

File No.C/Recruitment/E.I/2013
GOVERNMENT OF INDIA
MINISTRY OF URBAN DEVELOPMENT
DIRECTORATE OF PRINTING, NEW DELHI
GOVERNMENT OF INDIA PRESS : SANTRAGACHI: HOWRAH - 711112
Tel. No./FAX No. 033-2657-5058
e-mail : how-gippr@nic.in

Advertisement No. 1/2013

Applications are invited from the Citizens of India for filling up of the following posts at Govt. of India Press, Santragachi, Howrah-711112 as per details given below:-

| Sl. No. | Name of the post, Pay Band, Grade Pay & Classification | No. of vacancies | Age limit | Qualification |
|---------|---|-------------------|--|--|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Artist Retoucher PB-2 (Rs.9300-34800), Gr.Pay of Rs.4200/- General Central Service, Group-C(Technical Supervisor), Non-Gazetted, Non-Ministerial | 2(two) (UR-02) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | 1) Degree in Printing Technology from a recognized University or institution with two years experience OR ii) Diploma in Printing Technology (Offset) from a recognized Institution of Printing and three years experience in Scanning, Planning and Retouching in an offset establishment of repute. |
| 2 | Asstt. Artist Retoucher PB-2 (Rs.9300-34800), Gr.Pay of Rs.4200/- General Central Service, Group-C(Master Crafts Man), Non-Gazetted, Non-Ministerial | 4(four) (UR-4) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | 1) Degree in Printing Technology from a recognized University or institution with one years experience. OR ii) Diploma in Printing Technology (Offset) or equivalent from a recognized Institution of Printing and two years experience in Scanning & Retouching in a Photolitho establishment of repute. |
| 3 | Senior Artist PB-2 (Rs.9300-34800), Gr.Pay of Rs.4200/- General Central Service, Group-C(Technical Supervisor), Non-Gazetted, Non-Ministerial | 1(one) (UR-1) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Degree in Fine/Commercial Arts/Graphic design with two years experience in commercial designing, Graphic designing and lay out making. OR ii) Diploma in Fine/Commercial Arts with 3 years experience in commercial designing, Graphic designing, lay out making and iii) Qualifying trade test. |

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| 4 | Junior Artist PB-2 (Rs.9300-34800), Gr.Pay of Rs.4200/- General Central Service, Group-C (Master Craftsman), Non-Gazetted, Non-Ministerial | 2(two) (UR-2) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Degree in Fine/Commercial Arts/Graphic design and experience in commercial designing, Graphic designing OR ii) Diploma in Fine/Commercial Arts or Graphic designing and experience in commercial designing and lay out making and a) Working knowledge of English and Hindi and one of the regional Language in which work is requires to be done b) Qualifying Trade Test. |
| 5 | Cameraman PB-2 (Rs.5200-20200), Gr.Pay of Rs.2800/- General Central Service, Group-C(Highly skilled Gr.II), Non-Gazetted, Non-Ministerial | 4(four) (UR-4) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Diploma in Printing Technology from a recognized Institution ii) 3 Years experience in operation of Process Camera. |
| 6 | Dark Room Assistant PB-1 (Rs.5200-20200), Gr.Pay of Rs.2400/- General Central Service, Group-C(Highly Skilled Gr.II), Non-Gazetted, Non-Ministerial | 1(one) (UR-1) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Diploma in Printing Technology Press a recognized Institution. ii) 2 years experience in operation of Process Camera. |
| 7 | Plate Maker (Offset) PB-1 (Rs.5200-20200), Gr.Pay of Rs.2400/- General Central Service, Group-C(Highly Skilled Gr.I), Non-Gazetted, Non-Ministerial | 4(four) (UR-4) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Matriculation (10 class) or equivalent from recognized School/Board preferring being given to candidates who have passed with Chemistry. ii) Diploma in Ptg. Technology (Offset) from a recognized Institution of Printing Technology OR Certificate of Successful completion of Apprenticeship in Plate Making under the Apprenticeship Act., 1961 (52 of 1961) with 3 years of Practical experience in Plate making. |
| 8 | Copy Holder PB-1 (Rs.5200-20200), Gr.Pay of Rs.1900/- General Central Service, Group-C(Skilled), Non-Gazetted, Non-Ministerial | 10(ten) (SC-3, OBC-3, UR-4) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Graduation from Recognized University. ii) Knowledge of English and Hindi and one of Regional Language in which Printing is done in the Press. iii) 2 years experience in proof reading from Press or Institution of depute. |

