

**GOVERNMENT OF INDIA PRESS: KORATTY
KINFRA PARK.P.O, KORATTY-680 309 , THRISSUR DISTT., KERALA**

F.No.21011/2(d)/E-I/2013

Dated: 4-10-2013

NOTIFICATION

Sub:- Filling up of various posts on deputation basis in Govt. Of India Press, Koratty, Kerala.

It is notified that the following Group- C posts as per Annexure-I in Government of India Press, Kinfra Park P.O,Koratty – 680 309, Thrissur Distt., Kerala are required to be filled up on deputation basis as per existing Recruitment Rules from amongst the officials of Central Govt. including the Department of Printing, New Delhi fulfilling the following conditions.

GENERAL INSTRUCTIONS:

1. For all the above said posts, 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 organisation/Department of the Central Government Shall ordinarily not exceed three years.
2. The maximum age limit for appointment by transfer on deputation shall not exceed 56 (Fifty six) years as on the closing Date of receipt of applications.
3. All the eligible permanent Central Government servants, may submit their applications in the prescribed proforma. Annexure-A & B to The Manager, Government of India Press, Kinfra Park P.O Koratty – 680 309 , Thrissur District, Kerala through proper channel, with the following documents:-
 - a) Up-to-date Confidential Report Dossiers
 - b) Vigilance Clearance Certificate
 - c) Undertaking regarding non-withdrawal of candidature after selection.

The applications through proper channel should reach the undersigned within **45 days** from the date of publication of advertisement in **Employment News**".

Annexure-I

S.No	Name of Post & Classification	Pay Band & Grade Pay	No. of vacancies	Eligibility Conditions (Qualification & Experience)
1	Head Clerk (Senior) General Central Service Group-C Non Gazetted Ministerial	PB2 Rs.9300-34800 Grade Pay Rs.4200/-	2	(1) Officers of the Central Government holding analogous post on regular basis ; or (ii) Head Clerk(Junior)/Head Computer of other Government of India Presses/branches with three years regular service in the grade. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed fifty-six years as on the closing date of receipt of application.
2	Upper Division Clerk General Central Service Group-C Non Gazetted Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.2400/-	12	Officers of the Central Government: (i) holding analogous post on regular basis,or (ii) with eight years regular service in the grade of Lower Division Clerk or equivalent. Note 1: For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January of 2006 the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation. Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
3	Hindi Translator General Central Service Group-C Non Gazetted Ministerial	PB2 Rs.9300-34800 Grade Pay Rs.4200/-	1	Officers of the Central Government holding: (a)(1)analogous posts,or (ii) posts in the scale of pay Rs.4500-125-7000(Pre-Revised Scale) or equivalent with three years regular service (OR) (iii) Posts in the scale of pay Rs.4000-100-6000 (Pre-Revised Scale)or equivalent with five years regular service in the grade; and (b) possessing educational qualifications laid in column 8 for direct recruits as given below: Master's Degree of a recognised University in Hindi/English with English/Hindi as a compulsory/elective subject or as medium of examination at degree level. (OR) Master's Degree of a recognised University in any subject other than Hindi/English with Hindi and English as compulsory/elective subject or either of the two as medium of examination and the other as a compulsory/Elective subject at degree level. (OR) Master's degree of a recognised university in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a Compulsory elective subject or as medium of examination at degree level. (OR) Bachelor's degree of a recognised university with Hindi and English as compulsory/elective subject or either of the two as medium of examination and the other as a compulsory elective subject, plus a recognised diploma/certificate course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central/State Government offices including Govt. of India undertakings. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed fifty-six years as on the closing date of receipt of application.

