

**“HAR KAAM DESH KE NAAM”**

**VACANCY CIRCULAR**

**No. A/34077/O-1/CAO/R-3**

**GOVERNMENT OF INDIA**

**Ministry of Defence**

**Office of Joint Secretary & Chief Administrative Officer**

**Hall No. 1, 1<sup>st</sup> Floor, A Block  
Defence Officers Complex/Africa Avenue  
Near Sarojani Nagar Depo, New Delhi-110023**

**Dated, the 27 Mar 2023**

**All the Ministries/Depts of Govt of India**

**All the Chief Secretaries of State Governments/Union Territories**

**SUB : FILLING UP OF ONE VACANCY OF OFFSET MACHINEMAN IN THE INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY, NAVY, AIR) DEFENCE STAFF HEADQUARTERS AND INTER SERVICE ORGANISATION IN MINISTRY OF DEFENCE ON DEPUTATION BASIS.**


Sir/Madam,

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, 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 the Pay Matrix : Level -6**

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(जेड एस कोरिंग/ZS KOIRENG)  
उप निदेशक/पसी-1 एवं 3  
Dy. Director/R-1 & III  
संयुक्त सचिव एवं सुपअ का कार्यालय  
O/o JS & CAO  
रक्षा मंत्रालय, नई दिल्ली-110011  
Ministry of Defence, New Delhi-110011

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

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

- (a) (i) holding analogous post 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 recognized University or Board.
- (2) (i) Three years Diploma from institute recognized 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 recognized by Government of India in the subject of Printing or Offset Printing plus three years experience or working in a Government Printing Press.

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*F. K. Koirang*

डिप्टी एस कोरिंग / ZS KOIRENG  
 डिप्टी डायरेक्टर / पसी-1 एच 3  
 Dy. Director/R-I & III  
 संयुक्त सचिव एवं सुपुंज का कार्यालय  
 O/o JS & CAO  
 रक्षा मंत्रालय, नई दिल्ली-110011  
 Ministry of Defence, New Delhi-110011



2. **Job Profile :-**

- (i) 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.
- (ii) To mix and match up the colours as per instructions given by the supervisor.
- (iii) To maintain and keep the machines in the section in perfect condition.
- (iv) To draw the paper and other materials from store after obtaining necessary sanction on the store-issue voucher from the person authorized for the purpose and to account for all such materials and store issued to him for particular job/jobs.
- (v) To give required out-turn quality of work, maintaining quality.
- (vi) To do any other job connected with his work as may be assigned to him by this 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, deputationist shall not be eligible for consideration for appointment by promotion.

4. 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 organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by the terms and condition laid down in Department of Personnel & Training No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

5. It is requested that the applications (**in duplicate**) in the enclosed proforma alongwith the complete and up-to-date CR dossiers or photocopies of ACRs/APARs for the last 05 years (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach Administrative Officer, CAO/R-III, O/o JS & CAO, Hall No. 1, 1<sup>st</sup> Floor, 'A' Block, Defence Officers Complex, Africa Avenue, Near Sarojani Nagar Depot, New Delhi-110023 within 60 days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs/APRs, Integrity Certificate, Cadre Clearance and Vigilance Certificate or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authorities that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. **A separate certificate is also required to be furnished by Cadre Controlling Authority that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.**



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