

File No.16/2/2008-Estt.
Government of India
Ministry of Urban Development
DIRECTORATE OF PRINTING
'B' Wing, Nirman Bhawan, New Delhi -110108

Dated the 17th June, 2012.

Subject: Filling up the post of Cashier at the Head Quarters, New Delhi
in the Directorate of Printing.

Applications are invited from the permanent UDCs/Assistants serving under the Ministry of Urban Development including its Attached and its Subordinate Offices for appointment as Cashier at the Head Quarters of Directorate of Printing, Ministry of Urban Development, New Delhi on transfer basis for a period of three years from the date of assumption of charge of the post. Preference will be given to those who have qualified the cash & Accounts Course conducted by the ISTM, having experience in handling cash, accounts and budget matters for a period not less than 3 years. The age of the applicant should not be more than 55 years on the closing date of receipt of applications.

2. Ministry of Urban Development and attached offices under the Ministry of Urban Development located in Delhi are requested to forward the applications in duplicate (in the attached Proforma) of the UDCs/Assistants who are eligible for the post of Cashier and can be spared by the offices concerned.

3. On selection as Cashier, the official will be required to furnish a Cash Security as per rules or alternatively, the amount of Security in form of Fidelity Guarantee Policy to work as a Cashier.

4. The post of Cashier would carry a special pay as admissible under the rules for handling cash disbursement depending on the volume of transaction. The official will draw the PB, GP and allowance as being drawn as per rules.

5. Application should reach the undersigned within one months from the date of the issue of this Circular VC/DC and CR dossiers for the last five years alongwith integrity certificates. Nomination made once will not be allowed to be withdrawn afterwards. The applications of only those officials be forwarded who can be relieved to join the post. Advance copy may also be submitted followed by proper channel. The application form may be downloaded from the website of this Directorate.

Encl: As above


(SURENDRA SINGH)
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To

1. All Section in the Directorate of Printing,
2. All Government of India Press
3. Ministry of UD, (Admn. IV Section),
4. DG(CPWD, Nirman Bhawan, New Delhi,
5. Directorate of Estates Nirman Bhawan, New Delhi.
6. L&DO, Nirman Bhawan, New Delhi.
7. Directorate of Publication,
8. Govt. of India Stationery Office, Kolkata
- ✓ 9. NIC with the request to upload the material on the website of Directorate of Printing & Ministry of Urban Development.


(SURENDRA SINGH)
Deputy Director (Admn.II)

**Application Form for the post of Cashier in the Directorate
of Printing, New Delhi.**

1.	Name in Block letters	
2.	Father's Name	
3.	Designation	
4.	Date of Birth	
5.	Section/Offices with telephone No where the individual is working at present	
6.	Date of regular appointment and permanency in the post	
7.	Category	
8.	Year of Seniority with No.	
9.	Experience in cash/accounts and budgets.	
10.	Details of Course of cash & accounts training attended at the ISTM.	
11.	Whether any vigilance or disciplinary proceedings pending? If yes mention details.	
12.	Whether any penalty imposed? if yes, give details	

SIGNATURE OF THE APPLICANT

Date.....

No.....

The above particulars of Shri..... have been verified from the service Book and found to be correct.

Name and Designation & Seal
of Administrative authority forwarding the application

Tel. No.
Fax. No.
E-mail.....