

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI SECRETARIAT
PRASAR BHARATI HOUSE
COPERNICUS MARG, NEW DELHI**

No: A-10013/02/2017-PPC(part)

Dated: 17.10.2018

To,

**The Secretary
All Ministries/Departments
Govt. of India**

Sub: Filling up of twelve (12) vacancies of Private Secretary on deputation basis in Prasar Bharati.

I am directed to state that applications are invited for filling up of twelve (12) vacant posts of Private Secretary in Prasar Bharati to be filled on deputation basis from eligible candidates working in Ministries/Departments of the Central Government and Autonomous Organisations, following Central Government Rules/norms/procedures/pay scales etc.

Eligibility:

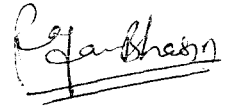
2. Officers under Central Government and Autonomous Organizations following Central Government Rules/ norms/procedures/pay scales etc. holding analogous post on **regular basis** in the parent cadre in (pre-revised) PB-II +Grade Pay 4800/-
or
- (i) Having three (03) years service in PB-2 i.e. 9300-34800 + 4600/- **on regular basis** in the parent cadre/Department and having experience as Private Secretary or Personal Assistant.
or
- iii) Having eight (8) years service in PB-2 i.e. 9300-34800 + 4200/- **on regular basis** in the parent cadre/Department and having experience as Private Secretary or Personal Assistant.
3. **Scale: PB-2, 9300-34800 + Grade Pay of Rs.4800/- (pre-revised) i.e. Level 8 of 7th CPC**
4. **Age Limit:** The officers should not have crossed the age of 56 years as on the closing date of receipt of application for the above mentioned posts.
5. The terms & conditions and pay & allowances of the officers selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, DOP & T O.M. No. 6/08/2009-Estt(Pay.II) dated 17.06.2010, as amended from time to time. The initial period of deputation shall be for a period of 3 years.

6. Interested officers may forward their applications in the prescribed format (as given in the Annexure) along with the following documents through proper channel:

- (i) Certified copies of up-to-date and complete Annual Confidential Report (APAR/CR Dossier) of last five years.
- (ii) Integrity Certificate.
- (iii) Vigilance Clearance.
- (iv) List of minor/major penalty, if any, imposed on the applicant during last 10 years.

7. Applications complete in all respects should be forwarded through proper channel to Deputy Director (PBRB), Prasar Bharati Secretariat, Prasar Bharati House, Copernicus Marg, New Delhi.

8. Last date for receipt of application is 21 days from the date of publication of the advertisement in the Employment News.



(Rajan Bhasin)
Dy. Director (Pers.)

Copy to:

1. DG:AIR.
2. DG, Doordarshan.
3. ADG(Admn), DG: Doordarshan, New Delhi with the request to place the advertisement in the official website in downloadable format. Also arrange for Scrolling of the Advertisement on website. Further, Scrolling may also be placed on various DD channels.
4. ADG(Admn.) DG:AIR.
5. ADG(News), DD News with the request to place Scrolling on DD News.
6. Dy. Director General, AIR, Delhi with the request to place the advertisement in the official website in downloadable format. Also arrange for Scrolling of the Advertisement on website.
7. NIC for placing the vacancy circular at DOP&T's website.
8. DDG(Tech.) PBS for placing on the website of Prasar Bharati.
- ✓ 9. DDG(I.T) PBS for Scrolling of the Advertisement on website.
10. Social Media Team O/o CEO : Prasar Bharati
11. Hindi Unit for Hindi version
12. Guard file.

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications 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 as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A)Qualifications	A)Qualifications
B)Experience	B)Experience
Desirable	Desirable
A)Qualifications	A)Qualifications
B)Experience	B)Experience
5.1 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate .	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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 on Regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned, Details of ACP/MACP with present Pay Band Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

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 basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a Lien in his parent cadre/organisation.</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)		
<ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of 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)		

16.B Achievements:

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and;
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/innovative measure involving official recognition
- (vi) Any other information.

(Note: Enclose a separate sheet, if the space is insufficient)

17. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

e-mail ID _____

Contact No. _____

Date _____

:5:

Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)