

**F. No. 5/1/2014-Admn.II**  
**Government of India**  
**Ministry of Information and Broadcasting**  
**Press Information Bureau**

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"A" Wing, Shastri Bhawan, New Delhi  
Dated the 1<sup>st</sup> June, 2026

**CIRCULAR**

**Subject: Filling up of two (2) vacancies of Caretakers for caretaking work in Shastri Bhawan and National Media Centre of PIB, New Delhi from amongst ASOs/SSAs/JSAs/MTSs of Press Information Bureau, Main Secretariat (M/o I&B) and other media units of M/o I&B – regarding.**

It has been proposed to fill up two (2) vacancies of Caretakers for performing caretaking work in Shastri Bhawan and National Media Centre of PIB, New Delhi from amongst ASOs/SSAs/JSAs/MTSs of Press Information Bureau, Main Secretariat (M/o I&B) and other media units of M/o I&B for a period of one (1) year.

2. Caretakers will be entitled to draw Extra Work Allowances at a rate of 2% (two percent) of the basic pay per month as per the provisions of Department of Expenditure's OM No. 12-3/2016-E.III(A) dated 20<sup>th</sup> July, 2017 for a maximum period of one (1) year.

3. The appointment may further be extended by one (1) year on the basis of satisfactory performance and willingness of the concerned Caretakers. However, they will **not be entitled to draw any Extra Work Allowance** for caretaking duties performed during the period of extension.

4. **ASOs/SSAs/JSAs/MTSs** working in Press Information Bureau, Main Secretariat (M/o I&B) and other media units of M/o I&B and willing to perform caretaking work, may forward their application (as per attached proforma) **through their respective Controlling Officers** to the **Section Officer, Administration – II, Press Information Bureau, Room No. 704, Shastri Bhawan, New Delhi** latest **by 15<sup>th</sup> of June, 2026** 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.

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

6. The application received without No Objection Certificate, Vigilance Clearance, Integrity Certificate, APAR gist (if, applicable) 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.

  
**(Ruchi Kaura)**

**Deputy Director (Admn.)**  
**Tele: 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 Section/Units of PIB, Shastri Bhawan & National Media Centre, New Delhi.
4. Notice Board, PIB, Shastri Bhawan & National Media Centre, New Delhi.

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

PROFORMA

1.	Name of the applicant	
2.	Date of Birth	
3.	Date of Superannuation	
4.	Present Post held	
5.	Date from which present post held	
6.	Present Pay Level as per 7 <sup>th</sup> CPC Pay Matrix	
7.	Date from which drawing salary in Present Pay Level	
8.	Educational Qualification	
9.	Whether belong to SC/ST/OBC	
10.	Remarks, if any	
11.	Tel. /Mobile No.	

Signature of the Applicant

**CERTIFICATES TO BE GIVEN BY THE CONTROLLING AUTHORITY**

1. It is certified that the above particulars have been verified and found correct.
2. There is no vigilance case pending and/or being contemplated against the above official.
3. Integrity of the official is beyond doubt.
4. APARs for the last five years are enclosed.

Place:

Signature-----

Dated: