

# NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

(AN AUTONOMOUS INSTITUTION)

Government of India - Directorate General of Training

Ministry of Skill Development and Entrepreneurship

Post Box No.3142,CTI Campus, Guindy Industrial Estate, Guindy, Chennai-32.

E-Mail:Chennai-nimi@nic.in.



No.NIMI/MS/A-20048/Estt/2017/

Dated 27.03.2017

## CIRCULAR

**Sub.** : Appointment to the Post of Deputy General Manager / Deputy General Manager (Finance) / Assistant Manager in the National Instructional Media Institute (NIMI), Ministry of Skill Development and Entrepreneurship on Deputation basis for a period of Two years.

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National Instructional Media Institute (NIMI), an Autonomous Institution under Directorate General of Training, Government of India, Ministry of Skill Development and Entrepreneurship New Delhi, invites applications for filling up of the following posts on Deputation from Employees of Central / State Governments, Central / State Public Sector Undertakings, Autonomous Bodies. The details of such posts viz., scale of pay, required qualifications/qualifying service and experience etc. are given below:

**Details of Essential Qualification, Desirable Qualifications and Experience are as follows:**

1. NAME OF THE POST : **DEPUTY GENERAL MANAGER**
- i. Pay Band : Rs.15600-39100 + Grade Pay of Rs.6600/-  
(Pre-revised)
- ii. No. of Posts : One

### Essential Qualifications & Experience

Officers under Central / State Government / Union Territories and Central/ State Autonomous body / Public Sector Undertaking.

- i) Holding analogous posts on regular basis;

(OR)

With 5 years of regular service in the posts in the scale of pay Rs.15600-39100  
Grade Pay of Rs.5400/- (Pre-revised as per 6<sup>th</sup> CPC)

Age – Not above 56 years.

- ii) B.E / B.Tech / Equivalent qualification in the relevant branch Engineering /Technology.

- iii) 10 years experience after graduation in an industry or other Training Institutions or organization involved in Development of Media.

**Desirable :**

Having Knowledge of Pedagogy and experience in designing instructional materials, curriculum.

1. NAME OF THE POST : **DEPUTY GENERAL MANAGER (FINANCE)**

i. Pay Band : Rs.15600-39100 + Grade Pay of Rs.6600/-  
(Pre-revised)

ii. No. of Posts : One

**Essential Qualifications & Experience**

Officers under Central / State Government / Union Territories and Central/ State Autonomous body / Public Sector Undertaking.

i)Holding analogous posts on regular basis;

(OR)

With 5 years of regular service in the posts in the scale of pay Rs.15600-39100  
Grade Pay of Rs.5400/- (Pre-revised as per 6<sup>th</sup> CPC)

Age – Not above 56 years.

ii) B.Com/ ICWA from Government Recognized University.

iii) with 10 years of regular service in Finance/Accounts.

3. NAME OF THE POST : **ASSISTANT MANAGER**

i. Pay Band : Rs.9300-34800 + Grade Pay of Rs.4600/-  
(Pre-revised)

ii. No. of Posts : Four

**Essential Qualifications & Experience**

Officers under Central / State Government /Union Territories and Central/ State Autonomous body/Public Sector Undertaking.

i) Holding analogous posts on regular basis;

(OR)

With 5 years of regular service in the posts in the scale of pay Rs.9300-34800 +  
Grade Pay of Rs.4200/- (Pre-revised as per 6<sup>th</sup> CPC)

Age – Not above 56 years

- ii) B.E/B.Tech in Electrical/ Electronics/ Mechanical/ Instrumentation branch of Engineering Technology from Recognized University / Equivalent qualification.
- iii) 3 years of Teaching / Training experience in an Industry or Other Training Institutions or Organization involved in Development of Media.

**Desirable :**

- i) Having Knowledge of Pedagogy
- ii) Experience in designing Instructional Materials and Curriculum.
- iii) Additional experience in Industry or Training Institutions designing Instructional Materials and Curriculum will be given preference
- iv) Working knowledge with Microsoft office ( Word, Power point, Excel etc.,).

**2. General Terms & Conditions :-**

- i) The posts carry Pay, Dearness Allowance, HRA, Transport Allowance etc, as applicable to Central Autonomous Bodies.
  - ii) Fixation of pay & allowance shall be governed by instructions issued by Deptt. of Personnel & Training from time to time.
  - iii) Maximum age limit for appointment on deputation is 56 years as on the last date of receipt of applications.
  - iv) The normal period of deputation is Two years. However the deputation can be terminated any time at the discretion of the appointing authority in case the performance of the candidate is not satisfactory.
  - v) Person appointed will be on Deputation basis only shall be governed by the general terms and conditions laid down by NIMI, Chennai.
  - vi) Only short listed candidates shall be called for interview.
3. The applications in prescribed format given in Annexure-I duly completed and signed must be forwarded through proper channel and must accompany the following documents/information to the undersigned on or **before 02.05.2017.**
- (i) Complete and up to date ACRs/APR ( SELF attested copies) of last five years to be sent .
  - (ii) A certificate from competent authority that no disciplinary proceedings/vigilance case is either pending or contemplated and no major/minor penalties were imposed on him, to be furnished.
  - (iii) Integrity Certificate.
4. Applications found incomplete or otherwise received without the above documents/information or received after the last date will not be entertained.

The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

5. Candidates strictly fulfilling the eligibility conditions and possessing the qualifications and experience as specified and who are actually willing to join the post on their selection need only apply.
6. Applications received by e-mail will not be accepted.
7. Application as per Prescribed format along with copies of certificates may be forwarded to "The Director, NIMI, CTI Campus, Chennai - 600032".
8. Place of Posting:- Initially will be at Chennai. But liable to be transferred anywhere in India.

**DIRECTOR**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

**Annexure – I**

**BIO DATA PROFORMA**

1. Name and Address in Block letters : -----
  
2. (a). Date of Birth (in Christian era). : -----  
(b) Age : -----
  
3. Date of Appointment in Government service ; -----
  
4. Date of retirement under Central / : -----  
State Govt. Rules
  
5. Educational Qualifications :-----  
-----
  
6. Please state clearly whether in the light of : -----  
entries made by you above, you meet the -----  
requirement for the post.

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held	From	To	Scale of pay along with Basic and Grade Pay	Nature of Duties.

8. Nature of present employment, i.e, adhoc or Temporary or Quasi permanent or Permanent :
9. In case of 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. -----

10. Additional details about present employment : -----  
Please state whether working under (indicate the name of you employer against  
the relevant column):-

(a) Central Government :-----

(b) State Government : -----

( c) Autonomous Organization : -----

(d) Government Undertaking : -----

(e) Others : -----

11. Additional information, if any, which you would : -----  
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like to mention in support of your suitability for -----  
the post applied. -----

12. Whether belongs to SC/ST/OBC : -----

(If yes, attach documentary proof)

13. Are you physically handicapped : -----  
(If yes, attach documentary proof).

14. Remarks :-----

Date : .....

Signature of the Candidate

Address for communication:

.....  
.....

Email ID .....

Mobile No. ....

## **CERTIFICATE**

(To be filled in by the Authority forwarding the application).

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- 2 .Certified that the candidate is eligible for the post as per conditions mentioned in the circular.
3. Certified also that no Vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
4. Photocopies of up-to-date ACR/APR of the officer for the last five years self attested is enclosed.

**Date :**

**Signature with rubber stamp :**

**Name & Designation of the forwarding officer with Seal.**