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| 9 | DTP Operator PB-2 (Rs.9300-34800), Gr.Pay of Rs.4200/- General Central Service, Group-C(Master Craftsman), Non-Gazetted, Non-Ministerial | 12(twelve) (SC-1, ST-1, OBC-4, UR-6) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Diploma in Printing Technology with 3 years experience of operating Computer. ii) Typing experience in Hindi and English Language. |
| 10 | Resographer PB-1 (Rs.5200-20200), Gr.Pay of Rs.2400/- General Central Service, Group-C(Highly Skilled Grade-II), Non-Gazetted, Non-Ministerial | 4(four) (UR-4) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Diploma in Printing Technology from a recognized Institution with 2 years experience. |
| 11 | Machineman (Offset) PB-2 (Rs.9300-34800), Gr.Pay of Rs.4200/- General Central Service, Group-C(Master Craftsman), Non-Gazetted, Non-Ministerial | 21 (twenty one) (SC-4, ST-1, OBC-6, UR-10) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Diploma in Printing Technology (Offset) from a recognized Institution. ii) 5 years working experience on offset machine doing single and multicolor work. |
| 12 | Machine Assistant (Offset) PB-1 (Rs.5200-20200), Gr.Pay of Rs.2800/- General Central Service, Group-C(Highly Skilled Grade-I), Non-Gazetted, Non-Ministerial | 28 (Twenty- eight) (SC-6 ST-1, OBC-6, UR-15) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Diploma in Printing Technology (Offset) from a recognized Institution. ii) 3 years working experience on offset Printing machine working for single and multicolor jobs. |
| 13 | Machine Attendant (Offset) PB-1 (Rs.5200-20200), Gr.Pay of Rs.1900/- General Central Service, Group-C(Skilled), Non-Gazetted, Non-Ministerial | 11(eleven) (SC-3, OBC-4, UR-4) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Matriculation or equivalent from recognized School or Board. ii) A certificate of successful completion & Apprenticeship under the Apprentices Act., 1961 (52 of 1961) in the trade of Offset Printing, Plate making. iii) 3 years working experience on Offset Machine Man in Press of repute. |
| 14 | Assistant Binder, PB-1 (Rs.5200-20200), Gr.Pay of Rs.1900/- General Central Service, Group-C(Skilled), Non-Gazetted, Non-Ministerial | 65 (Sixty five) (SC-14, ST-3, OBC-15, UR-33) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Matriculation (10 th class) passed from recognized School of Board. ii) Certificate of Successful completion of Apprenticeship under Apprenticeship Act.,1961(52 of 1961) OR Certificate of successful completion of vocational course of 10+2 level in Printing Technology. |

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| 15 | Mechanic (Printing and Binding) PB-1 (Rs.5200-20200), Gr.Pay of Rs.2800/- General Central Service, Group-C(Highly Skilled Gr.I), Non-Gazetted, Non-Ministerial | 3(three) (UR-3) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Diploma in Mechanical or Electrical or Electronics Engineering from a recognized University or Institution. ii) Two years experience of maintenance/repairing of Printing and allied equipment in a institution or Press of repute. |
| 16 | Asstt.Mechanic(Printing & Binding) PB-1 (Rs.5200-20200), Gr.Pay of Rs.1900/- General Central Service, Group-C(Skilled), Non-Gazetted, Non-Ministerial | 5 (five) (SC-1, OBC-1, UR-3) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Diploma in Mechanical or Electrical or Electronics Engineering from a recognized University or Institution. ii) with one year experience of maintenance/repairing of Printing and allied equipment in a institution or Press of repute. iii) Ability to read the name of spare parts of machines used in Printing Industry (other than Lino/Mono type and casting machines) including lathe and other machine workshop and of servicing and maintenance of offset and other machines. |
| 17 | Driver Light-Vehicle PB-1 (Rs.5200-20200), Gr.Pay of Rs.1900/- General Central Service, Group-C(Skilled), Non-Gazetted, Non-Ministerial | 1(one) (UR-1) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Matriculation (10 th Class) Passed from recognized School or Board. ii) Experience of Driving Motor Vehicles for five years. iii) Should Possess requisite Valid Driving Licence for light Motor vehicles. iv) Knowledge Auto Mobile. |
| 18 | Cleaner Driver PB-1 (Rs.5200-20200), Gr.Pay of Rs.1800/- General Central Service, Group-D(Semi-Skilled), Non-Gazetted, Non-Ministerial | 1(one) (UR-1) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Matriculation (10 th class) Passed from recognized school/Board. ii) Experience of three years in similar capacity. iii) Should possess requisite Driving Licence for Motor Vehicles. |
| 19 | Electrician PB-1 (Rs.5200-20200), Gr.Pay of Rs.2400/- General Central Service, Group-C(Highly Skilled Grade II), Non-Gazetted, Non-Ministerial | 1(one) (UR-1) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Diploma in Electrical or Electronics from a recognized University or Institution. ii) Electrical Supervisory Certificate of competency. iii) two years experience of running/maintenance of different types of both high tension and low tension Electrical installation including underground cable system. iv) Knowledge of maintenance of electrical/installation. |

