

GOVERNMENT OF INDIA PRESS
1, TEMPLE STREET, KOLKATA-700072

Applications are invited in the prescribed proforma by the P.Manager/Officer-in-Charge, Govt. of India Press, 1, Temple Street, Kolkata -72 from the Indian Nationals for filling up the following posts by direct recruitment. All applications should reach this office by 28-12-2007.

<p>Sl. No. 1 : <u>FOREMAN</u> No. of Post : 02 (UR) Scale of Pay : Rs. 5000-150-8000/- Age Limit: 18 to 27 years. Qualifications: Diploma in Printing Technology from a recognized University or Institution, with three years' experience of working in reputed Press/Institution.</p>	<p>Sl. No. 5 : <u>OFFSET MACHINEMAN</u> No. of Post : 4 (UR-2, SC-1, OBC-1) Scale of Pay : Rs. 4500-125-7000/- Age Limit: 18 to 27 years. Qualifications: (i) Diploma in Printing Technology (Offset) from a recognized institution. (ii) Five years' working experience on Offset Machine doing single and multi-colour work.</p>
<p>Sl.No. 2 : <u>CAMERAMAN</u> No. of Post : 02 (UR) Scale of Pay : Rs. 4500-125-7000/- Age Limit: 18 to 27 years. Qualifications: (i) Diploma in Printing Technology from a recognized Institution. (ii) Three years' experience in operation of Process Camera.</p>	<p>Sl. No. 6 : <u>OFFSET MACHINE ASSISTANT</u> No. of Post : 4 (UR-1, SC-1, OBC-2) Scale of Pay : Rs. 4000-100-6000/- Age Limit: 18 to 27 years. Qualifications: (i) Diploma in Printing Technology (Offset) from a recognized institution. (ii) Three years of working experience on Offset Printing Machine working single and multi-colour jobs.</p>
<p>Sl. No. 3 : <u>DARK ROOM ASSISTANT</u> No. of Post : 02 (UR) Scale of Pay : Rs. 4000-100-6000/- Age Limit: 18 to 27 years. Qualifications: (i) Diploma in Printing Technology from a recognized institution. (ii) Two years' experience in operation of Process Camera.</p>	<p>Sl. No. 7 : <u>OFFSET MACHINE ATTENDANT</u> No. of Post : 01 (OBC) Scale of Pay : Rs. 3050-75-3950-80-4590/- Age Limit : 18 to 27 years. Qualifications : (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.</p>
<p>Sl. No. 4 : <u>ARTIST RETOUCHER</u> No. of Post : 01 (UR) Scale of Pay : Rs. 5500-175-9000/- Age Limit: 18 to 27 years. Qualifications : (i) Degree in Ptg. Technology from a recognized University/Institution with two years' experience. or (ii) Diploma in Ptg. Technology(Offset) from a recognized Institution of Printing and 3 years' experience in scanning, planning and retouching in an Offset establishment of repute.</p>	<p>Sl. No.8 : <u>ASSISTANT BINDER</u> No. of Post : 24* (UR-10, SC-3, ST-2, OBC-9) Scale of Pay : Rs. 3050-75-3950-80-4590/- Age Limit : 18 to 27 years. Qualifications: (i) Matriculation (10th Class) Pass from recognized School or Board. (ii) Certificate of successful completion of Apprenticeship under the Apprenticeship Act, 1961, or (iii) Certificate of successful completion of vocational course at +2 level in Printing Technology.</p>

