

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

New Delhi, Dated 7th November, 2025

CIRCULAR

Subject: Appointment of Cashier in Press Information Bureau, Hqrs, New Delhi – regarding.

The services of suitable officials of ASO/SSA/JSA rank belonging to CSS/CSCS cadre are required for deployment as Cashier in the Press Information Bureau (Hqrs.), New Delhi.

2. The official should have experience in handling Cash and Accounts work. Preference will be given to those who have undergone training in Cash and Accounts conducted by the Institute of Secretariat Training and Management (ISTM).

3. The selected official will be entitled to Cash Handling Allowance as admissible under the rules, as per DoPT's O.M. No. 4/6/2008-Estt. (Pay-II) dated 01.10.2008 and subsequent amendments. The selected Official will be required to deposit a security of ₹10,000/- (Rupees Ten Thousand only) or produce a Fidelity Guarantee Policy of equivalent amount as prescribed in the rules before taking charge as Cashier.

4. The Cashier will be eligible for the allowance from the date of issue of the appointment order or from the date of furnishing the security, whichever is later.

5. Eligible/willing officials working in M/o I&B, its attached and subordinate offices/media units, and all other Ministries/Departments/Organizations may forward their applications (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 19.12.2025, along with requisite documents and No Objection Certificate (in case the applicant is from outside PIB) from their respective employer that in event of his/her selection to the post of Cashier, 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 (2019-2020 to 2023-24), those received after due date or those received directly from candidates are liable to be rejected.



(Ruchi Kaura)

Deputy Director (Admn.)

Tel. No.: 011-23384483

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 Sections/Units of PIB (Hqrs.) and National Media Centre, New Delhi.
4. All Ministries/Departments/Organizations
5. Notice Boards at PIB, New Delhi (Shastri Bhawan/NMC)

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

PROFORMA

APPLICATION 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-----