



PRASAR BHARATI RECRUITMENT BOARD

**Prasar Bharati House
New Delhi**

VACANCY CIRCULAR

No. PA-1/001(1)/2020-PBRB

Dated: 15th December, 2022

To,

1. The Secretary,
All Ministries/Departments,
Govt. of India
2. Chief Secretary
(All States and Union Territories)

Subject: Filling up of Fifteen(15) Vacancies of the post of Deputy Director of Administration (Headquarters) on Deputation (including short-term contract or absorption) basis in Prasar Bharati.

Sir,

Prasar Bharati Recruitment Board intends to fill up Fifteen(15) vacancies of the posts of Deputy Director of Administration (Headquarters) on Deputation (including short-term contract or absorption) basis in Level-11(Rs 67,700-2,08,700), as per 7th CPC pay matrix, in Prasar Bharati, (India's Public Service Broadcaster), an Autonomous Body established under an Act of Parliament, from amongst officers under the Central Government, State Governments, Union Territories Administrations, Autonomous Bodies or Statutory Organizations or Public Sector Undertakings:-

- (a) (i) Holding analogous post on regular basis in the parent Cadre or Department; **or**
- (ii) with five years' service rendered after appointment to the post on a regular basis in Level-10 (RS. 56100-177500) in the pay matrix or equivalent in the parent cadre or department; **or**

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(iii) with six years service rendered after appointment to the post on a regular basis in Level-9 (Rs. 53100-167800) in the pay matrix or equivalent in the parent cadre or department; **and**

- (b) Possessing three years experience in general administration or establishment, human resource development and personnel or staff matters, security and vigilance.

Note 1: The period of deputation including the 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 be exceeding three years. After the initial appointment, further extension would be regulated as per DoPT instructions.

Note 2: The maximum age limit for deputation shall be not exceeding fifty-six years as on closing date of the receipt of applications.

Note 3: Only the Central Government or State Government officers shall be considered for absorption.

2. 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, DoPT OM No. 06/11/2022-Estt(Pay-II) dated 08.09.2022

3. The officer who fulfils the above mentioned conditions of eligibility may forward the application in Prescribed Performa (Annexure-I) along-with following documents through their employer duly verified and certified by the Cadre Controlling Authority that the particulars furnished by the applicant are correct, as per record (Annexure- II):

- i. Copies of APARs/ACRs for the Last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent.
- ii. Vigilance clearance including certificate that no disciplinary Proceedings, Criminal proceedings are either pending or contemplated against the applicant.
- iii. Integrity Certificate.
- iv. A statement of minor/major penalty, if any, imposed on the applicant during the Last 10 years.
- v. Cadre clearance Certificate.

4. Application only in the prescribed Performa (Annexure-1) of the eligible candidate whose services can be spared on selection, together with the certificate from the forwarding Authority (Annexure-II) with documents mentioned in Para 5

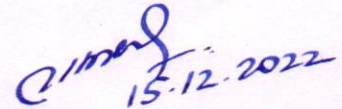
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may be forwarded to Dy. Director (PBRB), Room No 402, Tower C, Prasar Bharati Secretariat, Prasar Bharati House, Copernicus Marg, Mandi House, New Delhi-110001 **within 30 days of publication of this advertisement in the Employment News.**

5. Date of determining the upper age limit, qualification and experience will be the closing date prescribed for receipt of applications.
6. Applications received after the last date or not forwarded through proper channel or received without the requisite certificates and necessary documents or otherwise found incomplete will not be entertained.
7. Prasar Bharati reserves the right to withdraw the vacancy circular at any time without assigning any reasons.
8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
9. The selected candidates would be posted at Delhi. They would require handling Establishment/Administrations/Finance/Accounts/Legal and Vigilance Matters

Encl: As above

Yours Faithfully


15.12.2022

(Umesh Kumar K. N.)

Dy. Director (PBRB Cell)

Phone No – (011) 23118517

Copy to:

1. Ministry of I& B [Shri Rohit Anand, US], BA(P) Section, Shastri Bhawan, New Delhi- with the request to place the advertisement on the website of Ministry in downloadable format.
2. DG, AIR
3. DG, Doordarshan
4. ADG(Admn), DG: AIR
5. ADG(Admn), DG: Doordarshan
6. DDG(HR), DG: AIR Akashwani Bhawan, New Delhi
7. DDG(HR), DG: DD Doordarshan Bhawan, New Delhi
8. DDG(Tech), PB with the request to place the advertisement in the Prasar Bharati website in downloadable format.
9. PS to CEO, PB
10. PS to Member(Fin.)/(Pers.), PB
11. PS to DG, AIR/PS to DG, DD
12. All ADGs/DDGs at PB Secretariat

13. All Zonal ADGs(Admin) and Zonal ADGs(BO) and Zonal ADGs(Content Ops)/All AIR Stations/DDKs through respective SCOR Sections.
14. ADG(NABM)/CE(CCW).
15. Head(PBNS and DP)/ Head of Sales PB/ Head(Content Ops), National Zone(DDn).
16. All Autonomous Organizations of Central Government through their respective Ministries/Departments.
17. All Public Sector Undertakings / Statutory Organizations of Central Government through their respective Ministries/Departments.
18. Hindi Unit for Hindi version, Prasar Bharati Secretariat.
19. Guard file.

Copy also forwarded to:

1. The Establishment Officer DoPT, North Block, New Delhi- with request to upload the advertisement on official website of DoPT.
2. DDG (Marketing), PBS with a request to get the advertisement published in the Employment News on top priority under intimation to DD(PBRB Cell),PBS.

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ANNEXURE-I**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth (in DD.MM.YYYY)	
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	Qualifications /Experience possessed by the Officer
Essential 1) 2) 3)	1) 2) 3)
Desired: 1) 2)	1) 2)
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.	

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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

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<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>		
<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a) Central Government b) State Government c) Union Territories Administrations d) Autonomous Organization e) Statutory Organizations f) Public sector Undertakings g) Others h) 		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>13. Are you in Revised Sale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>		
<p>14. Total emoluments per month now drawn</p>		
Basis Pay in the Pay Band	Grade Pay	Total Emoluments
<p>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization</p>		

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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
<p>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)</p>		
<p>16.b Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (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. <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
17. Whether belongs to SC/ST		
<p>18. Please state whether you are applying for deputation (ISTC or absorption)(Only Officers under Central/State Government are eligible for "Absorption". Candidates of Non-Government organizations are eligible only for Short-term contract).</p>		

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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 _____

Countersigned (Employer with Seal)

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15.12.2022

ANNEXURE-II

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)

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