

Applications in the prescribed form are invited for direct recruitment to the following posts by 29th September 2011

**UNION PUBLIC SERVICE COMMISSION
ADVERTISEMENT NO.17
INVITES APPLICATIONS FOR RECRUITMENT BY SELECTION
TO THE FOLLOWING POST
VACANCY DETAILS**

(Vacancy No. 11091706410) One Administrative Officer in National Film Archive of India, Pune, Ministry of Information & Broadcasting. The post is Unreserved. The post is also suitable for Physically Handicapped persons with disability viz. Orthopedically Handicapped / Locomotor disability / Cerebral Palsy with One Leg Affected (OL)(Right or Left).

QUALIFICATION:

ESSENTIAL:

- A. EDUCATIONAL : Degree of a recognized University.
- B. EXPERIENCE : Three years` experience of administration, accounts and establishment work in a supervisory capacity in a Government office or a Public body or a commercial organization of repute.

DESIRABLE: Knowledge of Government rules and regulations. DUTIES: Overall in-charge of Administrative Wing of the National Film Archive of India, Pune and to supervise the work of Administrative and Accounts Sections. In addition function as Drawing & Disbursing Officer.

Implementation of Plan Schemes, Advisory Committee recommendations etc. To pursue the NFAI`s matter with concerned Desk in the Ministry. HQ: Pune, with liability to serve anywhere in India.

IMPORTANT

NORMAL CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 29.09.2011 EXTENDED CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 07.10.2011 IN RESPECT OF APPLICATIONS RECEIVED ONLY BY POST (BY POST/SPEED POST) FROM THE CANDIDATES RESIDING IN ASSAM, MEGHALAYA, ARUNACHAL PRADESH, MIZORAM, MANIPUR, NAGALAND, TRIPURA, SIKKIM, J&K, SIKKIM, LAHAUL AND SPITI DISTRICT AND PANGI SUB DIVISION OF CHAMBA DISTRICT OF HIMACHAL PRADESH, A&N ISLANDS OR LAKSHADWEEP OR ABROAD. DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE NORMAL CLOSING DATE FOR RECEIPT OF APPLICATIONS.

NOTES:

a) Candidates are requested to apply in the format published along with this Advertisement No.17 and NOT write to the Commission for application forms. They are also requested to go through carefully the details of posts and instructions published below before applying.

b) NATURE OF POST: permanent.

c) PAY SCALE & CLASSIFICATION: (Figures in bracket at the end of the pay scale indicate the approx Total Emoluments (per month) (T.E.) excluding TA and HRA at the minimum of the scale).

- i) Rs.9,300-34,800/- (PB-2) + Rs.4600/- (Grade pay) (T.E. Rs.20,989/-),
General Central Service, Group 'B', Gazetted, Ministerial.

d) AGE LIMIT AS ON CLOSING DATE i.e. 29.09.2011:

Not exceeding 30 years.

e) The age limit is relaxable for Scheduled Castes candidates upto 5 years and upto 3 years for OBC candidates in respect of vacancies reserved for them. OBC Candidates have to produce a caste certificate in prescribed proforma. For age concession applicable to other categories of applicants please see relevant paras of the Instructions and Additional Information to Candidates for Recruitment by Selection.

f) Physically Handicapped (PH) Persons or Persons with disabilities, as indicated against various item(s) in the VACANCY DETAILS, can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of:-

- i) reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.
- ii) other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PH candidates.

g) HEADQUARTER: Pune otherwise anywhere in India.

h) PROBATION: The person selected will be appointed on probation as per rule.

For Application format and general instructions for filling up the Application Form go to www.upsc.gov.in