

F.No. 5/3/2023-Admn.II
Government of India
Press Information Bureau
(Admn.II)

New Delhi, Dated the 12th of February, 2025

CIRCULAR

Subject: Appointment of Cashier in Press Information Bureau, Hq., New Delhi - regarding.

The services of a suitable ASOs/SSAs/JSAs of CSS/CSCS cadre is required for deploying him/her as Cashier in the Press Information Bureau (Hqrs.).

2. The Official should have experience of handling of Cash and Accounts work and Officials who have undergone training in Cash and Accounts work in the Institute of Secretariat Training and Management would be given preference.


3. The deployment of an official as cashier carries cash handling allowances as admissible under the rules, in addition to his pay, as laid down in the DoPT's O.M. No. 4/6/2008-Estt. (Pay-II) dated 01.10.2008 and as amended time to time. Selected Officials have to deposit a security of Rs. 10000/- (Ten Thousand) or produce a fidelity guarantee policy of an equal amount as prescribed in the rules before taking charge as cashier.

4. Cashier will be eligible for Cash Handling and Treasury Allowance, as per rules, from the date of issue of order of appointment as Cashier or from the date of furnishing security, whichever is later.

5. Eligible/willing Officials working in M/o I&B, its other media units and all other Ministries/Departments/Organizations, may forward their application (as per Annexure -I) **through their respective Controlling Officers/Units to the Section Officer, Administration - II, Press Information Bureau, Room No. 704, Shastri Bhawan, New Delhi latest by 10.03.2025** along with requisite documents and a No Objection Certificate (in case, applicant is other than those of the employees of PIB) from their respective employer that in event of his/her selection to the post of Caretaker, he/she will be relieved immediately to join the post in this Bureau.

6. The applicants will not be allowed to withdraw their application at any later stage of the selection process.

7. The application received without No Objection Certificate, Vigilance Clearance, Integrity Certificate, APAR gist of preceding five years (2018-19 to 2022-23), those received after due date or those received directly from candidates are liable to be rejected.



(Brajesh Godra)

Joint Director (Admn.)

Tel. No.: - 011-23383648

To:

1. The Under Secretary (Admn.), M/o I&B, Shastri Bhawan, New Delhi
2. All Media Units of M/o I&B.
3. All Section/Units of PIB, Shastri Bhawan & National Media Centre, New Delhi.
4. All the Ministries/Departments/Organizations
5. Notice Board, PIB, Shastri Bhawan & National Media Centre, New Delhi.

Copy to: NIC, PIB, Shastri Bhawan (for advertising the same on PIB's website).

PROFORMAAPPLICATION FOR THE POST OF CASHIER IN PIB

1. Name
2. Designation
3. Date of Birth
4. Educational qualification
5. Whether SC/ST/OBC
6. Service particulars

Sl. No.	Post held and Office	From	To	Pay Band with Grade Pay/Pay Matrix Level	Nature of appointment (Subs/Offg./Ad-hoc)	Nature of duties

7. Details of training undergone
8. Details of experience

Place:

Dated:

Signature-----

Designation-----

Address-----

CERTIFICATES TO BE GIVEN BY THE CONTROLLING AUTHORITY

It is certified that the above particulars have been verified and found correct.

There is no vigilance case pending and/or being contemplated against the above official. Integrity of the official is beyond doubt.

APARs for the last five years are enclosed.

It is confirmed that in the event of selection of above official, he/she will be relieved of his/her duties without any delay.

Place:

Dated:

Signature-----