

## VACANCY CIRCULAR

No. A/34077/O-1/2017/CAO/R-III

GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
OFFICE OF THE JS & CAO

Room No. 174, 'E' Block,  
~~Dada Saheb~~ Road,  
New Delhi - 110011

Dated, the 04 Aug 2017

To

All the Ministries/Deptts. of Govt of India  
All the Chief Secretaries of State Govts  
The Chief Secretaries of Union Territories

**SUB : FILLING UP OF ONE POST OF 'OFFSET MACHINEMAN' IN THE INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY, NAVY AND AIR), DEFENCE STAFF HEADQUARTERS AND INTER SERVICE ORGANISATION, UNDER THE MINISTRY OF DEFENCE ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) BASIS.**

Sir,

I am directed to say that one post of 'Offset Machineman' is required to be filled in the Integrated Headquarters of Ministry of Defence (Army, Navy and Air), Defence Staff Headquarters and Inter Service Organisation under the Ministry of Defence on deputation (including short term contract) basis. The details of the post are as under :-

Post & Classification : **Offset Machineman,**  
General Central Service, Group 'B', Non-Gazetted,  
Non-Ministerial

Level in Pay Matrix : **Level-6**

Eligibility Condition: **Deputation (Including Short Term Contract) :-**

Officers under the Central or State Governments  
or Union Territory Administrations or Universities or  
Recognised Research Institutions or Public Sector  
Undertakings or Semi-Government or Statutory or  
Autonomous Organisations:-

(a) (i) holding analogous posts on regular basis  
in the parent cadre or department; or

(ii) with six years service rendered after appointment thereto on regular basis in Level-5 in the Pay Matrix or equivalent in the parent cadre or department; or

(iii) with ten years service rendered after appointment thereto on regular basis in Level-4 in the Pay Matrix or equivalent in the parent cadre or department: and

(b) possessing the following educational qualification and experience:

**Essential :**

(1) 12<sup>th</sup> pass or equivalent qualification from a recognised University or Board.

(2) (i) Three years Diploma from institute recognised by Government of India in the subject of Printing or Offset Printing plus two years experience of working in a Government Printing Press; or

(ii) Two years certificate from institute recognised by Government of India in the subject of Printing or Offset Printing plus three years experience of working in a Government Printing Press.

- Job Profile:-**
1. To be responsible for the quality production of all types of single and multi-coloured work on single, two, three and four colour offsets press.
  2. To mix and match up the colours as per instructions given by the supervisor.
  3. To maintain and keep the machines in the section in perfect condition.
  4. To draw the paper and other materials from store after obtaining necessary sanction on the store-issue voucher from the person authorised for the purpose and to account for all such materials and store issued to him for particular job/jobs.
  5. To give required out-turn quality of work, maintaining quality.
  6. To do any other job connected with his work as may be assigned to him by his superiors from time to time besides his own out turn.

3. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications. The appointment on deputation shall be governed by the terms and conditions laid down in Department of Personnel & Training O.M.No 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

