

**GOVERNMENT OF INDIA PRESS, NILOKHERI-132117 DISTT: KARNAL (Haryana)**

The Manager, Govt. of India Press, Nilokheri (Karnal), invites applications for filling up the following posts meant for categories shown against each below:-

Sl. No.	Name of post & scale	No. of Post						VH/Total H.H
		UR	SC	ST	OBC	ESM		
1.	<b>Offset Plate Maker</b> 4000-100-6000	01	--	--	--	--	--	<b>01</b>
2.	<b>Offset Machine Asstt.</b> 4000-100-6000	05	01	--	01	--	--	<b>07</b>
3.	<b>Offset Machine Attendant</b> 3050-75-3990-80-4590	04	--	--	01	--	--	<b>05</b>
4.	<b>Wireman</b> 3050-75-3950-80-4590	01	--	--	--	--	--	<b>01</b>
5.	<b>Asstt. Binders</b> 3050-75-3950-80-4590	16	04	02	06	02	01 (VH)	<b>31</b>
6.	Labourers 2550-55-2660-60-3200	16	05	01	06	02	01 (H.H)	<b>31</b>

Between eighteen and twenty seven years. (Upper age limit relaxable for departmental candidates upto thirty five years for appointment by direct recruitment. It further relaxable for five years in the case of SC, ST & 3 years for OBC). Relaxable for Ex.SM and VH as per Government orders.  
Note: As per R/Rules the crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed which is fifteen days more for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State Lahaul and Spiti District and Pangi Sub-Division of Chamber District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep.  
The crucial date for determining the age limit in the case of recruitment through Employment Exchange is the last date by which Employment Exchange is requested to furnish nominations.

(Upper age relaxable for 5 years for SC/ST, 3 years for OBC and 10 years for PH(VH, HH) )

**Qualification for the Post of Offset Plate Maker** :

- (i) Matriculation (10<sup>th</sup> class) or equivalent from Board preference being given to candidates who have passed with Chemistry.
- (ii) Diploma in Printing Technology (Offset) from a recognized Institute of Printing Technology.

OR

Certificate of successful completion of apprenticeship in Plate making under the Apprentices Act, 1961 (52 of 1961) with three years of practical experience in Plate Making.

**Qualification for the Post of Offset Machine Asstt.** :

- (i) Diploma in Printing Technology (Offset) from a recognized institution.
- (ii) Three years of working experience on Offset Printing Machine working for single and multi colour jobs.

**Qualification for the Post of Offset Machine Attendant** :

- (i) Matriculation or equivalent from recognized School or Board.
- (ii) A certificate of successful completion of Apprenticeship under the Apprentices Act, 1961 (52 of 1961) in the trade of Offset Printing Plate Making.
- (iii) Three years of working experience on Offset Machine in Press of repute.

- : 2 : -

- Qualification for the Post of Wireman** : (i) Diploma in Electrical or Electronics from a recognized university or institutions.  
(ii) Electrical workman's permit.  
(iii) Workman's competency certificate or Electrical Workman License (Certificate of competency class II) or any other equivalent certificate and one years experience in the line.
- Qualification for the Post of Asstt. Binder** : (i) Matriculation (10<sup>th</sup> class) Pass from recognized School or Board.  
(ii) Certificate of successful completion of Apprenticeship under the Apprenticeship Act, 1961 (52 of 1961).  
OR  
Certificate of successful completion of vocational course at +2 level in Printing Technology.
- Qualification for the Post of Labourers.** : Eight Class passed from the recognized school or Board.

**Note for the All Post :** As per Recruitment Rules the qualification(s) regarding experience is or are relaxable at the discretion of the Union Public Service Commission or Staff Selection Commission or Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Union Public Service Commission or Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

ABB. S.C= Scheduled Caste, S.T = Scheduled Tribe, O.B.C = Other Backward Classes, Ex. S.M= Ex-serviceman, V.H= Visually Handicapped H.H = Hearing Handicapped.

Candidates possessing the above qualifications & experience etc. should apply to the Manager, Government of India Press, Nilokheri-132117 (Karnal) giving the details or their qualification, experience and full particulars of age etc. in Annexure-A along with attested copies of their Educational/Experience certificates within 21 days from the date of advertisement in the news papers/Employment News.

Vacancies are provisional and are subject to change.

