

# Ministry of Finance

## Department of Economic Affairs

(Ad. VI Section)

Room No. 230, North Block, New Delhi-110001

**Subject:- Filling up of one (01) vacancy of Bindry Assistant (General Central Service Group 'C' (Skilled), Non-Ministerial), Non Gazetted post with pay of Level-2 (Rs.19900-63200) in the Pay Matrix in Ministry of Finance, Department of Economic Affairs by deputation/absorption basis.**

Applications in the prescribed proforma, as per the **Annexure-I** are invited from eligible persons for filling up one (01) vacancy of **Bindry Assistant** in the Budget Press of Department of Economic Affairs, Ministry of Finance on deputation/absorption basis. The particulars regarding the post are given in **Annexure-I**

**2. Controlling Offices of the applicants are requested that the applications of such eligible candidates who 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/APAR dossier, Vigilance Clearance and Integrity Certificate to the undersigned within a period of 60 days from the date of publication of this Advertisement in this Employment News/Rozgar Samachar. Applicants will not be allowed to withdraw their candidature at a later date. Applications not received through proper channel or received without the up-to-date CR dossiers, Vigilance Clearance and Integrity Certificate will not be entertained.**

(Santosh Kumar)  
Under Secretary to the Government of India  
Ph. No.011-23096770  
**ANNEXURE - I**

1. Name of the post : Bindry Assistant
2. Number of vacancy : One (01)
3. Classification: General Central Service, Group-C (Skilled), Non-Ministerial Non-Gazetted.
4. Ministry/Department: Ministry of Finance, Department of Economic Affairs
5. Scale of pay: Level-2 (Rs. 19900-63200) in the pay matrix [pre revised Pay Band-1 of Rs. 5200-20200 with grade pay of Rs. 1600]
6. Method of Recruitment: by deputation/absorption
7. Eligibility conditions:

**Deputation:**

**Officers from the Central Government:**

- (a) i. Holding analogous posts on regular basis or  
ii. with three years regular service in the post in the Pay Band-1 (Rs.5200-20200/-) with Grade Pay of Rs. 1600 or equivalent; and
- (b) Possessing the following education qualifications and experience, subject to qualifying a trade test to be conducted by Budget Division of Department of Economic Affairs.

**Essential:**

- (A)i. Matriculation or its equivalent from recognized institution or Board; and  
ii. A certificate of successful completion of apprenticeship in the trade under Apprentices Act, (1961) (52 of 1961); or
- (B)i. 12th standard pass or its equivalent from a recognized institution or Board; and  
ii. One year experience as a Binder in a well established printing press.

**ANNEXURE-II**

**BIO-DATA/CURRICULUM VITAE**

Paste a  
Passport size  
photograph

1. Post applied for	
2. Name and Address (in Block letters) :	
3. Contact No. & Email Address	
4. Date of Birth	
5. Date of entry into service	
6. Date of retirement under Central/State Government Rules	
7. Educational Qualifications	
8. 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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualification/experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
8.1 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the cand.date.	
9. 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.	
10. 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 Scale/Pay Band with Grade Pay/Level in the pay matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
*Important: Pay Band with Grade Pay and Level in the pay matrix 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 and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:					
Office/Institution	Pay, Pay Band with Grade Pay and Level in the pay matrix drawn under ACP/MACP Scheme	From	To		
11.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
12.	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 organisation		
12.1	Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.				
12.2	Note: Information under Column 8 (c) & (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.				
13.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.				
14.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)				
	a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others				
15.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.				
16.	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.				
17.	Total emoluments per month now drawn				
Basic Pay and Level of the Pay Matrix			Total Emoluments		
18.	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	
19.	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) (Note: Enclose a separate sheet, if the space is insufficient)				
20.	Please state whether you are applying for deputation/absorption basis				
21.	Whether belongs to SC/ST				