |
| A)Qualifications  | A)Qualifications  |
| B)Experience  | B)Experience  |
| <b>Desirable</b>  | <b>Desirable</b>  |
| A)Qualifications  | A)Qualifications  |
| B)Experience  | B)Experience  |
| 5.1 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate.</b>   |   |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post  |   |



7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

| Office/Institution | Post held on Regular basis | From | To | *Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|---|--|
|                    |                            |      |    |   |  |

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned, Details of ACP/MACP with present Pay Band Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

| Office/Institution | Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme | From | To |
|--------------------|---|------|----|
|                    |   |      |    |

|   |   |   |   |
|---|---|---|---|
| 8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent  |   |   |   |
| 9. In case the present employment is held on deputation/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 the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organization |
| <p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a Lien in his parent cadre/organisation.</p> |   |   |   |

|  |  |                  |
|--|--|------------------|
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.  |  |                  |
| 11. Additional details about present employment:<br>Please state whether working under (indicate the name of your employer against the relevant column)  |  |                  |
| <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>  |  |                  |
| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.   |  |                  |
| 13. Are you in Revised Scale of Pay? If yes give the date from which the revision took place and also indicate the pre-revised scale   |  |                  |
| 14. Total emoluments per month now drawn   |  |                  |
| Basis Pay in the PB  | Grade Pay  | Total Emoluments |
|  |  |                  |
| 15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.  |  |                  |
| Basic Pay with Scale of Pay and rate of increment  | Dearness Pay/interim relief/other Allowances etc., (with break-up details) | Total Emoluments |
|  |  |                  |
| 16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)<br><b>(Note: Enclose a separate sheet, if the space is insufficient)</b> |  |                  |



|   |  |
|---|--|
| <p><b>16.B Achievements:</b><br/>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"><li>(i) Research publications and reports and special projects</li><li>(ii) Awards/Scholarships/Official Appreciation</li><li>(iii) Affiliation with the professional bodies/institutions/societies and;</li><li>(iv) Patents registered in own name or achieved for the organization</li><li>(v) Any research/innovative measure involving official recognition</li><li>(vi) Any other information.</li></ul> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p> |  |
| 17. Whether belongs to SC/ST  |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate)**

Address \_\_\_\_\_

\_\_\_\_\_

e-mail ID \_\_\_\_\_

Contact No. \_\_\_\_\_

Date \_\_\_\_\_

:5:

## Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

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(Employer/Cadre Controlling Authority with Seal)



A handwritten signature in black ink, appearing to read 'A. Kumar', is written over a horizontal line.