<p>Sl. No. 9 : <u>ASST. ARTIST RETOUCHER</u> No. of Post : 02 (UR) Scale of Pay : Rs. 5000-150-8000/- Age Limit: 18 to 27 years. Qualifications (i) Degree in Ptg. Technology from a recognized University or Institution with one experience OR (ii) Diploma in Ptg. Technology(Offset) or equivalent from a recognized institute of Printing and two years' experience in scanning and retouching in a Photolitho establishment of repute.</p>	<p>Sl. No. 13 : <u>WIREMAN</u> No. of Post : 01 (UR) Scale of Pay : Rs. 3050-75-3950-80-4590/- Age Limit: 18 to 27 years. Qualifications: (a) Diploma in Electrical or Electronics from a recognized University or Institutions. (b) Electrical Workman's Permit. (c) Workman's Competency Certificate or Electrical Workman Licence (Certificate of Competency Class-II) or any other equivalent Certificate and one year's experience in the line.</p>
<p>Sl. No. 10 : <u>JUNIOR ARTIST</u> No. of Post : 1 (UR) Scale of Pay : Rs. 5000-150-8000/- Age Limit: 18 to 27 years. Qualifications : (a) Degree in Fine/Commercial Arts or Graphic Designing and experience of one year in Commercial/Graphic Designing or (b) Diploma in Fine/Commercial Arts or Graphic Designing with two years' experience in Commercial/Graphic Designing and Layout Making, and (i) Working knowledge of English and Hindi and one of the regional languages in which work is required to be done, (ii) Qualifying Trade Test.</p>	<p>Sl. No. 14 : <u>ELECTRICIAN</u> No. of Post : 01 (UR) Scale of Pay : Rs. 4000-100-6000/- Age Limit: 18 to 27 years. Qualifications: (a) Diploma in Electrical or Electronics from a recognized University or Institutions. (b) Electrical Supervisory Certificate of competency. (c) Two years' experience of running /maintenance of different types of both high tension and low tension electrical installations including underground cable systems. (d) Knowledge of maintenance of electrical installations.</p>
<p>Sl. No. 11 : <u>MECHANIC (PRINTING & BINDING)</u> No. of Post : 02 (UR) Scale of Pay : Rs. 4000-100-6000/- Age Limit: 18 to 27 years. Qualifications: (a) Diploma in Mechanical or Electrical or Electronics Engineering from a recognized University or Institution. (b) Two year's experience of maintenance/ Repairing of Printing and allied equipments in an Institution or Press of repute.</p>	<p>Sl. No. 15 : <u>LABOURER</u> No. of Post : 20 (UR-11, SC-3, ST-1, OBC-5) Scale of Pay : Rs. 3050-75-3950-80-4590/- Age Limit : 18 to 27 years.(Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct recruitment) Qualifications : 8th Class pass from recognized School/Board.</p>
<p>Sl. No. 12 : <u>ASSISTANT MECHANIC (PRINTING & BINDING)</u> No. of Post : 03 (UR) Scale of Pay : Rs. 3050-75-3950-80-4590/- Age Limit: 18 to 27 years. Qualifications: (a) Diploma in Mechanical or Electrical or Electronics Engineering from a recognized University or Institution. (b) One year's experience of maintenance/ Repairing of Printing and allied equipments in an Institution or Press of repute. (c) Ability to read the names of spare parts of machines used in printing industry (other than Lino/Monotype and Casting Machines) including Lathe and other machine workshop and of servicing and maintenance of Offset and other machines.</p>	<p>Sl.No. 16 : <u>SAFAIWALA</u> No. of Post : 01(SC) Scale of Pay : Rs. 2550-55-2660-60-3200/- Age Limit : 18 to 27 years. Qualifications : Primary School Pass from recognized School.</p>

<p>Sl. No. 17 : <u>PEON</u> No. of Post : 03 (UR-2, OBC-1) Scale of Pay : Rs. 2550-55-2660-60-3200/- Age Limit : 18 to 27 years. Qualifications : Middle School Pass from recognized School.</p>	<p>Sl. No.19 : <u>FARASH</u> No. of Post : 01 (UR) Scale of Pay : Rs. 2550-55-2660-60-3200/- Age Limit : 18 to 27 years. Qualifications : Primary School Pass from recognized School.</p>
<p>Sl. No. 18 : <u>TEA MAKER</u> No. of Post : 01 (UR) Scale of Pay : Rs. 2610-60-3150-65-3540/- Age Limit : 18 to 27 years. Qualifications : (a) 8th Standard pass or equivalent. (b) Should be competent to make tea/coffee. (c) Experience - One year in Govt. Dept./Govt. Undertaking preferred.</p>	<p>Sl. No. 20 : <u>CHOWKIDAR</u> No. of Post : 03 (UR-2, OBC-1) Scale of Pay : Rs. 2550-55-2660-60-3200/- Age Limit : 18 to 27 years. Qualifications : Primary School Pass from recognized School.</p>

NOTE : *Vacancies reserved for Ex-Service Man (Asst. Binder-1) will be filled up and adjusted against the respective category.

AGE LIMIT : (1) The crucial date for determining the age limit shall be the closing the date of receipt of the applications as on 28-12-2007.

(2) The upper age is relaxable by 5 years for SC/ST candidates, 3 years for OBC candidates, Service rendered in Army, Navy and Air Force plus 3 years for Ex-Service Man.

(3) The upper age is also relaxable for Sl. No. 1 to 15 up to 35 years for General candidates, up to 40 for SC/ST candidates and up to 38 years for OBC and Sl. No. 16 to 20 up to 40 years for General candidates, 45 years for SC/ST candidate, 43 years for OBC for departmental candidates.

