

F.No. A -12023/01/2023- Estt.I  
Government of India  
Ministry of Rural Development  
Department of Rural Development  
(https://rural.nic.in)

Krishi Bhawan, New Delhi  
Dated 18th January 2023

**OFFICE MEMORANDUM**

**Subject: Filling up the posts of Photographer on deputation basis in the Ministry of Rural Development -regarding.**

The undersigned is directed to say that the Department of Rural Development, Ministry of Rural Development, New Delhi requires the services of **01 (One)** person for appointment to the post of Photographer in Level - 5 (Rs. 29,200-92,300) in the Pay Matrix in 7<sup>th</sup> CPC on deputation basis from amongst persons working in the Central Government.

2. The qualifications and experience required for these posts and other details are given in **Annexure-I**

3. All the concerned Government Establishments /organizations are requested that the applications of eligible and willing persons, who can be spared on his selection may be forwarded in the prescribed proforma (**Annexure-II**) to the Under Secretary (Establishment) Department of Rural Development, Room- 455, 4<sup>th</sup> Floor, G-wing, Krishi Bhawan, New Delhi within 60 days from the date of publication of this circular in the Employment News / Rozgar Samachar alongwith the followings:-

- I. Vigilance Clearance in respect of the official.
- II. Integrity Certificate and a statement showing major or minor penalties, if any imposed on the officer. (**Annexure III**)
- III. Up-to-date CR dossier of the applicant or clear photocopies of ACRs for the last 5 Years duly attested by the Cadre Controlling Authority.

4. It is clarified that the applications received after the closing date of receipt of application, applications without forwarding from the Cadre Controlling authorities or otherwise found incomplete (*i.e. in respect of documents as listed at para 2 above*) is liable to be rejected.

5. The persons who apply for the above post will not be allowed to withdraw their applications subsequently.

6. While forwarding the application, it may be verified and certified that the particulars furnished by the official are correct. It may also be confirmed that in the event of selection for appointment, the official concerned will be relieved of his duties.



7. A checklist for the requisite documents is also enclosed and must be forwarded along with application.

Encl: as above



(R D Diwakar)

Under Secretary to the Government of India

Tel: 011-23382070

Email: diwakar.rd@nic.in

To :

1. All Ministries/Departments of the Government of India (as per standard List) with the request that wide publicity may be given to the vacancy circular in their Ministries/Departments.
2. All Officers/ Sections in the Department of Rural Development/Department of Land Resources/Ministry of Drinking Water and Sanitation.
3. NIC, Department of Rural Development with the request to place this vacancy circular on the **Website of this Ministry & on the National Career Portal (www.ncs.gov.in)**.
4. Notice Board.

**Annexure-I**

1.	Name of the post	Photographer
2.	Number of posts	01(One)
3.	Classification	General Central Service, Group C (Non-Gazetted) Non-Ministerial
4.	Pay scale	Level -5 (Rs. 29,200-92,300) in the Pay Matrix in 7 <sup>th</sup> CPC
5.	Duties and responsibilities of the post	<ol style="list-style-type: none"><li>i. All Photographic Work</li><li>ii. Maintenance and replacement of photographs in photo display boards</li><li>iii. Photographic coverage of the events of the Ministry</li><li>iv. Maintenance of photographs in albums as per event schedule.</li><li>v. To undertake tour to get photographs of schemes.</li><li>vi. Any other work as assigned from time to time by the Controlling officer</li></ol>
6.	Pay and allowance admissible	The pay of the selected candidates will be governed as per instructions of the Central Government regarding appointment on deputation basis.
7.	Eligibility conditions including educational qualification and period of deputation.	<p><b>Deputation:</b> Officers of the Central Government holding analogous posts or posts in pay level 4 of 7th CPC (Pre-revised PB-1 in the scale of pay of Rs.5200-20200/- + Grade Pay of Rs.2400/-) with five years regular service in the grade and possessing the following qualifications:</p> <p><b>Essential:</b></p> <p>(i) <b>Education:</b> Matric or equivalent.</p> <p>(ii) <b>Experience:</b> Three years working experience in Government or semi-Government offices as a photographer and should have been engaged in the field work to take pictures or photographs of objects having rural development bearing and should have the experience of arranging the photos on specific topics for leaflets, charts, exhibition and T.V. Programmes. Should also have adequate experience of producing slides on rural topics. Must have experience in handling advanced modern cameras, both still and movie including the machinery used in the dark room. Must also have been engaged in producing 8 m.m., 16 m.m. and 35 m.m. documentary films. Must also be able to work on computers.</p> <p><b>Desirable:</b> Diploma in Photography from any recognised institution.</p> <p><b>Note:</b></p> <ol style="list-style-type: none"><li>I. Period of deputation shall ordinarily not exceed Three Years.</li><li>II. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years, as on the closing date or receipt of applications)</li></ol>

