

Government of India
Ministry of Communications and IT
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi-110001

Subject: Filling up the post of Sub-Editor in the Department of Post (Hqrs.).

Department of Posts (Hqrs.) invites applications for filling up one post of Sub Editor belonging to General Central Service (GCS) on deputation basis. The pay of the official selected will be regulated in accordance with the Government of India orders on the subject. The details of the post, scale of pay, conditions etc. are given as under:

Sl. No.	Name of Post	Pay Band/ Scale of Pay	No. of posts
01.	Sub Editor (non-gazetted non-ministerial Group 'C' post)	₹5500-175-9000/- [Revised PB-2, ₹9300- ₹34800/- with Grade Pay ₹4200/-]	One

Eligibility for the post of Sub-Editor:

Deputation from amongst Central Government Officers-

- (a) (i) holding analogous posts: or
(ii) posts in the pay scale of ₹4500-125-7000/ [Revised PB-1, ₹5200- ₹20,200/- with Grade Pay ₹2800/-] with six years' regular service in the grade and

Essential:

1. Bachelor's Degree in Arts or Social Sciences.
2. Diploma in Journalism.
3. Experience in sub-editing, translating articles from English to Hindi and vice-versa and writing articles.
4. Three years' experience of proof reading, production of illustrated journals, page making and typography.

Desirable:

1. Desirable qualification is Managerial Experience.

2. **Deputation Period & Age Limit:** 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 Central Government shall ordinarily not to exceed three years. The maximum age limit

for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

3. Interested officials may submit their applications through proper channel furnishing the information as in **Annexure-A** so as to reach the Assistant Director General (Admn.), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi-110001 at the earliest and in any case not later than 60 days from the publication of this advertisement in the Employment News.

4. Officers who apply for the post will not be permitted to withdraw their names later. The applications received after the due date or not accompanied by copies of up-to-date ACR/APAR dossiers of last 5 years, Vigilance Clearance, Certificate of major/minor penalty imposed during the last 10 years and other requisite information/documents will not be considered.

Assistant Director General (Admn.)
Ph.011-23096027

CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block Letters)
2. Date of Birth
(in Christian era)
3. Date of retirement under
Central Government
Rules
4. Educational Qualifications
5. Whether Educational and other qualification 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 / Experience required	Qualifications/ Experience possessed by the officer
Essential	(1)	
	(2)	
	(3)	
Desired	(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

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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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 basic, 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)

- 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 or 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. Whether belongs to SC/ST

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)