



PRASAR BHARATI  
(INDIA'S PUBLIC SECTOR BROADCASTER)  
PRASAR BHARATI SECRETARIAT  
2<sup>nd</sup> Floor, PTI Building, Sansad Marg, New Delhi

No.M-1001/08/2015-PPC

Date: 05<sup>th</sup> May, 2015

To

The Secretary  
(All Ministry/Department)

Sub: Filling up of re-designated posts of Staff Officer in PB-3 Rs.15600-39100 + Grade Pay Rs.7600/- on deputation basis in Prasar Bharati – reg.

Sir,

I am directed to invite applications for filling up of re-designated post of Staff Officer (two posts) in the grade of Rs.7600 under PB-3 (Rs.15600-39100) on deputation basis one each in the Office of Chairman and Chief Executive Officer, Prasar Bharati Secretariat to execute the following functions:-

- (i) All functions that are executed by Principal Private Secretary or Senior Principal Private Secretary in the normal set up of the government;
- (ii) Interacting with select high level officers and agencies outside Prasar Bharati on behalf of the Chairman and/or the CEO and to undertake tours for this purpose, which will be approved on a case to case basis;
- (iii) Maintaining secret files relating to the organization and reporting directly to the Chairman/CEO as the case may be in this regard;
- (iv) Working with flexible and extended working hours and having the willingness and capacity to work from home during holidays and Saturdays and Sundays; and taking dictations, assignments and tasks from the residences or camp offices;
- (v) Handling with expertise the electronic media and digital communication with promptitude and total familiarity.

*K. Srinivasan*

2. Eligibility criteria :- Officers working in the Central Government/Prasar Bharati holding analogous post or Principal Private Secretaries in the Grade Pay of Rs.6600/- with five years regular service in the grade or PPS with combined service of 11 years in the GP Rs.4800 including NFSG of Rs.5400/-;

3. Eligible and willing officers may submit their application as per profoma at annexure to the Additional Director General(Estt & Admn) (E-mail [ID adg-admin@prasarbharati.gov.in](mailto:adg-admin@prasarbharati.gov.in) email by 22<sup>nd</sup> May, 2015. Attested copies of ACRs and vigilance clearance/integrity certificate and details of penalties imposed, if any, during the last 10 years on the officer alongwith the copy of the application sent by e-mail should also be sent by their Controlling Authority to PB Secretariat latest by 22<sup>th</sup> May, 2015 addressed to Dy. Director (PBRB), Prasar Bharati Secretariat, 2<sup>nd</sup> Floor, PTI Building, New Delhi, 110001. Short listing of candidates will be done by Prasar Bharati based on their fulfilling the above criteria and keeping in view the requirements of the post advertised. Only shortlisted candidates will be called for an Interview.

4. 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, DoP&T OM No.6/08/2009-Estt (Pay II) dated 17/06/2010, as amended from time to time. Age should not exceed 56 years as on the closing date of receipt of applications. The relaxation in any of the conditions of deputation may be considered by the Competent Authority in deserving cases.

Yours faithfully,

  
(K. Srinivasan) 05/05/15

Dy. Director (PBRB/Pers.)

To

1. DG, AIR
2. DG, Doordarshan
3. Dy. Director (EPM), DG:AIR with the request to place the advertisement in the official website in downloadable format.
4. ADG(Admn.), DG:Doordarshan, New Delhi with the request to place the advertisement in the official website in downloadable format.
5. DDG(T), Prasar Bharati Secretariat with the request to place the advertisement in the official website in downloadable format.
6. Hindi Section of hindi version
7. Notice Board
8. Guard File

**ANNEXURE**

**BIO-DATA PROFORMA for submission of application**

1. Name and address in Block letters :
2. Name of the Post applied for with Advertisement no. and date :
3. Date of Birth (in Christian era) :
4. Date of retirement under Central/ Government rules :
5. Educational Qualifications :
6. Whether 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)

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Qualifications/ Experience required For deputation	Qualification/ Experience possessed by the officer
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7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post :
8. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

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Office/Instt./ Orgn.	Post held	From	To	Scale of pay/ pay band & grade pay and basic pay	Nature of duties
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Contd...../

10. Nature of present employment, *i.e.*, *ad hoc* :  
or temporary or permanent
11. In case the present employment is held on deputation/contract basis, please state -
- (a) The date of initial appointment on :  
deputation
  - (b) Period of appointment on deputation/ :  
Contract
  - (c) Name of the parent office/organization :  
to which you belong
12. Additional details about present employment  
Please state whether working under –
- (a) Central Government :
  - (b) Autonomous Organisations :
13. Total emoluments per month now drawn :
14. Additional information, if any, which you :  
would like to mention in support of your  
suitability for the post. Enclose a separate  
sheet, if the space is insufficient
15. Whether belongs to SC/ST :
16. Remarks :

Signature of the Candidate

Address with Telephone no. and

Date: .....

Countersigned.....

email.....

(Employer) .....