( S. R. BODRA )  
MANAGER

**GOVERNMENT OF INDIA PRESS, NILOKHERI DISTRICT:KARNAL**  
**HARYANA**

The Manager, Govt. of India Press, Nilokheri (Karnal) invites applications for filling up the following posts in accordance with the Recruitment Rules meant for Categories given below:-

<b><u>Sr.No.</u></b>	<b><u>Name of post &amp; Pay Scale.</u></b>	<b><u>No. of Posts</u></b>					<b><u>Age</u></b>
		<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>UR</b>	<b>Total</b>	
1.	Group-C Asstt. Mechanic (Ptg.& Bdg.) 3050-4590	--	--	1	2	3	Between eighteen and twenty seven years (Upper age limit relaxable for departmental candidates upto thirty five years for appointment by direct recruitment)
2.	Driver (L.V.) (3050-4590)	--	--	--	1	1	
3.	Carpenter (3050-4590)	--	--	--	1	1	
4.	Group – D Electrical Khalasi 2550-3200	--	--	--	1	1	
<b>Total</b>		--	--	1	5	6	

NOTE: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed which is 15 days more for those in Assam, Meghalaya , Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangti Sub Division of Chamaba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

The crucial date for determining the age limit in the case of recruitment through Employment Exchange is the last date by which Employment Exchange is requested to furnish nominations.

Age relaxation of 5 years for SC/ST and 3 years for OBC.

Qualification for the post of Asstt. Mechanic (Printing & Binding):-

- (i) Diploma in Mechanical or Electrical or Electronics Engineering from recognized university or institution.
- (ii) With one year experience of maintenance/ repairing of Printing and Allied equipments in a institution/Press of repute.

Contd../2

- (iii) Ability to read the name of spare parts of machines used in printing Industry (other than lino/mono type and casting machines) Including lathe and other machine workshop and of servicing and Maintenance of offset and other machines.

**Qualification for the post of Driver (Light Vehicle):-**

- (i) Matriculation (10<sup>th</sup> Class) Pass from recognized School or Board.
- (ii) Experience of driving motor vehicle for five years.
- (iii) Should possess requisite valid driving licence for Light Motor Vehicles.
- (iv) Knowledge Auto Mobile.

**Qualification for the post of Carpenter:-**

- (i) Matriculation (10<sup>th</sup> Class) Pass from recognised School or Board.
- (ii) Certificate from Industrial Training Institute.
- (iii) Three years experience in the trade.

**Qualification for the post of Electrical Khalasi:-**

- (i) Matriculation (10<sup>th</sup> Class) pass from recognised School or Board.
- (ii) Should have at least two years experience in electric/electronics line.
- (ii) Certificate from recognised Industrial Training Institute.

Candidates possessing the above qualifications etc. should apply to the Manager, Government of India Press, Nilokheri-132117 (Distt:Karnal) Haryana giving the details of their qualifications experience and full particulars of age etc. in Annexure-A within 21 days from the date of advertisement in the news Papers/Employment News.

Vacancies are provisional and are subject to change.

( S.R.BODRA )  
MANAGER

**GOVERNMENT OF INDIA PRESS, NILOKHERI-132117 ( DISTT: KARNAL)**  
**HARYANA**

The Manager, Govt. of India Press, Nilokheri (Karnal) , invite applications for filling up following posts in accordance with the Recruitment Rules meant for categories given below:-

<b>Sl.No.</b>	<b>Name of post &amp; scale</b>	<b>No.of Posts</b>					<b>Age</b>
		<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>UR</b>	<b>Total</b>	
1.	Chowkidars 2550-3200	-	-	2	3	5	Between 18 to 27 years ( Relax- able for Govt.Servants upto
2.	Mali -do-	-	-	-	1	1	the of forty years in case of general candidates & forty
3.	Peon -do-	-	-	1	2	3	five belonging to the SC& ST ) in accordance with the
4.	Safaiwalas -do-	7	-	-	-	7	instructions or orders issued by Central Govt. from time
	Total	7	-	3	6	16	to time in this regard.*

\*Note1. The crucial date of determining the age limit shall be the closing date for receipt of applications from candidates in India ( and not the closing date prescribed which is 15 days more for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripuara, Sikkim, Ladakh division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi, Sub-Division of Chamaba District of Himachal Pradesh. The Union Territory of Andaman and Nicobar Islands or the Union Territory of Lakshdweep).

