



सत्यमेव जयते

भारत सरकार

Government of India

गृह मंत्रालय, राजभाषा विभाग

Ministry of Home Affairs, Department of Official Language

केंद्रीय हिंदी प्रशिक्षण संस्थान

Central Hindi Training Institute

संख्या-ए-35011/01/2025-केहिप्रसं./ 1958

दिनांक : 18/08/2025

OFFICE MEMORANDUM

Sub:- Filling up of Post of Research Assistant (Hindi Typing/Stenography) on deputation basis in the Central Hindi Training Institute, New Delhi, a subordinate office of the Department of Official Language, Ministry of Home Affairs.

Following posts are urgently required to be filled up on deputation basis in Central Hindi Training Institute, New Delhi, a subordinate office of the Department of Official Language, Ministry of Home Affairs. The qualifications and experience required for the post(s) and other details are given in Annexure-I & Annexure-II respectively. The pay of selected officer will be regulated in accordance with the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010, as amended from time to time.

| S.No. | Name of the Post | Pay Scale | No. of Posts |
|-------|---|--|--------------|
| 2. | Research Assistant (Hindi Typing/Stenography) (Non-Gazetted Group 'B') | Level-6, ₹35400-112400 (Pre-revised PB-2, ₹9300-34800+GP ₹4200/-) | 02 |

2. It is requested that the application {in duplicate} in the enclosed proforma {Annexure-II} of suitable, willing and eligible officers and who can be spared immediately may be sent to the undersigned within 60 days from the date of issue of the Office Memorandum OR from the date of publication of this Office Memorandum in Employment News/Rozgar Samachar, whichever is later together with the following documents:-

(a) Clear Photostat copies of their ACR/APAR for last 5 years i.e. 2018-19 to 2022-23 duly attested by Group "A" Gazetted Officer.

[Signature]
18-8-2025

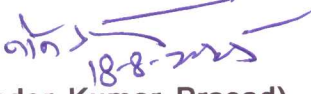
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7वां तल, पंडित दीनदयाल अंत्योदय भवन, केंद्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली-110003
7thFloor,P.Deendayal Antyodaya Bhawan,C.G.O. Complex,Lodhi Road, New Delhi-110003

ईमेल/e-mail : dirchti-dol@nic.in/वेबसाइट/Website:<http://chti.rajbhasha.gov.in>

- (b) Integrity Certificate.
- (c) Certificate confirming that no disciplinary/Vigilance case is either pending or being contemplated against the officer.
- (d) A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.
- (d) Cadre clearance in respect of the applicant.

2. Application received after the closing date or without the Photostat copies of ACR/APAR duly attested by a Group "A" officer or without recommendation of the concerned office or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties.


18-8-2025

(Narender Kumar Prasad)

Deputy Director (Hindi Typing and Hindi Stenography)

And Head of Office

Email - admoffrcti-dol@nic.in

Phone No. - 011-24368158

Enclosure - As above.

To

1. All Ministry/Department of Government of India.
2. Election Commission of India.
3. Lok Sabha/Rajya Sabha Secretariat.
4. Union Public Service Commission.
5. Central Vigilance Commission.
6. Comptroller & Auditor General of India, New Delhi.


Copy for Information and necessary action :-

1. Deputy Secretary (Training), Department of Official Language, New Delhi.
2. Under Secretary ^{Res-2} to the Government of India, DESW, Ministry of Defence, 231, B Wing, Sena Bhawan, New Delhi.
3. Assistant Director (Hindi Typing and Hindi Stenography), Research and Analysis Wing (Typing/Stenography) for Uploading on CHTI Website.

7वां तल, पंडित दीनदयाल अंत्योदय भवन, केंद्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली-110003
7thFloor,P.Deendayal Antyodaya Bhawan,C.G.O. Complex,Lodhi Road, New Delhi-110003

ईमेल/e-mail : dircti-dol@nic.in/वेबसाइट/Website:<http://chti.rajbhasha.gov.in>

| | | |
|----|----------------------|---|
| 1. | Name of the post | Research Assistant (Hindi Typing/Stenography) |
| 2. | No. of posts | 02 (Two) |
| 3. | Classification | General Central Service Group "B" Non-Gazetted, Ministerial |
| 4. | Scale of Pay | Level-6, ₹35400-112400 (Pre-revised PB-2, ₹9300-34800+GP ₹4200) |
| 5. | Period of deputation | The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of application. |
| 6. | Eligibility | <p>Deputation : Officers under the Central Government –:</p> <p>a. (i) holding analogous posts on regular bass, or</p> <p>(ii) with three years regular service in posts in the scale of Rs. 5000-8000 (5th Pay Commission) Rs.35,400-1,12,400 + Rs.4200/- Grade Pay (7th Pay Commission) or equivalent; or</p> <p>iii. with six years regular service in posts in the scale of Rs. 4500-7000 (5th Pay Commission) Rs.29,200-92,300 + Rs.2800/- Grade Pay(7th Pay Commission) or equivalent; or</p> <p>iv. with ten years regular service in posts in the scale of Rs. 4000-6000 (5th Pay Commission) Rs.25,500-81,100 + Rs.2400/- Grade Pay (7th Pay Commission) or equivalent; and</p> <p>b. possessing five years experience in Hindi Typing/ Stenography.</p> <p>For Armed Forces Personnel :</p> <p>Deputation/re-employment</p> <p>Armed forces Personnel of the rank of Junior Commissioned Officer or equivalent who are due to retire or to be transferred to reserve within a period of one year and possessing the experience prescribed for deputationists shall also be considered. If selected such officers shall be given deputation terms up to the date on which they are due for release from the Armed Forces. Thereafter, they may be continued on re-employment basis. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post in made, their appointment shall be on re-employment terms.</p> <p>(Re-employment upto the age of superannuation with reference to civil posts.)</p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment of deputation. Similarly, deputationists shall not be eligible for</p> |

