

No-A-12018/3/2011-Admn.I  
Government of India  
Ministry of Information & Broadcasting

**PUBLICATIONS DIVISION**  
Admn.I Section

Dated 11.05.2026

Filling up of 01 (One) post of Business Manager in Publications Division, Ministry of Information & Broadcasting on deputation (including short-term contract) basis - regarding.

Applications are invited for appointment to One post of Business Manager in Publications Division (including short term contract basis) in Level-11 of Pay Matrix [Pre-revised: PB-3, Rs. 15,600 - 39,100 + Grade Pay of Rs. 6,600/-].

**1. Job Description: -**

Business Manager supervises the operations of Business Wing in DPD Hqrs. and is the head of sales emporium in New Delhi and regions. He/She is responsible for procurement of bulk orders of DPD's publications, handling public relations and liaison works, giving directions for effective publicity campaigns, meeting and decision making to promote sale of DPD publications through its emporia, exhibitions, retail booksellers, distribution agents, online platforms and expanding the subscriber base. It is the task of Business Manager to increase public access to important Government Publications on India's rich cultural and historical legacy, science and technology, economy, children's literature etc.

**2. Eligibility**

Officers under the Central Government/State Government/Union Territories/PSUs/Autonomous or Statutory Organization/University or Recognized Research Institute.

- Holding analogous posts on regular basis in the parent cadre or department; or
- With five years' service rendered after appointment thereto on a regular basis in Level-10 or 9 in the Pay Matrix or equivalent in the parent cadre or department; and
- Possessing the following educational qualification and experience.

**3. Essential:**

- Educational Qualification:** Degree in Commerce from a recognized University or Institute; and
- Experience:** Five years' experience in supervisory capacity in a publishing house or government organization dealing with distribution of publications, advertising and publicity.

**4. Desirable:**

- Master's Degree from recognized University/Institute.

**5. Place of Vacancy: New Delhi (01)**

**Note:**

- The departmental officers in the feeder category who are in the line of promotion will not be eligible for consideration for appointment on deputation. Similarly, Deputationsists shall not be eligible for consideration for appointment by promotion.
- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of Central Government shall ordinarily not exceed four (04) years.
- Maximum age limit for appointment shall be not exceeding 56 (Fifty Six) years as on the closing date of receipt of applications.
- It is requested that the applications (in duplicate) of the officers who are eligible and can be spared immediately in the event of selection may be sent to this office in the Proforma at Annexure-A, addressed to "The Deputy Director (Admn.), Publications Division, Ministry of Information and Broadcasting, Government of India, Sanchina Bhawan, CGO Complex, New Delhi" within 60 days from the date of advertisement in Employment News. Envelopes should be superscribed with 'Applications for the post of Business Manager in DPD on deputation basis'. While forwarding the applications, the Departments are requested also to furnish an Integrity Certificate in respect of the officer in addition to Vigilance Clearance and also a certificate to the effect that no major/minor penalty was imposed on the officer during the last 10 years.
- No application will be entertained which is found incomplete or received after the due date of submission and/ or which has been forwarded without complete and up-to-date character rolls, vigilance clearance, etc.

(Prem Bahadur)  
Dy. Director (Admn.)  
Tel. No. 2436 8009

**BIO-DATA PROFORMA**

Application for appointment to the post of Business Manager Group-A Gazetted in level-11 of pay matrix [Pre-revised: PB-3 Rs. 15,600 - 39,100 + GP of Rs.6,600/-] by transfer on deputation in Publications Division, Ministry of Information & Broadcasting.

Passport size photograph to be pasted 3x5 with signature in box below

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| 1. | Name and Address (in Block letters)                      |  |
| 2. | Date of Birth (in Christian Era)                         |  |
| 3. | Date of Retirement under Central/ State Government rules |  |
| 4. | Educational Qualifications                               |  |