PRESCRIBED FORMAT FOR THE POST OF PRINCIPAL PUBLICATION OFFICER

1	Name and Address in Block letter	
2	Father's Name	
3	Date of Birth (in Christian era)	
4	Residential address with Phone No. and Email id	
5	Official address with Phone No. and Email id	
6	Date of Retirement under Central/State Government rules	
7	Educational Qualification	
8	Name of present post and Pay as per 7th CPC.	
9	Date of regular appointment to the present post	
10	Whether Educational and other qualification 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)	
Qualifications/experience required		Qualification /Experience possessed by the officer
Essential		
A) Is Officer holding post in Central/State Governments Research Institutes/Universities/Autonomous Bodies?		
i) Is Officer holding analogous post on regular basis? or		
ii) Is Officer holding 5 years regular service in post in the PB-3, Rs. 15600-39100+Grade Pay Rs. 6600?		
B) Is Officer possessing the essential qualification and experience prescribed below?		
i) Master's degree in Urdu of a recognized University or equivalent.		
ii) 10 years experience in publication work including experience of research/teaching, editorial and translation work, technique of printing and production of books.		
Desirable:		
Is Officer possessing qualification M.A in Arabic or Persian?		
C) Age limit : Not exceeding 56 years		
11	Please state clearly whether in the light of entries made by you above you meet the requirements of the post	
12	Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient	

Office/Instt. Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties

13	Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent	
14	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	
15	Additional details about present employment please state whether working under	
(a)	Central Government	
(b)	State Government	
(c)	Autonomous Organization	
(d)	Government Undertaking	
(e)	Universities	
16	Are you in Revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
17	Present total emoluments as per month	
18	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	

Signature of the candidate

Place:
Date: