

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
**Directorate General: Doordarshan**  
**Copernicus Marg, New Delhi - 110001.**

.....

File No. 3/4/2014-S-II/1118

Dated: 10 .10.2018

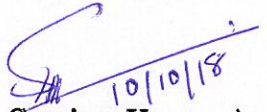
**CIRCULAR**

**Subject:- Filling up the post of Cashier in Directorate General: Doordarshan, New Delhi.**

One post of Cashier in this Directorate is to be filled up immediately from amongst the Assistant Section Officers of CSS Cadre or SSAs of CSCS Cadre with 8 years regular service in the grade. Person who is selected or appointed as Cashier will be entitled to Cash handling Allowance as admissible under the rules, in addition to his pay, as laid down in the DOP&T O.M. No. 4/6/2008-Estt. (Pay-II) dated 01.10.2008, O.M. No. 4/6/2008-Estt. (Pay-II) dated 13.09.2011 and as amended from time to time. Details are available at Annexure-I.

2. The candidates selected will be required to furnish a cash security of Rs. 1000/- or a fidelity guarantee from LIC for Rs. 1000/- (Rupees one thousand only) at the time of appointment as Cashier in this Directorate General.

3. All Ministries/Department are requested to circulate this amongst the regular Assistant Section Officers of CSS Cadre or SSAs of CSCS Cadre and forward applications in the proforma at Annexure-II alongwith attested photocopies of APARs for the last 5 years and Vigilance Clearance of those who are willing and can be relieved to the undersigned latest by 30.11.2018. Applications received after the prescribed date will not be entertained.

  
**(Dr. Sanjay Kumar)**  
**Dy. Director (Admn.)**  
**Tel: 011-23388429**

Copy to:-

1. All Ministries/Departments of Govt. of India.
2. Ministry of I&B (Admn. IV), Shastri Bhawan, New Delhi - 110001.
3. All Media Units of Ministry of I&B.
4. All Sections of DG: Doordarshan.
5. NIC, Room No. 614, DG: Doordarshan for uploading the same in the website of this Directorate.
6. Notice Board.

**Annexure-I**

1. Name of the post: Cashier
2. Classification: General Central Secretariat Service  
(Group B/Group C)  
(Non-Gazetted, Ministerial)
3. No. of Posts: One
4. Pay Scale: Level 7/Level 6/Level 4  
(+ Cash handling allowance)
5. Method of appointment & period Deputation. Initially for Three Years  
extendable to five Years.
6. Age Limit (max.): Not exceeding 56 Years.
7. Eligibility conditions: Essential:  
(i) Assistant Section Officer of CSS  
holding the post on regular basis.  
  
Or  
  
(ii) SSA of CSCS with 8 years  
regular service in the grade.  
  
Desirable:  
The candidate should have  
undergone training in Cash and  
Accounts work conducted by the  
Institute of Training and  
Management or equivalent and  
possess three years experience of  
cash, accounts and budget work.

**PROFORMA**

**APPLICATION FOR THE POST OF CASHIER IN DG: DOORDARSHAN.**

1. Name:
2. Designation:
3. Date of Birth (in Christian era):
4. Educational Qualifications:
5. Whether SC/ST/OBC:
6. Service Particulars :

Sl. No.	Post held and Office	From	To	Existing Level & Cell in Pay Matrix	Nature of appointment (Subs./Offi./Ad-hoc)	Nature of duties

6. Details of training undergone:
7. Details of experience:
8. Any other details:

Place:

Dated:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

**CERTIFICATE TO BE GIVEN BY THE CONTROLLING AUTHORITY**

It is certified that the above particulars have been verified and found correct.

There is no Vigilance case pending and/or being contemplated against the above official. Integrity of the official is beyond doubt.

APARs Grading for the last five years are enclosed.

It is confirmed that in the event of selection of above officials, he/she will be relieved of his/her duties without any delay.

Signature: \_\_\_\_\_

Place:

Dated: