

A-12025/(1)/1/2010-Estt.II
Government of India
Ministry of Social Justice and Empowerment

A Wing, Shastri Bhavan,
New Delhi-1

Dated: 07th June,2010

To

1. All the Chief Secretaries to the State Government/Union Territories
2. All Ministries/Departments of the Govt. of India

Subject: Recruitment to the post of Deputy Director (Media) in the Drug Abuse and Prevention Division of the Ministry of Social Justice and Empowerment on deputation (including short term contract) basis.

Sir,

I am directed to say that it has been decided to fill up one vacant (anticipated) post of Deputy Director (Media) (General Central Service, Group 'A', Gazetted, Non-Ministerial) in the Drug Abuse and Prevention Division of this Ministry by Deputation (including Short term contract) basis. Details of the post and eligibility conditions thereof are given in Annexure-I. Job description attached to the post is given in Annexure-II.

2. The pay of the officer, on appointment to the post will be regulated in accordance with the Ministry of Personnel, Public Grievances and Pensions (DOP&T)'s O.M. No.2/29/91-Estt. Dated 05.01.94 read with their O.M. No.2/8/97-Estt.(Pay-II) dated 11.03.1998, O.M. No.2/22(A)/2008-Estt.(Pay II) dated 03rd Sept.2008 & No.2/22(B)/2008-Estt.(Pay II) dated 03rd Sept.2008. All other terms and conditions of the appointment will also be governed by the provisions contained in the said O.M.

3. It is requested that the above vacancy may be brought to the notice of eligible and willing officers under your administrative control and their applications in the prescribed proforma given in Annexure-III alongwith their upto date Confidential Reports, Vigilance Clearance, separate Integrity Certificate & list of penalties, if any, imposed may be forwarded through proper channel to the Under Secretary (Admn.), Ministry of Social Justice and Empowerment, Government of India, 2nd Floor, A-wing, Shastri Bhavan, Dr.Rajendra Prasad Road, New Delhi 110001 within a period of 45 days from the date of publication of this circular in 'Employment News/Rozgar Samachar'.

4. It is requested to forward the applications of only such officers whose services can be spared immediately on their selection. Applicants, once selected, will not be allowed to withdraw their candidature subsequently.

Contd....

5. It may be noted that application received after the expiry of the closing date/or found incomplete in any manner, will not be considered for selection. In case, it is proposed to send copies of Confidential Reports, those may be attested by an officer not below the rank of Under Secretary to the Government of India. This letter may also be circulated amongst all Offices/Organisations under your control.

Yours truly,

Sd/-

(Vinod Kumar Sharma)

Under Secretary to the Govt. of India

ANNEXURE-I

Details of the post of DEPUTY DIRECTOR (MEDIA) in the Drug Abuse and Prevention Division of the Ministry of Social Justice and Empowerment

- | | | |
|----|----------------------------|--|
| 1. | Name of the Post | Deputy Director (Media) |
| 2. | Classification of the post | General Central Service, Group 'A', Gazetted, Non-Ministerial |
| 3. | Scale of Pay | P.B-3, Rs.15600-39100 (Grade Pay of Rs.6600) |
| 3. | Number of vacancy | One(anticipated) |
| 4. | Method of Recruitment | Deputation (including short term contract) basis |
| 5. | Eligibility conditions | Officers under Central/State Govt./Universities/
Recognised Research Institutes/Semi Govt./
Autonomous or Statutory organizations
(i) holding analogous posts on regular basis; or
(ii) with 5 years service in posts in the pre-revised scale of Rs.8000-275-13500 (or) equivalent; or
(iii) with 8 years of regular service in the pre-revised scale of pay of Rs.6500-200-10500
And

Possessing the following educational qualification and experience

(i) Post Graduate Degree or equivalent diploma in Journalism/Mass Communication from recognized University/Institute or equivalent.
(ii) 5 years professional experience in Mass Communication preferably relating to drug abuse prevention. |
| 7. | Period of deputation | 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 the Central Govt. shall ordinarily not exceeding 3 years. The maximum age limit for appointment on deputation is 56 years as on the closing date of receipt of the application. |
| 8. | Selection procedure | In consultation with UPSC |

**JOB DESCRIPTION ATTACHED TO THE POST OF DEPUTY DIRECTOR
(MEDIA) IN THE DRUG ABUSE AND PREVENTION DIVISION OF THE
MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT.**

Publicity relating to prevention of Drug Abuse and Alcoholism.

- a) All matters relating to publicity through T.V./Radio and Print Media etc.
- b) Preparation, production, distribution etc. of publicity material
- c) Grant-in-aid relating to publicity and
- d) All other matters related to publicity such as Parliament Work, References from VIPs, individuals etc.

Annexure-III

Application for the post of **DEPUTY DIRECTOR(MEDIA)** in the Drug Abuse and Prevention Division of Ministry of Social Justice and Empowerment

1. Name of the applicant
(in capital letters)
2. Date of birth and age as on the date of application
3. Date of Entry in Govt. Service
4. Present post held, scale of pay and pay therein since when
5. Date of retirement from Government service
6. Educational Qualification
(Attach attested copies of testimonials/Certificates)
7. Experience/training undergone

8. Details of employment in chronological order

Name of the post, Office/Department/Ministry	Scale of pay	From	To	Nature of duties	Remarks if any

9. Nature of present employment:
(Regular/Substantive/temporary/adhoc/
Long-term/permanent/deputation)
10. Whether SC/ST/OBC. If so, mention the class/tribe
11. Last date of return from ex-cadre post, if any:
12. Any other information not covered by above:

Place: _____

Signature of the applicant

Date: _____

Tel.No.(O) _____ (R) _____

The above information have been verified from the relevant records and found to be correct. The application is forwarded alongwith the requisite documents.

Sign. Of the sponsoring authority with seal