Note2. In case of recruitment through Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to nominate candidates.

**Age relaxation of 5 years for SC/ST and 3 years for OBC**

**Qualifications for the post of Chowkidars, Mali and Safaiwalas:-**

**Desirable:** Primary School pass from a recognised School.

**Qualifications for the post of Peons:-** Middle School Pass from a recognised School. Candidates possessing the above qualification etc. should apply to the Manager, Government of India Press, Nilokheri-132117 ( Distt: Karnal ) Haryana giving the details of their qualifications, experience and full particulars of age etc in Annexure-A within 21 days from the date of advertisement in the news Papers/ Employment News.

The vacancies are provisional and are subject to change.

(S.R.BODRA)  
MANAGER

**ANNEXURE.-A**

**Application Format**

1. Post Applied for.
2. Date of advertisement and name of paper in which adv. appeared.
3. Full name (in Block letters).
4. Address.
  - (a) for communication (along with pin code)
  - (b) Telephone/Mobile Number.
  - (c) E-Mail address.
6. Sex.
7. Marital Status
8. Whether belongs to PH category ?
9. If Yes. Please indicate.
  - (a) Type of disability with Percentage of disability.
10. Whether belongs to SC/ST/OBC/ General Category:
11. Whether Ex.-serviceman/Departmental candidate/Govt. Servant?
12. Father's name and profession.
13. Employment Exchange registration No.
14. Details of Educational/Professional qualification with percentage of marks obtained.

Name of the University College/School.	Exam(s) passed & year of passing	Subject taken with specialization	Class/Division & % of makrs.
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- 1.
- 2.
- 3.

15. Details of Experience:-

(a) Name of Employer, (b) Designation of post held with nature of duties Performed, (c) Date of joining with Pay Scale of the post and total emoluments, (d) Date of Leaving with Pay Scale of the post and total emoluments, (e) Present Pay Scale, (f) Last Pay drawn and total emoluments, (g) Additional information, If any.

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/appointment may be cancelled/terminated without any notice, I also declare that I am a citizen of India by birth/Domicile.

Place:  
Dated.

Signature of the Candidate

## GOVERNMENT OF INDIA PRESS, NILOKHERI - 132117

Application are invited in the prescribed proforma by the Manager, Govt. of India Press, Nilokheri-132117 (Distt.-Karnal) from the India Nationals for the following Posts. All application should reach within 21 days from the date of advertisement in Employment News Weekly :-

<u>Sl.</u>	<u>Name of the Post &amp; Scale</u>	<u>No. of Post</u>	<u>Age</u>
1.	<b>BEARER</b> (Rs.2610-60-3150-65-3540)	1 (for UR)	Between 18(eighteen) and 25(twenty five) years Upper age limit relaxable for departmental candidates upto 35 (thirty five) years for appointment by direct recruitment. It further relaxable for 5(five) years in the case of Schedule Castes and Schedule Tribes.
2.	<b>ASSTT. COOK</b> (Rs.2610-60-3150-65-3540)	1 (for UR)	Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed which is ten days more for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladhakh Division of Jammu and Kashmir State Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nikobar Islands or Lakshadweep).
3.	<b>WASH BOY</b> (Rs.2550-55-2660-60-3200)	1 (for UR)	

**Qualification & Experience for the Post of Bearer :-** 8<sup>th</sup> standard pass for the post of bearer 2 (two) years experience in the trade is desirable.

**Qualification & Experience for the Post of Asstt. Cook :-** 8th Standard Pass with 2(two) years experience in Cooking.

**Qualification & Experience for the Post of Wash Boy :-** 8th Standard Pass.

Note:-The crucial date for determining the age limit shall be closing date for receipt of application from candidates.

### Application Proforma for the above Post

Post Applied for \_\_\_\_\_ Category (UR/SC/ST/OBC) \_\_\_\_\_

1. Name ( IN CAPITAL LETTER) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of Birth (with certificate) \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Postal Address \_\_\_\_\_
6. Permanent Address \_\_\_\_\_
7. Education Qualification :  

<u>Sl. No.</u>	<u>Qualification</u>	<u>Name of the Institution / Board</u>
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8. Experience if any :

\_\_\_\_\_

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect, my candidature / appointment may be cancelled / terminated without any notice.