| | | |
|----|------------------------|--|
| | | 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 organisation/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. |
| 7. | Job requirement | <p>The Research Assistant (Hindi Typing & Hindi Stenography) posted at the Central Hindi Training Institute will be required to submit the assessment/evaluation to the senior officers. The details of the analytical work are as follows:</p> <ol style="list-style-type: none"> 1. Timely revision/updation/promotion of textbooks, exercise books and kits of typing correspondence courses related to official language training and assistance in preparing a framework for the formulation of courses. 2. Collection, compilation and analysis of monthly, quarterly, data received from all over the country by Assistant Director (Language, Hindi Typing/Stenography) with respect to Hindi short term intensive and long term training programmes of C.H.T.I./H.T.S. 3. Consolidation and analysis of data from the Half Yearly Progress Report to know the number of employees remaining for Hindi language, Hindi typing and Hindi shorthand training. 4. Analysis of Liaison work done by Assistant Directors (Language, Hindi Typing & Hindi Stenography). 5. Maintaining of Record of achievements of all training programmes of C.H.T.I./H.T.S. and region-wise data of Regional Training Centres 6. Analysis of Conduct of Language & Typing Correspondence PCP Classes and Reports received therefrom. 7. Organizing Hindi Fortnight in New Delhi and Regional Offices of C.H.T.I./H.T.S. and to assist in uniformity in the budget allocation for the same. 8. Apart from this, to organize meetings of Virakas on the progressive use of Hindi and to provide assistance in organizing the meeting of Regional Deputy Directors and Liaison Officers. 9. To provide the information sought on matters related to Hindi training under the Right to Information Act to the Public Information Officer and other correspondence. 10. To Conduct lectures related to Official Language Hindi in Short term Intensive Workshop 'Unit' of the CHTI & Other Ministries/Offices Whenever nominated or required to do so.  |

ANNEXURE-II

**APPLICATION FOR THE POST OF RESEARCH ASSISTANT (HINDI
TYPING/STENOGRAPHY) IN THE CENTRAL HINDI TRAINING INSTITUTE,
DEPARTMENT OF OFFICIAL LANGUAGE, NEW DELHI.**

CURRICULUM VITAE

| | | |
|---|--|--------------------------|
| 1 | Name and address in capital letters (with Telephone No./E-mail) | |
| 2 | Post for which applied | |
| 3 | Date of Birth | |
| 4 | Date of retirement under Central Government rules/State Government Rules | |
| 5 | Educational Qualification | |
| 6 | Whether Educational and other Qualifications required for the post are fulfilled. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) | |
| Qualification/experience required possessed by the officer (i) (ii) (iii) | | Qualification/Experience |

| 7 | Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. | | | | | |
|---|--|------|----|---|--|---------------------|
| 8 | Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient) | | | | | |
| Office/ Institution/ Organization | Post held and Service cadre to which it Belong | From | To | Scale of pay, Classification (Group of the Post and basis pay drawn | Nature of Service rendered to be clearly Indicated (adhoc/ deputation Regular basis | Nature of Duties |
| | | | | | | |

Handwritten signature

| | | |
|----|--|--|
| 9 | Nature of Present employment (a) Adhoc basis (b) Regular/ on temporary basis (c) Permanent or quasi-permanent basis | |
| 10 | In case the present post 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 | |
| 11 | Additional details about present employment. Please state whether working (indicate the name of your employer against the relevant column). (a) Central Govt. (b) State Govt. (c) Autonomous organization (d) Govt. Undertaking (e) University (f) Others | |
| 12 | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | |
| 13 | Are you in Revised Scale of Pay ? If yes, give date from which the revision took place and also indicate the pre-revised scale | |
| 14 | Total emoluments per month now drawn | |
| 15 | Additional information, if any which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to) (a) Additional academic qualification (b) Professional training and (c) Work experience over and above prescribed in the vacancy circular /advertisement. Note:- Enclose a separate sheet, if the space is sufficient). | |
| 16 | Whether belongs to SC/ST | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date

Address

Telephone



FOR OFFICE USE ONLY

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF
OFFICE/FORWARDING AUTHORITY

1. Certified that the particulars furnished by
Shri/Smt./Kum.....are correct and he/she possesses
educational qualifications and experience mentioned in Annexure-II above.
2. It is certified that there is no vigilance/Disciplinary case either pending or
being contemplated against him/her.
3. His/Her integrity is beyond doubt.
4. No major or minor penalty was imposed on Shri/Smt./Kum.
.....during the last 10 years.
5. The attested photocopies of ACR/APAR in respect of Shri
/Smt./Kum..... Is enclosed herewith.

Signature

Name & designation.

Office Seal

18-8-2025