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| 20 | Wireman PB-1 (Rs.5200-20200), Gr.Pay of Rs.1900/- General Central Service, Group-C(Skilled), Non-Gazetted, Non-Ministerial | 2(two) (UR-2) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Diploma in Electrical or Electronics Engineer from a recognized University or Institution. ii) Electrical Workman's permit. iii) Worksmen's competency Certificate of Electrical Workman Licence/Certificate of competency Class-II) or any other equivalent certificate and one year experience in the line. |
| 21 | Silk Screen Operator PB-1 (Rs.5200-20200), Gr.Pay of Rs.2400/- General Central Service, Group-C(High Skilled), Non-Gazetted, Non-Ministerial | 1(one) (UR-1) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Matriculation (10 th Class) passed from Recognized School or Boards. ii) Having five years experience in Silk Screen Printing Process from reputed Press or Institution. |
| 22 | Asstt. Silk Screen Operator PB-1 (Rs.5200-20200), Gr.Pay of Rs.1900/- General Central Service, Group-C (Skilled), Non-Gazetted, Non-Ministerial | 1(one) (UR-1) | Between 18 and 27 years (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct Recruitment. It further relaxable for 5 years in the case of SC & ST for 3 years in case of OBC. | i) Matriculation (10 th Class) Passed from Recognized School/Board. ii) Having three years experience in Silk Screen Printing Process from reputed Press/Institution. |

Deputation Criteria :

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government/State Government shall ordinarily not exceed 03 (Three) years. The head of Establishments are requested to circulate the vacancy amongst the eligible persons and applications of the willing suitable candidate may be forwarded to the Press on Annexure-A along with full service particulars in Annexure-B and specific recommendation as to suitability of candidate.

An undertaking from the candidate to the effect that he/she will not withdraw his/her candidature may also be taken from the applicant in writing and may be forwarded to this Office along with his application enclosing therewith up-to-date C.R. Dossiers and vigilance clearance Certificate so as to reach the same to the undersigned latest by 31-12-2013. The applications received the specific date will not be entertained in any circumstances, In case of non-availability of any suitable candidate in his office a "NIL" report may be sent within the date.

1. Against the posts appearing at Sl. No. 10, 12, 13, 14 & 15, 10% of Gr. "C" and 20% of Gr. "D" out of the total vacancies is reserved for Ex-Servicemen.
2. Against the posts appearing at Sl.No.15, 3% out of the total vacancies is reserved for Physically Handicapped persons.
3. Willing applicants who fulfill the conditions of eligibility for the post(s) as specified in Para-2 are advised to go through all parameters under different columns and satisfy themselves about their suitability on Age-limit and Essential Qualifications for the posts etc before applying. Candidates should ensure themselves beforehand that their Age-limit/EQ(s)/Experience/Caste/Sub-Caste/category are exactly coincided with the requirements as stated in the Advertisement itself; otherwise their candidatures are liable to be cancelled at any stage of recruitment without giving any notice to them.

4. **Abbreviations used :**

SC : Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, ESM: Ex-Servicemen, PC: Physically Challenged, VH: Visually Handicapped, HH: Hearing Handicapped, OH: Orthopedically Handicapped.