Signature of the candidate



**GOVERNMENT OF INDIA PRESS NILOKHERI -132117**

The Manager, Govt. of India Press, Nilokheri invites applications for the following existing vacant post which are to be filled upon transfer on deputation basis in accordance with the Recruitment Rules.

1. Post No. of vacancy and Pay Scale Hindi Translator (One Post) Rs.5000-8000  
(On deputation basis) – Group 'C' –Non Gazetted /Ministerial.

Eligibility Condition: Officers of the Central Govt. Holding (a) (i) analogous posts; (OR) (ii) Posts in the scale of pay Rs.4500- 125- 7000 or equivalent with three years regular service; (OR) (iii) posts in the scale of pay of Rs.4000-100-6000 or equivalent with five years regular service in the grade; AND (b) possessing (i) Master's Degree of a recognized University in Hindi/English with English /Hindi as a compulsory/elective subject or as medium of examination at degree level. (OR) (ii) Master's degree of a recognized University in any subject other than Hindi/English with Hindi and English as compulsory/elective subject or either or the two as medium of examination and the other as a compulsory/Elective subject as degree level. (OR) (iii) Master's degree of a recognized 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) (iv) Bachelor's degree of a recognized university with Hindi and English as Compulsory/elective subject or either of two as medium of examination and the other as a Compulsory elective subject, plus a recognized 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.

2. Post, No. of Vacancy and Pay Scale: Artist Retoucher – One Post- 5500-175-9000-Group 'C' ( Technical Supervisor)- Non –Ministerial (On deputation basis)

Eligibility Conditions: Officers of the Central Government (including the department) (a) Holding the post of Artist Retoucher in the pay scale of Rs.5500-175-9000 with regular service on (b) Assistant Artist Retoucher in the pay scale of Rs.5000-150-8000 with five year regular Service in the grade subject to qualifying in a Trade Test.

General Instructions.

(1) For all the above posts from Sl. No. 1 to 2, 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 Govt. shall ordinarily not exceed three years.

- (2) The maximum age limit for appointment by transfer on deputation shall be not exceeding fifty six years as on the closing date of applications. The crucial date for determining the eligibility will be the last date of receipt of application.
- (3) The officer selected on 'deputation' basis will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance with D.o.P.T's O.M No. 2/8/97-Estt.(Pay.II) dated 11.3.1998 as amended from time to time.
- (4) Applications (in duplicate) in the given proforma, along with the complete and up[ to day Confidential Reports (Photocopies of the CRs are to be got attested by Head of Office/Department) and Integrity Certificate of eligible officers who could be spared in event of their selection may kindly be forwarded to the Manager, Govt. of India Press, Nilokheri within 21 days from the date of publication of this advertisement. While forwarding the application, it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or being contemplated against them and no major/minor penalty has been imposed on the during the last 10 years. It may also be noted that applications received without the C.R.s., Vigilance Clearance, Integrity Certificate and a statement of major/minor penalty, if any, imposed on the officers during the last 10 years or otherwise found incomplete, will not be considered . Candidates applying for the post will not be allowed to withdraw their names latter.

MANAGER

**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 / Qualifications /  
Experience      Experience /  
required      possessed by  
the officer**

<b>Essential</b>	(1) (2) (3)
<b>Desired</b>	(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**

<b>Office/ Institution</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Scale of Pay and Basic Pay</b>	<b>Nature of duties (in detail)</b>

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/ organization to which you belong.**
10. **Additonal 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. **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. Please state whether you are Applying for deputation (ISTC)/ Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for “Absorption”. Candidates of non-Government Organisations are eligible only for Short Term Contract).
- 16. Whether belongs to SC/ST
- 17. Remarks (The candidates may Indicate information with regard to (i) Research publications and Reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with The professional bodies/institutions/ societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

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.