GENERAL CONDITIONS :

- (a) All posts are temporary at present but likely to be permanent, subject to the approval of the competent authority. Number of vacancies advertised may increase or decrease. All posts carry basic pay with allowances as admissible from time to time by Central Government.
- (b) Valid Registration with any Employment Exchange in India will be preferred.
- (c) Candidates should enclose attested photo copies of certificates (not in original) in proof of age, qualification, experience, caste and P.H. along with application (attestation should be made by Gazetted Officer).
- (d) Candidates already employed in Central/State Govt. offices/Public Undertakings should submit their applications through proper channel and the same should reach this office along with Integrity, Vigilance Clearance and 'No Objection Certificate' from the employer.
- (e) One Passport Size Photograph should firmly be pasted in the space provided in the application form.
- (f) Candidates should submit one application form only in an envelope superscribing "Application for the post of"
- (g) The competent authority reserves the right to call candidates for written examination and interview.
- (h) Applications not in the prescribed proforma as appended below OR incomplete OR application received after the last date of the receipt of application OR without required enclosures are liable to be rejected and no reason of rejection will be communicated.
- (i) Application as per Format should be typed out on one side of a Fullscape paper and duly filled in English/Hindi. Original advertisement or Photocopy of the format must not be used as an application form.

- (j) The application may be sent by post to the Manager, Govt. of India Press, 1, Temple Street, Kolkata-72 or dropped in a BOX placed in front of Time Keeping Section of Govt. of India Press, 1, Temple Street, Kolkata-72 latest by 6-00 P.M. on
No application received after the scheduled date will be entertained.
- (k) Canvassing in any form shall disqualify the candidature.

APPLICATION FORMAT

Application for the post of

To
The Manager,
Government of India Press,
1, Temple Street,
Kolkata-700072,
West Bengal

Affix recent
passport size
photograph duly
attested by
Gazetted Officer

Sir,

In response to your advertisement in dated..... I would like to apply for the post ofin your office. My Bio-Data is furnished below for your kind perusal.

- 1) Name (In Block letters) :
- 2) Father's Name :
- 3) Address (i) Present :
- (ii) Permanent :
- 4) Date of Birth :
- 5) Age as on :
- 6) Nationality :
- 7) Religion :
- 8) Educational Qualification :
- 9) Technical Qualification :
- 10) Extra Curricular activities :
- 11) Working Experience :
- 12) Whether belonging to SC/ST/OBC
- 13) Whether P.H.(Give details) :
- 14) Whether Ex-Service Man :
- 15) Employment Exchange Regn. No. :
- 16) No. of enclosures. :

I do hereby declare that all the statements made in this application are true, complete and correct to the best of knowledge and belief. In the event of any information furnished by me found false or incomplete, my candidature for the post is liable to be rejected/cancelled.

Place :

Yours faithfully,

Date :

(Signature of the candidate)

Applications invited for the following posts on Deputation basis

Sl. No.	Name of the Post	No. of Post	Scale of Pay	Mode of Recruitment
1	General Store Keeper	1	Rs.5000-150-8000/-	Deputation basis from officers of the Central Govt. (a)(i) holding analogous posts on regular basis or (ii) with three years' regular service in a post in the scale of pay of Rs. 4500-125-7000/- or (iii) eight years regular service in the scale of pay of Rs. 4000-100-6000/- (b) possessing Matriculation or equivalent from a recognized Board/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 posts held immediately preceding this appointment in the same or some other Organisation/Department of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.
2	Head Reader	1	Rs. 5000-150-8000/-	Officers of the Central Government (including the department) (a) holding the post of Head Reader/Editor in the pay scale of Rs. 5000-150-8000/- on regular basis OR (b) Copy Editor in the pay scale of Rs. 4500-125-7000/- with three years' regular service OR (c) Copy Editor in the pay scale of Rs. 4500-125-7000/- with combined regular service of eight years in the grade of Reader in the pay scale of Rs. 4000-100-6000/-. (Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other Organisation/Department of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.
3	Offset Machine Attendant	1	Rs. 3050-75-3950-80-4590/-	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/- with regular service. (Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other Organisation/Department of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

ANNEXURE- 'A'

FORM OF APPLICATION

1. Name of the applicant :
2. Age/Date of Birth :
3. Educational/Technical Qualification :
4. Addl. Qualification and experience required for higher post applied for. :

- 5. Date of appointment in the Dept. and post :
to which appointed.
- 6. Substantive appointment held and date of :
Such appointment.
- 7. Details of post held and the period for :
which these were held.
- 8. Present post held and the date from which :
Held.
- 9. Whether the present post is held on adhoc :
or regular basis.
- 10. Present Pay :
- 11. Whether SC/ST/UR :

UNDERTAKING

I do hereby undertake that in the event of my selection I will not withdraw my candidature at later stage.

Name & signature.....
of the applicant.

Designation

Name of Press/Office

Date

Certified that the conditions for selection have been explained to the applicant.

Certified that the contents of this application have been verified from records and are found correct.

There is no vigilance case either pending or contemplated against the applicant.

The applicant was awarded the punishment of..... and is still current and will expire on.....

Signature of the Head of the Office

ANNEXURE-'B'

Name of the Office :

Particulars of the applicant for the post :

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

Signature of the Head of the Office