**Proforma for Application for the Post of Photographer  
in the Ministry of Rural Development on Deputation Basis.**

1. Name (in block Letters) of the applicant \_\_\_\_\_
2. Communication address \_\_\_\_\_
3. Contact Details/Telephone/Mobile No \_\_\_\_\_
4. Date of Birth (in Christian era) \_\_\_\_\_
5. Whether belongs to SC/ST/OBC \_\_\_\_\_
6. Date of Retirement \_\_\_\_\_
7. Educational Qualification \_\_\_\_\_  
(Requisite educational qualification certificates/ documents to be attached)

Whether educational and 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).*

S.No.	Qualifications/Experience/ Courses	Qualifications/Experience possessed by the Officer
1		
2		
3		
4		

Please state clearly whether, in the light of the entries made by you above, you meet the requirements of the post of Photographer.

\_\_\_\_\_

8. Details of Employment, in chronological order.

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institute/ Organization	Post held	From	To	Pay structure (i.e. The scale of Pay/ Pay band + grade pay and basic pay)	Nature of duties

9. Nature of present employment, i.e. ad-hoc or temporary or permanent

10. In case the present employment is held on deputation/contract basis, please state:-

a) The date of initial appointment \_\_\_\_\_

b) Period of appointment on deputation / Contract \_\_\_\_\_

c) Name of the parent office/ organization to which you belong  
\_\_\_\_\_

d) Additional details about your present employment in central Government.  
\_\_\_\_\_

11. Are you in the Revised Scale of Pay? If yes, Give the date from which the revision took place and also indicate the pre-revised scale /Pay Band/ Grade Pay

12. Total emoluments per month now drawn \_\_\_\_\_

13. Remarks \_\_\_\_\_

Declaration:- I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post.

(Signature of the candidates)  
Address with Telephone No

Date.....

Place.....

## Checklist

1. Application \_\_\_\_\_ (Yes/No)
2. Certificates of Educational Qualification/  
Courses (relevant only) \_\_\_\_\_ (Yes/No)
3. Vigilance Clearance \_\_\_\_\_ (Yes/No)
4. Major/Minor Penalty Certificate \_\_\_\_\_ (Yes/No)
5. Integrity Certificate \_\_\_\_\_ (Yes/No)
6. No Objection Certificate from employer  
(Annexure-III) \_\_\_\_\_ (Yes/No)
7. Duly attested last 05 Years APAR \_\_\_\_\_ (Yes/No)

To be certified by the Cadre Controlling Authority/Employer

1. Certified that the particulars furnished by Shri /Smt/Km.....  
..... in his application have been verified from his  
/her service record and found correct.
2. The Official is clear from vigilance angle.
- 3 The following documents are enclosed:
  - i. The integrity Certificate and
  - ii. the statement showing major/minor penalties imposed on the Officer during the last 10  
years (if no penalty has been imposed, a certificate stating the same may be enclosed).
4. Up-to-date CR dossier of the Official or clear photocopies of ACRs for the last 5 years  
duly attested by the Cadre Controlling Authority are enclosed.
5. This organization does not have any objection on his applying for the above post and  
he will be relieved immediately in case of selection.

Signature, Name & Seal of the Employer/  
Cadre Controlling Authority.

File No .....

Date.....

(Sample Certificate)

To Whomsoever it may concern

Certified that the integrity of Shri /Smt/Km .....  
..... is beyond doubt.

2. It is also certified that no major/minor penalty has been imposed on the officer in the last 10 years.

Signature, Name & Seal of the Employer/  
Cadre Controlling Authority.

File No .....

Date.....