



भारतीय प्रेस परिषद्
PRESS COUNCIL OF INDIA
सूचना भवन, 8 सी.जी.ओ. कॉम्प्लेक्स,
लोधी रोड, नई दिल्ली-110 003
Soochna Bhawan, 8 CGO Complex,
Lodhi Road, New Delhi-110003

No. 1/8/2020-PCI (Admn.)

Dated: 20th December, 2024

VACANCY NOTICE

The Press Council of India, an autonomous body set up under the Press Council Act, 1978, invites applications from eligible Indian citizens to fill up the vacancies for the following post:

Name of Post and pay scale	No. of Post	Reservation
MTS-Level-1 (Pre-revised PB-1 Rs.5,200-20,200+Grade Pay Rs,1800/-)	One (1)	ST+ESM

2. QUALIFICATION

Minimum:-

Matriculation or equivalent pass,

OR

ITI Pass

Preferred:-

(i) Data Entry

NB. Qualification relaxable at the discretion of the Competent Authority in the case of candidates otherwise qualified.

3. AGE LIMIT: Between 18-25 years

- The crucial date for determining the age limit shall be the closing date for receipt of application from the candidates.
- Relaxable of age is applicable as per the provisions of Government of India issues from time to time.

Note: Candidate should note that Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by the Council for determining the Age eligibility and no subsequent request for its change will be considered or granted.



4. SCHEME OF EXAMINATION:

- (i) Candidates are required to appear in practical/written test (Objective test) to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test on merit basis. The scheme of written exam will be as under:-

OBJECTIVE TYPE EXAMINATION

Part	Subject	Number of Question/Maximum Marks	Time Duration for all four Parts Duration
Session -I			
I	Numerical and Mathematical Ability	20/60	45 Minutes
II	Reasoning Ability and Problem Solving	20/60	45 Minutes
Session-II			
I	General Awareness	25/75	45 Minutes
II	English Language and Comprehension	25/75	45 Minutes

- (ii) Examination will consist of Objective Type- Multiple Choice question.
(iii) There will be no negative marking in Session-I
(iv) In Session-II., there will be negative marking of one mark of each wrong answer.

5. Resolution of Tie Cases

In case where more than one candidate secures equal aggregate marks, tie will be resolved by applying following methods one after another:

- Marks in Session-I
- Marks in Session-II
- Date of birth, with older candidate placed higher.
- Alphabetical order in which names of the candidates appear

6. Nature of duties: Duties shall include one or more of the following, to be assigned from time to time –

- Physical maintenance of records of the section.
- General Cleanliness & upkeep of the section/unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the section/unit.
- Assisting in routine office work like diary, despatch etc., including on computer.
- Delivering of dak (outside the building)
- Watch & ward duties.



- (i) Opening & closing of rooms
- (j) Cleaning of rooms
- (k) Dusting of furniture etc.
- (l) Cleaning of building, fixtures etc.
- (m) Work related to his ITI qualifications, if it exists and required by the office.
- (n) Driving of vehicles, if in possession of valid driving licence.
- (o) Upkeep of parks, lawns, potted plants etc.
- (p) Any other work assigned by the superior authority.

Note: The above list of duties is only illustrative and not exhaustive, The Council may add to the list, duties of similar nature ordinarily performed by officials at this level.

7. General Instructions

- (i) Candidates should possess the prescribed educational qualification as on the closing date of application.
- (ii) Candidates serving Government/Public Sector Undertaking are required to send their applications through proper channel.
- (iii) Applications which do not meet the criteria given in the advertisement and/or incomplete applications are liable to summarily rejected.
- (iv) Candidates furnishing any particulars that are found to be false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonial, will stand disqualified.
- (v) The number of posts advertised may vary, and the Secretariat of the Council reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
- (vi) All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
- (vii) Candidates called for written test shall do so at their own expenses. No TA/DA shall be paid.
- (viii) Prescribed application in the format along with copies of requisite self-attested certificate, date of birth, experience, etc. should reach the **Secretary, Press Council of India, Sochna Bhawan, 8, CGO Complex, Lodhi Road, New Delhi- 110 003 within 30 days from the date of publication of advertisement in the employment news.**



(J. Shailendar)
Under Secretary (Admn.)

Annexure-I

Application No.

(To be filled by the Office)

**BIO-DATA OF APPLICANTS FOR POST OF MULTI TASKING STAFF IN THE
SECRETARIAT OF THE PRESS COUNCIL OF INDIA**

Latest
Photograph
(Self Attested)

To,

**The Secretary,
Press Council of India,
Soochna Bhawan, 8, CGO Complex,
Lodhi Road, New Delhi - 110 003**

1. Name (in BLOCK letters) :

2. Father's Name :

3. Mother's Name :

4. Gender :

Male

Female

Any Other

5. Date of Birth :

6. Age :

7. Nationality :

8.(a) Educational Qualification :
(Essential)

(b) Educational Qualification :
(Preferred/Desirable)

9. Address
(a) Permanent :

(b) Present :
(For correspondence)

10. Experience, if any :

11. Contact Details
(a) Mobile :
(b) E-mail :

DECLARATION

I hereby declare that in the event of information or part thereof being found incorrect at any stage, my candidature/appointment is liable to be cancelled/ terminated without any notice to me and action can be taken against me.

Place:

Date:

(Signature of the Applicant)
