



No. A-22019/1/2025-Admn.IV | 113

Government of India

Ministry of Information and Broadcasting

"A" Wing, Shastri Bhawan, New Delhi-110001

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Date : 21.02.2025

**OFFICE MEMORANDUM**

**Subject:- Filling up the post of Assistant Manager-cum- Store Keeper in the Departmental Canteen of Ministry of Information and Broadcasting on deputation basis-reg.**

Applications are invited from eligible and willing officials under the Central Government for the post of Assistant Manager-cum-Store Keeper in Level 04 of the pay matrix in the Departmental Canteen of the Ministry of Information and Broadcasting to be filled on deputation basis. The details of the post and eligibility conditions are mentioned in Annexure-A.

2. Appointment of selected candidate will be governed by the terms and conditions stipulated in DoP&T O.M. No. 2/8/97-Estt. (Pay II) dated 11.03.1998 as amended from time to time. 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/department, ordinarily shall not exceed three years.

3. Applications of eligible and willing officials in the proforma given in Annexure-B along with their Confidential Reports for the last five years, vigilance clearance certificate and Integrity certificate, may be sent through proper channel to the undersigned within 30 days from the date of publication of this advt. in the Employment News.

4. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

**Encl: As above**

**(Anuj Dixit)**

**Under Secretary to Govt. of India.**

**Tel. No. - 2338 4990**

**To:-**

1. All Ministries/Departments with a request to get it wide publicity.
2. All media Units of the M/o I&B with a request to get it wide publicity.
3. Director (Advertising) CBC, with request to get the advertisement published in the next issue of Employment News under intimation to this Ministry.

**Copy To:-**

All Sections in the Main Secretariat. Interested persons may send their Applications to Admn. IV section through their controlling officers before due date.

**Annexure -A**

- 1. Name of Post** : Assistant Manager-cum- Store Keeper  
**2. No. of Post** : 01  
**3. Scale of Post** : Level 4 in the pay matrix (Rs. 25,500-81,100)

**4. Eligibility Conditions :**

Officers of the Central Government-

- (a) (i) holding analogous posts on regular basis; Or  
(ii) with at least eight(8) years regular service in the Pay Band-1, Rs.5200-20200 + Grade Pay Rs. 1900; and  
(iii) Possessing educational qualifications of B.com from a recognized University; Or  
Graduate in any discipline from a recognized University with one year diploma in Book Keeping or Store Keeping; and
- (b) having three(3) years experience in handling Stores and Accounts

**Note 1:** The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 03 years. The maximum age limit for deputation is 56 years as on the closing date of receipt of applications.

**Note 2:** The departmental officials 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.

**ANNEXURE - B**  
**BIO-DATA PROFORMA**

<b>1</b>	Name and Address (in Block letters)	:					
<b>2</b>	Date of Birth (In Christian era)	:					
<b>3(i)</b>	Date of entry into service						
<b>(ii)</b>	Date of retirement under Central/State Govt. Rules						
<b>4</b>	Educational qualifications	:					
<b>5</b>	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) Qualification		A) Qualification				
	B) Experience		B) Experience				
<b>Desirable:</b>			<b>Desirable:</b>				
	A) Qualification		A) Qualification				
	B) Experience		B) Experience				
<b>6</b>	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.	:					
<b>7. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):</b>							
	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	
<b>8</b>	Nature of present employment i.e. Ad hoc or Temporary or Permanent					:	
<b>9</b>	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 belong
<p><b>Note: 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.</b></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	:
12	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.	:
13	Total emoluments per month now drawn	:
14	<b>Additional information</b> , 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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	:
15	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.

Date :-

Signature of the Candidate  
Address:-  
Contact No.

**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.

Countersigned  
(Employer/Cadre Controlling Authority with Seal)

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