5. **Closing date of receipt of application : 31-12-2013.**

In the case of the applicants residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep & for applicants residing abroad , the closing date **10-01-2014**. Applicants applying from any of those areas shall invariably superscribe the name of the area on the envelope in bold letters.

6. The Envelope containing the Application Form must be superscribe in bold letters as – **APPLICATION FOR THE POST OF ----- CATEGORY NO. OF POST -----, ADVERTISEMENT NO. -----** and addressed to **THE GENERAL MANAGER, GOVERNMENT OF INDIA PRESS, SANTRAGACHI, HOWRAH: 711 112.**

7. One envelope should contain one Application Form of one candidate only.

8. Applicants should submit only one application against a particular category of advertisement. However, separate applications can be submitted against different categories of advertisement.

9. The crucial date for determining the age-limit will be **31.12.2013.**

10. Relaxation in Upper Age-limit.

SC/ST : Relaxable by 05 years.

OBC : Relaxable by 03 years if a candidate belongs to OBCs in accordance with DOP&T O.M. No.43013/2/95-Estt (SCT) dated 25-01-1995 read with amendments made thereafter.

PC : Relaxable by 10 years (by 13 years for OBC and by 15 years for SC/ST)

ESM : For the appointment to vacancies in Group 'C' posts, an ex-serviceman shall be allowed to deduct the period of actual military service from his actual age and if the age does not exceed the maximum age-limit prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

Other Categories : It will be as per Govt. of India's Order issued from time to time.

11. **Documents to be attached with the Application :**

i) One recent passport size photograph should be pasted (NOT STAPLED) on the space provided in the Application Form.

ii) Documents in support of claim of SC/ST/OBC/PC/ESM category in the prescribed format issued by the competent authority.

iii) Attested copies of Matriculation Certificates or equivalent as a proof of age (Date of Birth) copies of Certificate/Year-wise Mark sheets/Provisional Certificates towards proof of Educational Qualifications (beginning of Matriculation Examination) Particulars printed on the back of the mark sheets/certificates should also be photo copied invariably and attested by a Gazetted Officer of Central/State Government.

iv) Attested copies of experience certificates, if any.

v) Attested copies of any other documents in support of information given in the application Form, the candidature of the applicant shall be rejected summarily at any stage of the recruitment process.

vi) Applicants must submit Mark-sheets and certificate in support of essential educational qualifications and Age-proof from a recognized University/Institution/Board Otherwise their candidature shall be liable to be rejected summarily or at any stage of the recruitment process.

12. **General Condition :**

- i. The decision of General Manager, Government of India Press, Santragachi, Howrah in all matters relating to eligibility, acceptance or rejection of the application will be final.
- ii. There will be no claim of the candidates if the recruitment process is postponed.

Sd/-
GENERAL MANAGER
GOVT. OF INDIA PRESS
SANTRAGACHI, HOWRAH.

APPLICATION FORM

Annexure-A

To

**The General Manager,
Government of India Press,
Santragachi,
Howrah : 711 112.**

Passport Size
Photograph dully
attested

Post applied for & Advertisement No. _____

1. Name of the applicant :
(BLOCK CAPITAL LETTERS)
2. Father's Name :
3. Date of Birth :
4. Sex :
5. Present Address with PIN Code :
6. Permanent Address with PIN Code :
7. Educational Qualification :
8. Experience :
9. Nationality :
10. Religion :
11. Categories to which the candidate belongs to i.e. SC/ST/OBC/General :
12. Whether Physically Handicapped :
13. Whether Ex-Serviceman :

I do hereby declare that all the particulars given in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being declared before or after selection my candidature is liable to be cancelled and all my claims for the recruitment forfeited.

Encl:

Date:

Place:

(Signature of the Candidate)

ANNEXURE-B

Name of the Organisation :

Particulars of the applicant for the post of :

| Sl.No. | Name | Age and Date of Birth | Educational/Technical Qualification | Date of appointment in Department | Substantive Appointment held and date | Present pay and date from which it is held and present pay | Definite recommendation of the head of the office of the Press with remarks as to whether any vigilance case is pending or contemplated against the applicant. | Remarks. |
|--------|------|-----------------------|-------------------------------------|-----------------------------------|---------------------------------------|--|--|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

Signature of the Head of the Office.