Date \_\_\_\_\_

Signature of the Candidate  
Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_

\_\_\_\_\_  
(Employer with Seal)

**REQUISITION FORM TO BE USED WHEN CALLING FOR APPLICANTS FROM  
THE EMPLOYMENT EXCHANGES.**

*(Separate form to be used for each type of posts)*

1. Name, address and Telephone No. (if any) : *SHRI S. R. BODRA, MANAGER*  
Of the Employer : *GOVT. OF INDIA PRESS, NILOKHERI*  
*DISTT.- KARNAL, (HARYANA)*  
*PH.: 01745-246273*
2. Name, designation & telephone No. (if any) : *SHRI S. R. BODRA, MANAGER*  
Of the indenting officer : *GOVT. OF INDIA PRESS, NILOKHERI*  
*DISTT.- KARNAL, (HARYANA)*  
*PH.: 01745-246273*
3. Nature of vacancy :
- (a) Designation of the post (s) to be filled : *DESK TOP PUBLISHING OPERATOR*
- (b) Description of duties : *OPERATOR OF COMPUTER*
- (c) Qualifications required :
- \* for priority categories (applicable For others  
For Central Govt. only)
- (i) Essential : (i) *Diploma in Printing Technology with* *NIL*  
*three years operating computer.*
- (ii) *Typing experience in Hindi & English languages.*
- (ii) Desirable : *NIL* *NIL*
- (d) Age limits if any : *Between 18 and 27 years*

(Upper age limit relaxable for departmental candidates upto thirty five years for appointment by direct recruitment).

NOTE: As per R/Rules the crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India (and not the closing date prescribed for which is 15 days more for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep) The crucial date for determining the age limit in the case of recruitment through Employment Exchange is the last date by which Employment Exchange is requested to furnish nominations.

(e) Whether women are eligible : *YES* ---

4. Number of posts to be filled duration-wise :
- | <u>Duration</u>              | <u>Number posts</u> |
|------------------------------|---------------------|
| (a) Permanent                | 1                   |
| (b) Temporary                |                     |
| (i) Less than 3 months :     | ---                 |
| (ii) Between 3 months &      | ---                 |
| (iii) Likely to be continued | 1                   |
| beyond one year              |                     |

From over leaf :-

5. Whether there is any obligation or arrangement for giving preference to any category of persons such as Scheduled Castes, Scheduled Tribes. Ex-Servicemen, Physically Handicapped & Other Backward Classes persons in filling up the vacancies and, if so, the number of vacancies to be filled by such categories of persons -

Categories	Non Priority	Priority
(a) Scheduled Caste	---	---
(b) Scheduled Tribe	---	---
(c) Ex-Servicemen	---	---
(d) Physically Handicapped	---	---
(e) Other Backward Classes		--- ---
(f) Others	1	---
6. Pay and allowances	: 4500-125-7000	
7. Place of work (Name of the town/ village And district in which it is situated)	: NILOKHERI DISTT: KARNAL (HARYANA)	
8. Probable date by which the vacancy will be filled.	: 30.11.2007	
9. Particulars regarding interview / test of applicants.		
(a) Date of Interview / test	: Will be intimated after receipt of Nominations / Applications	
(b) Time of interview / test	: Will be intimated after receipt of Nominations / Applications	
(c) Place of interview / test	: GOVT. OF INDIA PRESS, NILOKHERI	
(d) Name, Designation, Address & Telephone number (if any) of the Officer to whom applicants Should report.	: S. R. BODRA, MANAGER GOVT. OF INDIA PRESS, NILOKHERI DISTT.- KARNAL, HARYANA PH. : 01745-246273	
10. Any other relevant information	: ----	----

\* Certified that while placing this demand, the instruction / connected with the trader on communal representation in the services have been strictly followed with due regard to the roaster maintained in accordance with those traders (to be given only by all the Central Govt. offices / establishments / Undertakings etc. on whom reservation orders are applicable).

Dated :-

Signature of the head of office

\* Delete if not applicable.\*

**REQUISITION FORM TO BE USED WHEN CALLING FOR APPLICANTS FROM  
THE EMPLOYMENT EXCHANGES.**

*(Separate form to be used for each type of posts)*

1. Name, address and Telephone No. (if any) : *SHRI S. R. BODRA, MANAGER*  
Of the Employer : *GOVT. OF INDIA PRESS, NILOKHERI*  
*DISTT.- KARNAL, (HARYANA)*  
*PH.: 01745-246273*

2. Name, designation & telephone No. (if any) : *SHRI S. R. BODRA, MANAGER*  
Of the indenting officer : *GOVT. OF INDIA PRESS, NILOKHERI*  
*DISTT.- KARNAL, (HARYANA)*  
*PH.: 01745-246273*

