

No.A-12023/1/2023-Estt-I  
Government of India  
Ministry of Social Justice & Empowerment  
(Department of Social Justice & Empowerment)  
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Shastri Bhawan, New Delhi-01  
Dated the 06th July, 2023

**VACANCY CIRCULAR**

Subject: Recruitment to the post of Assistant Editor (Media) in the Department of Social Justice & Empowerment-reg.

Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment intends to fill up the post of Assistant Editor (Media) (General Central Service, Group 'B' Gazetted, Ministerial) by deputation (including short term contract)/ absorption basis. The details of eligibility conditions are as under:

Post	Number of posts	Vacancy Location	Pay Scale	Eligibility Conditions:
Assistant Editor (Media)	01 (One)	Department of Social Justice & Empowerment (Delhi)	Level-7 in the pay matrix as per 7 <sup>th</sup> CPC (Rs.44,900-1,42,400/-)	Officers under the Central Government or the State Government or Union Territories or Universities or recognised Research institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisations: A. (I) holding analogous posts on regular basis in the parent cadre or Department; or  (II) with Five years' service in the grade rendered after appointment thereto on a regular basis in Level 6 in the Pay Matrix or equivalent in the parent cadre or Department; and  (B) Possessing the following educational qualification and experience:- <b>Essential.</b> (I) Bachelor's degree in Journalism or Mass Communication of a recognized University or Institute; or  I. Bachelor's degree of a recognized University or Institute with English and Hindi as compulsory or elective subjects;

Post	Number of Posts	Vacancy Location	Pay Scale	Eligibility Conditions:
				<p>II. Diploma in journalism or Mass communication of at least one year duration from a recognised University or Institute.</p> <p><b>Desirable.</b>- Two years experience in the field of Public relations or journalism and editorial work in any Government Department.</p> <p><b>Note1.</b>- Officers of only the Central Government or the State Governments shall be eligible for consideration for absorption.</p> <p><b>Note2.</b>- Period of Deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisations or Department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note3.</b>- The maximum age limit for appointment by deputation ( including short term contract) shall not exceed 56 years as on the closing date for receipt of applications.</p> <p><b>Note4.</b>- For purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January 2016, the date from which revised pay structure based on the 7<sup>th</sup> CPC has been extended shall be deemed to be service rendered in the corresponding level in the Pay matrix or grade pay except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or Level in the pay matrix and where this benefit will extend only for the post for which that grade pay or level in the pay matrix is the normal replacement grade without any up-gradation.</p>

2. The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply.

3. All Ministries/Departments of Government of India, all State/Union Territories Governments, all Universities, all recognised research Institutions, all Semi-Government Organisations, all Statutory or Autonomous bodies are requested to circulate the above post among the officers, working with them and forward the application in prescribed proforma as **ANNEXURE-I** of the eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within **45 days** of its publication in the Employment News:

Director (Admn.)  
Department of Social Justice & Empowerment  
Room No. 637, A-wing  
Shastri Bhawan, New Delhi-01

4. Further, applications/ CV not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidate would not be processed for determining the eligibility of the candidate for the selection.

Encl: Annexure-I



(Bharat Lal Meena)

Director (Admn.)

Tele No.011-23073552

To,

1. All Central Government Ministries and Departments of Govt. of India with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognised research Institutions/Semi-Government Organisations/Statutory or Autonomous bodies under your Ministry/Department (via e-mail to all concerned Secretaries of Govt. of India).
2. All State/union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Govt. and also to forward a copy of this advertisement to all Universities/recognised research institutions/Semi-Government Organisations/Statutory or Autonomous bodies under your State/Union Territory Government (via e-mail to all concerned Chief Secretaries/Administrator of all States/ Union Territories)
3. Ministry's Website
4. E-Hrms 2.0
5. MyGov portal.



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) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 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.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	



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 and 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 organisation
<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) &amp; (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)

- 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)	
<b>16.B Achievements:</b> 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. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. 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 \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



**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)