



GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
CIVIL LINES, DELHI – 110 054.

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No.2/2/08-/Estt.(S.K.)

Dated:- 27 -10-14

**OFFICE CIRCULAR**

**Sub:- Filling up one post of Store Keeper in the pay scale of pay Band-II Rs. 9300-34800/- plus Grade pay-4200/- in the Department of publication, (Ministry of Urban Development), Civil Lines, Delhi.**

The undersigned is directed to say that one post of Store Keeper in the pay scale of PB-2, Rs. 9300-34800/- + grade pay Rs. 4200/- in the Department of publication, (Ministry of Urban Development), Civil Lines, Delhi-54 is to be filled on deputation.

Applications are invited in the prescribed format (Annexure-II) from eligible officials who are desirous of being considered for appointment to the post of Store Keeper on deputation basis in the Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54. Details of qualification and experience required for the post are given in the Annexure-I. 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 of Central Government shall ordinarily not exceed three years. The terms of deputation will be governed by the instructions issued by the Government in this regard from time to time.

Duly verified application from eligible and willing officials who can be spared, accompanied by the following documents may be forwarded through proper channel to the undersigned within 60 days from the date of Publication of this Office Circular in the Employment News:-

1. Attested copies of Annual Confidential Reports of the application for the last five years.
2. Vigilance clearance in respect of the applicant.

3. Integrity certificate in respect of the applicant duly signed by the appropriate officer and stamped.

4. A certificate regarding imposition of major/minor penalties, if any, on the applicant during the last ten years duly signed by the appropriate officer and stamped.

The officials applying for the post will not be allowed to withdraw their candidature at a later stage. The eligibility will be ascertained on the last date of receiving of application. Applications not received through proper channel or after due date or without the above mentioned documents will be rejected and incomplete applications will not be entertained.

**(D. Chandra)'**  
**Asstt. Controller(Admn.)**

**Copy to:-**

1. All Ministries/Departments/Subordinate/Attached offices of the Govt. of India.
2. All Heads of Sections in Deptt. of Publication including Scale Counters at Bombay & Book Depot, Kolkata, Kitab Mahal, with the direction that the circular may please be brought to the notice of all concerned.
3. Editor, Employments News/Rozgar Samachar, Publication Division, Ministry of Information and Broadcasting, East Block IV, Level-5, R.K. Puram, New Delhi.
4. Admin.-II Section, Ministry of Urban development, New Delhi.
5. Under Secy.(PSP), M/O Urban Development, Nirman Bhawan, New Delhi.
6. The Deputy Director (Admin.), Directorate of printing, 'B' wing, Nirman Bhawan, New Delhi.
7. Asstt. Controller of Stationary (Admin.), G.O.I. Stationary Office, 3, Church Lane, Kolkata- 700001.
8. Directorate of Estates, Nirman Bhawan, New Delhi.
9. Directorate, L&D.O. Nirman Bhawan, New Delhi.
10. N.B .O. Nirman Bhawan, New Delhi.
11. P.A to Joint Secretary & Controller of publications.
12. PA to Financial officer, Department of Publication.
13. Guard file.
14. Notice Board.
15. e-Gazette for uploading on the website of this Department.

**Asstt. Controller (Admn.)**

**ANNEXURE-I**

1. Name of the post:

Store-Keeper

2. Scale of post:

Pay Band-II Rs.9300-34800/- plus  
Grade pay 4200/-

3. Qualification:

1. Upper Division Clerk/Deputy Store

Keeper in the grade of Rs. 5200-20200/- + grade pay Rs 2400/- with 8 years regular service with a minimum experience of 3 years in store keeping and having knowledge of store Accounts, involving preparation of balance sheets, inventory of stores and who are prepared to furnish the requisite security and/or execute the prescribed bond.

2. Preference will be given to the persons who possess intermediate or equivalent qualification of recognized University/Board with Accountancy and Book-Keeping as one of the subject/experience as Deputy Store Keeper.

3. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organizations/departments shall ordinarily not exceed 3 years.

4. Eligibility:

Officers of the Central Government or State Government/Union Territory

(i) holding analogous post on a regular basis  
(ii) Maximum age limit for deputation is 56 years as on the closing date for receipt of application by the department.

(iii) 8 years regular service in the pay scale of PB-1 Rs 5200-20200/- + Grade pay Rs 2400/- (revised) with a minimum experience

of 3 years in store keeping and having knowledge of Store Accounts.

5. Period of Deputation:

The period of deputation shall not ordinarily exceed 3 years.

Application proforma for the post of Store keeper in Department of Publication

1. Name :
2. Postal Address :
3. Date of Birth :
4. Education Qualification :
5. Experience :
6. Present post held and since  
When on regular basis :
7. Present pay and from which date :
8. Whether SC/ST :
9. Date of retirement :
10. Date of return from last  
Deputation :
11. Any other facts which may Like  
To mention :

Signature of the application \_\_\_\_\_

With date

Name of applicant \_\_\_\_\_

Certified that above particulars furnished by the candidate have been thoroughly checked from service Book/other records and are found to be correct.

Signature of the sponsoring Authority with Stamp.

Tel. No. \_\_\_\_\_