

## VACANCY NOTIFICATION

Employer	202025 Ministry of Mines
Name of the Post	Assistant Editor
No. of Vacancy	01
Last date to apply	27 Jan 2025
Remarks	<b>See detailed notification attached below</b>

**How to Apply:** - 1. All **Eligible** Ex-Servicemen officers need to forward two Copies of Willingness Format, available at vacancy page, on Email ID: [dgrjobofficers@desw.gov.in](mailto:dgrjobofficers@desw.gov.in)

- (i) One Format should be in PDF format duly signed by the applicant and signed by the witnesses too.
- (ii) The second one should be in Excel Format without changing the Format, without signatures and without witnesses.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above, Copy of PPO/ Release Order & CV/ Bio Data should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

3. **(For Zila Sainik Welfare Officer/ RSB Director vacancy only):** An additional Undertaking for Kendriya Sainik Board (KSB) should also be forwarded to this office along with the above (via Email Only). The Undertaking format for KSB is available on DGR website in format section under the head of Job Assistance for Officers.

**Note 1:-** All willing and **Eligible** JCOs/ OR may forward their application in Officer's willingness format through their ZSB/ RSB only, else name will not be accepted under any circumstances.

**Note 2:- Willingness format must be as per instructions mentioned above.**

**In the event of non-receipt of all the required documents as mentioned above within the due date of the vacancy, the candidature of the applicant will not be entertained under any circumstances.**

(1)	(2)	(3)	(4)	(5)
4. Assistant Editor.	6 *(2020) *Subject to variation dependent on workload.	General Central Service, Non Ministerial, Gazetted, Group 'B'.	Level-7 in the pay matrix (Rs.44900-142400).	Selection post.

(6)	(7)	(8)	(9)	(10)
<p>Not exceeding 30 Years of age.</p> <p>Relaxable for Government servants upto five years in accordance with instructions or orders issued by Central Government.</p> <p><b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti District and Pangl Sub-division of Chamba District of Himachal Pradesh and the Union territories of Ladakh, Andaman and Nicobar Islands and Lakshadweep.</p>	<p><b>Essential :</b></p> <p>(i) Bachelor Degree in Journalism or Mass Communication from any recognised University or institute; or</p> <p>Bachelor degree with Economics or Statistics or English as a subject and possessing a diploma in Journalism or Mass-Communication of at least one year from a recognised University or institute.</p> <p>(ii) Three years experience of editing and publishing works in book publishing field in publishing house or Newspaper or News agency or publicity Organisation or Government organisation.</p> <p><b>Desirable:</b></p> <p>(i) Masters Degree in Mass Communication or Journalism or Economics or Statistics or English from a recognised University or institute.</p> <p>(ii) Experience of working on publishing software, i.e. PageMaker, MS Office, CorelDraw, QuarkXPress or Photoshop.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Union Public Service Commission, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.-</p>	<p>Age: No</p> <p>Educational Qualifications:No</p>	Two Years.	<p>(i) 67 per cent. by direct recruitment.</p> <p>(ii) 33 per cent. by promotion failing which deputation including short term contract.</p>