4	General Store Keeper General Central Service Group-C Non Gazetted Ministerial	PB2 Rs.9300-34800 Grade Pay Rs.4200/-	1	Officers of the Central Government : (a)(1) holding analogous post on regular basis; OR (ii) with three years regular service in post in the pay scale of Rs.4500-125-7000 (Pre-Revised Scale) OR (ii) with eight years regular service in the pay scale of Rs.4000-100-6000 (Pre-Revised Scale) (b) possessing Matriculation or equivalent from a recognised Board or University. Desirable: One year experience in handling store which can be relaxed by the Appointing Authority in deserving cases in case no eligible candidates apply. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed fifty-six years as on the closing date of receipt of application.)
5	Foreman (Bindery) General Central Service Group-C (Supervisory) Non Gazetted Non Ministerial	PB2 Rs.9300-34800 Grade Pay Rs.4200/-	3	Officers of the Central Government (including the department) (a) holding analogous posts i.e. Foreman (Bindery) in the scale of Rs.5000-150-8000 (Pre-Revised Scale) on regular basis or (b) Section Holder(Bindery)/Time Checker(Bindery) in the Pay Scale of Rs.4500-125-7000 (Pre-revised Scale) with three years regular service in the grade. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / Department of the Central Government shall ordinarily not exceed three years.
6	Section Holder (Bindery) General Central Service Group-C (Supervisory) Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.2800/-	2	Officers of the Central Government (including the department) (a) holding analogous posts i.e. Section Holder(Bindery)/Time Checker (Bindery) in the scale of Rs.4500-125-7000 (Pre-Revised Scale) on regular basis or (b) Binders in the Pay Scale of Rs.4000-100-6000 (Pre-Revised Scale) with five years regular service in the grade. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / Department of the Central Government shall ordinarily not exceed three years.
7	Binder General Central Service Group-C (Highly Skilled Grade II) Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.2400/-	21	Officers of the Central Government (including the department) (a) holding analogous posts i.e. Binder in the Pay Scale of Rs.4000-100-6000 (Pre-Revised Scale) on regular basis or (b) Assistant Binders in the Pay Scale of Rs. 3050-75-3950-80-4590 (Pre-Revised Scale) with eight years regular service subject to qualifying respective trade test for that trade. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / Department of the Central Government shall ordinarily not exceed three years.
8	Reader General Central Service Group-C (Highly Skilled Grade I) Non Gazetted, Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.2400/-	3	Officers of the Central Government (including the department) (a) holding the post of Reader in the Pay Scale of Rs.4000-100-6000 (Pre-Revised Scale) on regular basis. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / Department of the Central Government shall ordinarily not exceed three years.
9	Mechanic (Printing and Binding) General Central Service Group-C (Highly Skilled Grade I) Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.2400/-	2	Officers of the Central Government (including the department) (a) holding the posts of Mechanic (Printing and Binding) in the Pay Scale of Rs.4000-100-6000 (Pre-Rev. Scale) on regular basis or (b) Assistant Mechanic (Printing and Binding) in the Scale of Rs.3050-75-3950-80-4590 (Pre-Revised Scale) with eight years regular service in the grade subject to qualifying the prescribed Trade Test. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / Department of the Central Government shall ordinarily not exceed three years.

10	Electrician General Central Service Group-C (Highly Skilled Grade II) Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.2400/-	1	Officers of the Central Government (including the department) holding:- (a) the post of Electrician in the Pay Scale of Rs.4000-100-6000 (Pre-Revised Scale) with regular service or (b) Wireman in the Pay Scale of Rs.3050-75-3950-80-4590 (Pre-Revised Scale) with five years regular service in the grade subject to qualifying the Trade Test. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / Department of the Central Government shall ordinarily not exceed three years.
11	Truck Driver (Light Vehicle) General Central Service Group-C (Skilled)) Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.1900/-	1	Officers of the Central Government (including the department) holding:- (a) the post of Truck Driver (Heavy Vehicle/Light Vehicle) in the Pay Scale of Rs.3050-75-3950-80-4590 (Pre-Revised Scale) with regular service or (b) Auto Truck Driver in the Pay Scale of Rs.2650-65-3300-70-4000 (Pre-Revised Scale) with four years regular service in the grade subject to passing in a Trade Test. Possessing Driving Licence for Heavy Vehicles is essential. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / Department of the Central Government shall ordinarily not exceed three years.
12	Offset Machine Man General Central Service Group-C (Master Craftsman) Non Gazetted Non Ministerial	PB1 Rs.9300-34800 Grade Pay Rs.4200/-	13	Offset Machineman of other Government of India Presses failing which Offset Machine Assistant with seven years regular service in the grade from other Govt. of India Presses subject to qualifying in a trade test. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / Department of the Central Government shall ordinarily not exceed three years.
13	Offset Machine Assistant General Central Service Group-C (Highly Skilled Grade-I) Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.2400/-	32	Officers of the Central Government (including the department/Press) Holding analogous post on regular basis. OR Holding a post of Offset Machine Attendant in PB-1 Rs.5200-20200 GP Rs.1900 (Revised Scale) having eight years regular service subject to qualifying in a Trade Test. Note 1: For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January of 2006 the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation. Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not exceed three years. Note 3: The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
14	Offset Machine Attendant General Central Service Group-C (Skilled) Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.1900/-	20	Officers of the Central Government (including the department) (a) holding the post of Offset Machine Attendant in the Pay Scale of Rs.3050-75-3950-80-4590 (Pre-Revised Scale) with regular service. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / Department of the Central Government shall ordinarily not exceed three years.