3. Nature of vacancy :

(a) Designation of the post (s) to be filled : *OFFSET MACHINE MAN*

(b) Description of duties : *OPERATOR OF PRINTING MACHINE*

(c) Qualifications required :  
\* for priority categories (applicable For others  
For Central Govt. only)

(iii) Essential : (i) *Diploma in Printing Technology (Offset)* *NIL*  
*from a recognized institution. (ii) Five years*  
*working experience on Offset Machine*  
*doing single and multi colour work*

(iv) Desirable *NIL* *NIL*

(d) Age limits if any : *Between 18 and 27 years*

(Upper age limit relaxable for departmental candidates upto thirty five years for appointment by direct recruitment .  
It further relaxable for five years in the case of SC/ST and three years for OBC.

NOTE: As per R/Rules the crucial date for determining the age limit shall be closing date for receipt of applications  
from candidates in India (and not the closing date prescribed for which is 15 days more for those in Assam,  
Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and  
Kashmir State, Lahul and Spiti District and Pangti Sub Division of Chamba District of Himachal Pradesh, Andaman  
and Nicobar Islands or Lakshadweep) The crucial date for determining the age limit in the case of recruitment  
through Employment Exchange is the last date by which Employment Exchange is requested to furnish nominations.

(e) Whether women are eligible : *YES* *---*

4. Number of posts to be filled deuction-wise :

<u>Duration</u>	<u>Number posts</u>
(a) Permanent	5
(b) Temporary	
(i) Less than 3 months :	---
(ii) Between 3 months &	---
(iii) Likely to be continued beyond one year	5



From over leaf:-

5. Whether there is any obligation or arrangement for giving preference to any category of persons such as Scheduled Castes, Scheduled Tribes, Ex-Servicemen, Physically Handicapped & Other Backward Classes persons in filling up the vacancies and, if so, the number of vacancies to be filled by such categories of persons -

Categories	Non Priority	Priority
(a) Scheduled Caste	---	---
(b) Scheduled Tribe	---	---
(c) Ex-Servicemen	---	---
(d) Physically Handicapped	---	---
(e) Other Backward Classes	1	---
(f) Others	4	---

6. Pay and allowances : 4500-125-7000
7. Place of work (Name of the town/ village And district in which it is situated) : NILOKHERI DISTT: KARNAL (HARYANA)
8. Probable date by which the vacancy will be filled. : 30.11.2007
9. Particulars regarding interview / test of applicants.
- (a) Date of Interview / test : Will be intimated after receipt of Nominations / Applications
- (b) Time of interview / test : Will be intimated after receipt of Nominations / Applications
- (c) Place of interview / test : GOVT. OF INDIA PRESS, NILOKHERI
- (d) Name, Designation, Address & Telephone number (if any) of the Officer to whom applicants Should report. : S. R. BODRA, MANAGER  
GOVT. OF INDIA PRESS, NILOKHERI  
DISTT.- KARNAL, HARYANA  
PH. : 01745-246273
10. Any other relevant information : ---- ----

\* Certified that while placing this demand, the instruction / connected with the trader on communal representation in the services have been strictly followed with due regard to the roaster maintained in accordance with those traders (to be given only by all the Central Govt. offices / establishments / Undertakings etc. on whom reservation orders are applicable).

Dated :-

Signature of the head of office

\* Delete if not applicable.\*

**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 / Qualifications /  
Experience      Experience /  
required      possessed by  
the officer**

<b>Essential</b>	(1) (2) (3)
<b>Desired</b>	(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**

<b>Office/ Institution</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Scale of Pay and Basic Pay</b>	<b>Nature of duties (in detail)</b>

**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/ organization 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)**

- g) **Central Govt.**
- h) **State Govt.**
- i) **Autonomous Organisation**
- j) **Government Undertaking**
- k) **Universities**
- l) **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. 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. Please state whether you are Applying for deputation (ISTC)/ Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for “Absorption”. Candidates of non-Government Organisations are eligible only for Short Term Contract).
- 16. Whether belongs to SC/ST
- 17. Remarks (The candidates may Indicate information with regard to (i) Research publications and Reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with The professional bodies/institutions/ societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

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.

Date \_\_\_\_\_

Signature of the Candidate  
Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_

\_\_\_\_\_  
(Employer with Seal)