



GOVERNMENT OF INDIA
DEPARTMENT OF PUBLICATION
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No.- 2/2/92/2015-Estt.(D.S.K.)

Dated : 23.10.2015

OFFICE MEMORANDUM

Sub: - Filling up two posts of Deputy Store Keeper in the pay scale of PB-2 ₹ 9300-34800/- + Grade Pay ₹ 4200/- in the Department of Publication, (Ministry of Urban Development), Civil Lines, Delhi.

The undersigned is directed to say that two posts of Deputy Store Keeper in the pay scale of PB-2, ₹ 9300-34800/-+ grade pay ₹ 4200/- in the Department of Publication, (Ministry of Urban Development), Civil Lines, Delhi -54 are to be filled up deputation on the basis of existing recruitment rule notified in the Gazette of India on 12-01-1988 for the post of D.S.K.

Applications are invited in the prescribed format (Annexure-II) from eligible officials who are desirous of being considered for appointment to the post of Deputy 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 applications 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 Memorandum in the Employment News.

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

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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.


(G.D. Pandey)
Asstt. Controller (Admn.)

Copy to:-

1. Editor, Employments News/Rozgar Samachar, Publication Division, Ministry of Information and Broadcasting East Block IV, Level-5, R.K. Puram, New Delhi.
2. Admn. II Section, Ministry of Urban Development, New Delhi.
3. Under Secy. (PSP), M/O Urban Development, Nirman Bhawan, New Delhi.
4. The Joint Director (Admn.), Directorate of Printing, 'B' wing, Nirman Bhawan, New Delhi
5. Asstt. Controller of Stationary (Admn.), G.O. I. Stationary Office, 3, Church Lane, Kolkata-700001.
6. Directorate of Estates, Nirman Bhawan, New Delhi.
7. Director, L&D.O. Nirman Bhawan, New Delhi.
8. N.B.O. Nirman Bhawan, New Delhi..
9. P.A. to Controller of Publications.
10. P.A. to F.O.
11. P.A. to A.C.(A)
10. Guard file.
11. Notice Board
12. Hindi Section for Hindi Version
13. ^{e-~~g~~g} ^{section} ~~for one~~ ~~and~~ ~~website~~ of this department.

ANNEXURE- I

1. Name of Post	Deputy Store-Keeper
2. Scale of Post	PB-2, ₹ 9300-34800/- Grade Pay ₹ 4200/-
3. Eligibility	<p>(i) Upper Division Clerks in the grade of ₹ 5200 -20200/- with grade pay ₹ 2400/- with 5 years regular service with minimum experience of 3 years service in store-keeping and having knowledge of store-accounts involving preparation of balance sheets, inventory of stores and who are prepared to furnish requisite security and/ or execute the prescribed bond.</p> <p>(ii) Preference will be given to the persons who possess Intermediate or equivalent qualification of a recognized University/ Board with Accountancy and Book Keeping as one of the subjects.</p> <p>(iii) Maximum age limit for deputation in 56 years as on the closing date for receipt of application by the Ministry/ Department</p>
4. Period of Deputation	<p>4. 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.</p>

ANNEXURE - II

Application Performa for the post of Deputy Store Keeper in Department of Publication

1. Name :
2. Postal Address :
3. Date of Birth :
4. Educational 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 applicant _____
with date _____
Name of applicant _____

Certified that the 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. _____