15	Attendant (Offset) General Central Service Group-C (Skilled) Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.1900/-	02As Above.....
16	Canteen Clerk General Central Service Group-C Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.1900/-	2	<p>(i) Officers of the Central Government holding analogous posts on regular basis OR.</p> <p>(ii) Canteen Attendant with atleast three years regular service in the Pay Band-I of Rs.5200-20200 + Grade Pay of Rs.1800.</p> <p>The deputationist should possess the educational qualifications and experience prescribed for direct recruits as given below:-</p> <p>(a) 12th Pass or equivalent with Commerce.</p> <p>(b) A typing speed of 35 w.p.m. in English or 30w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depression per Hour or 9000 Key Depression per Hour on an average of 5 Key Depressions for each word.)</p> <p>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 organisation or department or the Central Government shall ordinarily not exceed three years. The maximum age limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>Note 2: The department 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.</p>
17	Halwai cum Cook General Central Service Group-C Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.2000/-	1	<p>Officers of the Central Government</p> <p>(a) (i) Holding analogous posts on regular basis or</p> <p>(ii) Assistant Halwai-cum-Cook in the Pay Band-I of Rs.5200-20200 + Grade Pay of Rs.1900.</p> <p>(b) Possessing the following qualification and experience;</p> <p>(1) 10th class pass with a certificate or diploma in catering etc.</p> <p>(ii) Experience:</p> <p>Two years in a Government Deptt. or Undertaking preferred.</p> <p>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 organisation or department or the Central Government shall ordinarily not exceed three years. The maximum age limit for deputation is 56 years as on the closing date of receipt of applications.</p> <p>Note 2: The department 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.</p>

18	Assistant Halwai cum Cook General Central Service Group-C Non Gazetted Non Ministerial	PB1 Rs.5200-20200 Grade Pay Rs.1900/-	2	Officers of the Central Government (a) (i) Holding analogous posts on regular basis or (ii) Canteen Attendant in the Pay Band-I of Rs.5200-20200 + Grade Pay of Rs. 1800 with at least three years regular service having one year experience as Helper to Halwai-cum-Cook. (b) Possessing the educational qualifications and experience prescribed for direct recruits as given below:- (a) 10th Pass with a certificate or diploma in catering, etc. (b) Experience - One year; and © A Trade Skill Test for the cooking including maintenance of hygiene, etc shall be conducted by the Departmental Promotion Committee to assess the suitability of the candidate. 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 organisation or department or the Central Government shall ordinarily not exceed three years. The maximum age limit for deputation is 56 years as on the closing date of receipt of applications. Note 2: The department 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.
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Encl: Annexure 'A' & 'B'

Manager
Govt. of India Press, Koratty.

Annexure –A

CURRICULUM VITAE PROFORMA

1	Name and Address (in Block Letters)		
2	Date of Birth (in Christian era)		
3	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.		
		Qualifications/Experience required	Qualification/Experience possessed by the Officer.
	Essential	1. 2. 3.	
	Desired	1. 2.	
6	Please State clearly whether in the light of entries made by you above, you meet the requirement 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	From	To	Pay Band & Grade Pay and Basic Pay	Nature of duties (in details)

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/organisation to which you belong.	
10	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column.) (a) Central Govt. (b) State Govt. (c) Autonomous Organisation (d) Government Undertaking (e) Universities (f) Others	
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
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	Present Pay & Grade Pay and total emoluments per month now drawn	
14	Additional information, if any, which you would like to mention 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).	
15	Whether belongs to SC/ST	

UNDERTAKING

- (i) I hereby undertake that I will not withdraw my candidature under any circumstances in the event of selection in Govt. of India Press, Koratty (Kerala).
- (ii) I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address _____

Date

Certified that the contents of this application have been verified from the records and are found correct. There is no vigilance case pending/contemplated against the applicant. The applicant was awarded the punishment of _____ on _____ and still current and will expire on _____

Countersigned

(Employer with Seal)

ANNEXURE-B

Name of the Press/Office: _____

Particulars of the applicant for the post of _____ in Govt. of India Press, Koratty

Sl.No.	Name	Age/Date of Birth	Educational/ Technical Qualification	Date of appointment held and date of such appointment	Substantive appointment held and date of such appointment	Present Post & date from which it is held and present pay	Definite recommendations of the Head of the Office/Press with remarks as to whether any vigilance case is pending or contemplated against the applicant	Remarks
1	2	3	4	5	6	7	8	9

Signature:
Name:
Designation: