

# Ministry of Information and Broadcasting

New Delhi

30 July, 2018

ANNEXURE-II

## OFFICE MEMORANDUM

## BIO-DATA PROFORMA

**Subject: Filling up the post of Regional Officers at the Regional Offices of Central Board of Film Certification, Mumbai, Chennai, Kolkata, Thiruvananthapuram, Cuttack and Delhi (one each) and one post of Additional Regional Officer in the Regional Office of Central Board of Film Certification, Guwahati under Ministry of Information & Broadcasting.**

It is proposed to fill up **six posts of Regional Officers** (General Central Service, Group 'A', Gazetted) in the Regional Office, Central Board of Film Certification, **Mumbai, Chennai, Kolkata, Thiruvananthapuram, Cuttack and Delhi** (one each) on deputation basis in the Pay Matrix Level 12 (Rs.78800-209200) (Prerevised Pay band 3 Rs.15600-39100 with Grade Pay of Rs.7600) and **one post of Additional Regional Officer** (General Central Service, Group 1A', Gazetted) in the Regional Office, Central Board of Film Certification, **Guwahati** on deputation basis in the Pay Matrix 11 (67700-208700) (Prerevised Pay band 3 ( Rs.15600-39100) with Grade Pay of Rs. 6600/-) under Ministry of Information and Broadcasting. The details of the post are given in **Annexure-I**.

**2.** The pay, tenure of deputation and other terms and conditions of the selected officer will be regulated in accordance with the Department of Personnel & Training's O.M. No.6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.

**3.** Applications of eligible officers in the prescribed proforma (**Annexure-II**) may be forwarded to this Ministry along with the following:

(i) Up-to-date APAR dossier for the last five years. All Photostat copies of APARs may be forwarded duly attested by an officer not below the rank of an Under Secretary or equivalent.

(ii) Vigilance clearance.

(iii) Statement indicating whether any minor/major penalty was imposed or not during the last 10 years **and**

(iv) 'integrity certificate'

(v) cadre clearance

**4.** The applications complete in all respect, may be sent to the **Under Secretary (Films), Ministry of Information and Broadcasting, A-Wing, Shastri Bhavan, New Delhi-110001 within 60 days** from the date of publication of this advertisement in the Employment News. Officers who volunteer for the post will not be allowed to withdraw their candidature subsequently. The maximum age limit of the candidates applying for the post shall not exceed **56 years** as on the closing date of receipt of applications.

(P. K. Jha)

Under Secretary to the Government of India

Tele: 2338 2487

ANNEXURE-I

The Description of the posts and eligibility conditions are as follows:-

S. No.	Name of the Post	No. of Posts and Regional Office of CBFC	Eligibility Conditions
1.	<b>Regional Officer</b> Pay Matrix Level- 12 (Rs. 78800-209200) Grade Pay- Rs. 7600	<b>01 Mumbai, 01 - Chennai, 01 - Kolkata, 01-Thiruvananthapuram, 01- Cuttack 01 Delhi</b>	<b>Officers of the Indian Administrative Services or Central Services Group 'A' eligible for appointment as Deputy Secretary to the Govt. of India, along with following qualifications:</b> <b>Essential</b> (a) Degree of recognized university or equivalent; (b) Sound knowledge of Hindi and one more of the following Indian languages as given below against each Regional Officer:- (i) Regional Officer, CBFC, Mumbai - Marathi (ii) Regional Officer, CBFC, Chennai- Tamil (iii) Regional Officer, CBFC, Kolkata-Bengali (iv) Regional Officer, CBFC, Thiruvananthapuram- Malayalam (v) Regional Officer, CBFC, Cuttack- Odiya (c) Sound knowledge of Indian history and culture; <b>and</b> (d) 10 years' administrative or managerial experience in a responsible capacity. <b>(Period of deputation- ordinarily not exceeding 4 years)</b>
2.	<b>Additional Regional Officer</b> Pay Matrix 11 (67700-208700)	<b>01 - Guwahati</b>	<b>Suitable officers of the Indian Administrative Service or Central Service Group A, along with following qualifications:</b> <b>Essential</b> (i) Degree of a recognized University or equivalent. (ii) Sound knowledge of Hindi and one more Indian language (according to the requirements of the post- <b>in this case Assamese</b> ); (iii) Sound knowledge of Indian History and Culture. (iv) Seven years' administrative or Managerial experience in a responsible capacity. <b>(period of deputation ordinarily not exceeding 3 years)</b>

(Qualifications relaxable at the discretion of the Union Public Service Commission in case of candidates, otherwise well qualified.)

POST APPLIED FOR:.....

1.	Name and address in block letters	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under Central/State Govt. 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.</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>(1) (2) (3)</b>	
<b>Desired</b>	<b>(1) (2)</b>	
6.	Please state clearly whether in the light of entries made by you above, you meet the requirements 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 :	
	<b>Office/Institute/ Orgn.</b>	<b>Post held</b>
	<b>From</b>	<b>To</b>
	<b>Scale of Pay and Basic Pay</b>	<b>Nature of Nature</b>
8.	Nature of present employment i.e., quasi permanent or permanent	
9.	If the <b>present employment</b> 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 you belong.	
10.	Additional details about <b>present employment</b> . Please state whether working under : (a) Central Government (b) State Government (c) Autonomous organizations (d) Government Undertakings (e) Universities	
11.	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.	
12.	Total emoluments per month now drawn: (i) Present Scale of pay: (ii) Present Grade Pay:	
13.	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.	
14.	Whether belongs to SC/ST	
15.	Remarks	

Signature of the candidate

Date .....

Address .....

Phone No. ....

Office.....

Residence .....

Mobile .....

Certified that the particulars furnished by the candidate have been verified from his/her service records and are correct. No disciplinary/vigilance case is either pending or being contemplated against him/her. No major/minor penalty has been imposed on him/her during the last 10 years. His/her integrity is certified. Cadre clearance is also given herewith.

Countersigned by Head of Department/Office