

F.No.A.12011/01/2021-E.IV
भारत सरकार/ Government of India
शिक्षा मंत्रालय/ Ministry of Education
(उच्चतर शिक्षा विभाग)/ (Department of Higher Education)

Room No. 235 'C' Wing, Shastri Bhavan,
New Delhi, dated the 16 December, 2022.

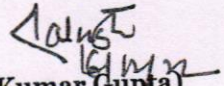
CIRCULAR

Sub: Filling up of one vacancy in the grade of Special Officer(Book Promotion) (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level 11 (Rs.67,700-208700) of the Pay Matrix (PB-3: Rs.15600-39100) in Department of Higher Education - reg.

It is proposed to fill up one vacancy in the grade of Special Officer (General Central Service, Group - 'A', Gazetted) in Level 11 of the Pay Matrix (revised) in Department of Higher Education on Deputation(Including short term contract) basis. The applications were invited for the post vide circular of even no. dated 17.10.2022(Copy enclosed).

2. It has now been decided to extend the last date for submission of applications further by 60 days from the date of issue of this Circular.

Encl: as above.


(Ratnesh Kumar Gupta)
Under Secretary to the Government of India
Tel. No. 011-23385400

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. All Chief Secretaries/Administrators of State Governments/Union Territories (as per list enclosed).
3. Chairman/Heads of all Autonomous/ Statutory organizations/ public sector undertakings/Universities/recognized research institutes.
4. NIC Cell, Ministry of Education with a request to upload the vacancy circular on the official website of the Ministry.
5. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Soochana Bhawan, C.G.O Complex, Lodhi Road, New Delhi - 110003
6. NIC, DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
7. National Career Service (NCS) Portal of Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001- for uploading the vacancy circular on their official website.



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शिक्षा मंत्रालय/ Ministry of Education

(उच्चतर शिक्षा विभाग)/ (Department of Higher Education)

Room No. 235 'C' Wing, Shastri Bhavan,
New Delhi, dated the 17 October, 2022.

VACANCY CIRCULAR

Sub: Filling up of one vacancy in the grade of Special Officer(Book Promotion) (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level 11 (Rs.67,700-208700) of the Pay Matrix (PB-3: Rs.15600-39100) in Department of Higher Education - reg.

It is proposed to fill up one vacancy in the grade of Special Officer (General Central Service, Group - 'A', Gazetted) in Level 11 of the Pay Matrix (revised) in Department of Higher Education on Deputation(Including short term contract) basis.

2. Eligibility Conditions:

Deputation (including short-term contract):-

Officers under the Central Government or State Governments or Union territories or autonomous or statutory organization, public sector undertakings or Universities or recognized research institutes:-

(a) (i) holding analogous post on a regular basis in the parent Cadre or Department; or

(ii) with five years' service rendered after appointment thereto on a regular basis in Level-10 (Rs 56100-177500) in the pay matrix or equivalent in the parent cadre or department; and

(b) **possessing the following educational qualification: -**

Degree in Information Technology or Master of Computer Application or Bachelor of Technology in Computer Science or Electronics from a recognized university or institute.

Note 1: 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 or department of the Central Government shall ordinarily not to exceed four years.

Note 2: The maximum age-limit for appointment by deputation (including short-term contract) shall not exceeding fifty-six years as on closing date of receipt of applications.

3. Duties & responsibilities attached to the post of Special Officer(Book Promotion) are as under:

(i) Administrative/Financial matters relating to National Book Trust in which Appointment of Director/Chairman, NBT, Members of Board of Trustee, Executive Committee/Finance Committee, Grant, Annual Programme of International/national participation of NBT, Annual Reports and Correspondence relating to financial assistance to voluntary organization through NBT. Coordinating with CAPEXIL for export promotion activities of books, publications etc.