

ANNEXURE-I

**Qualification, experience and other details required for the post of Assistant Director (Konkani),
Bhartiya Bhasha Anubhag, Department of Official Language, Ministry of Home Affairs, New
Delhi.**

1	Name of the Post	Assistant Director (Konkani)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with Konkani as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Konkani with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Konkani with Hindi medium and Konkani as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Konkani with English medium and Konkani as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Konkani to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR

		Three year's experience of teaching/ research in Hindi or English or Konkani under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Konkani)	For vetting and supervising the translation work Hindi to Konkani and vice-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Assamese)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group “A” Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities,: (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year’s service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master’s Degree of a recognized University in Hindi with Assamese as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in Assamese with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in any subject other than Hindi or Assamese with Hindi medium and Assamese as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in any subject other than Hindi or Assamese with English medium and Assamese as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year’s experience of using/applying terminology (Terminological work) in Hindi and translation work from Assamese to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year’s experience of teaching/ research in Hindi or English or Assamese under Central/State Governments/Autonomous Bodies/Statutory

		Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Assamese)	For vetting and supervising the translation work Hindi to Assamese and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Bengali)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group “A” Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year’s service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master’s Degree of a recognized University in Hindi with Bengali as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in Bengali with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in any subject other than Hindi or Bengali with Hindi medium and Bengali as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in any subject other than Hindi or Bengali with English medium and Bengali as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year’s experience of using/applying terminology (Terminological work) in Hindi and translation work from Bengali to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year’s experience of teaching/ research in Hindi or English or Bengali under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Bengali)	For vetting and supervising the translation work Hindi to Bengali and vice-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (English)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or English with English medium and English as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from English to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (English)	For vetting and supervising the translation work Hindi to English and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Gujarati)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Gujarati with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Gujarati with Hindi medium and Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Gujarati with English medium and Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Gujarati to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Gujarati under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Gujarati)	For vetting and supervising the translation work Hindi to Gujarati and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Kashmiri)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Kashmiri with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Kashmiri with Hindi medium and Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Kashmiri with English medium and Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Kashmiri to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Kashmiri under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Kashmiri)	For vetting and supervising the translation work Hindi to Kashmiri and vice-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Kannada)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with Kannada as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Kannada with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Kannada with Hindi medium and Kannada as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Kannada with English medium and Kannada as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Kannada to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Kannada under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Kannada)	For vetting and supervising the translation work Hindi to Kannada and vice-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Manipuri)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group “A” Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year’s service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master’s Degree of a recognized University in Hindi with Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in Manipuri with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in any subject other than Hindi or Manipuri with Hindi medium and Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in any subject other than Hindi or Manipuri with English medium and Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year’s experience of using/applying terminology (Terminological work) in Hindi and translation work from Manipuri to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year’s experience of teaching/ research in Hindi or English or Manipuri under Central/State Governments/Autonomous Bodies/Statutory

		Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Manipuri)	For vetting and supervising the translation work Hindi to Manipuri and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Marathi)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with Marathi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Marathi with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Marathi with Hindi medium and Marathi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Marathi with English medium and Marathi as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Marathi to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Marathi under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Marathi)	For vetting and supervising the translation work Hindi to Marathi and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Mizo)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with Mizo as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Mizo with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Mizo with Hindi medium and Mizo as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Mizo with English medium and Mizo as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Mizo to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Mizo under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. Desirable:

		Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Mizo)	For vetting and supervising the translation work Hindi to Mizo and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Odia)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with Odia as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Odia with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Odia with Hindi medium and Odia as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Odia with English medium and Odia as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Odia to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Odia under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Odia)	For vetting and supervising the translation work Hindi to Odia and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Tamil)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group “A” Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year’s service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master’s Degree of a recognized University in Hindi with Tamil as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in Tamil with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in any subject other than Hindi or Tamil with Hindi medium and Tamil as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master’s Degree of a recognized University in any subject other than Hindi or Tamil with English medium and Tamil as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year’s experience of using/applying terminology (Terminological work) in Hindi and translation work from Tamil to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year’s experience of teaching/ research in Hindi or English or Tamil under Central/State Governments/Autonomous Bodies/Statutory

		Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Tamil)	For vetting and supervising the translation work Hindi to Tamil and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Telugu)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with Telugu as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Telugu with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Telugu with Hindi medium and Telugu as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Telugu with English medium and Telugu as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Telugu to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Telugu under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Assistant Director (Telugu)	For vetting and supervising the translation work Hindi to Telugu and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Senior Translation Officer (Konkani)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings,: (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Konkani as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Konkani with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Konkani with Hindi medium and Konkani as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Konkani with English medium and Konkani as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Konkani to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Konkani under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. Desirable:

		Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Konkani) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Telugu and vice versa.

1	Name of the Post	Senior Translation Officer (Assamese)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Assamese as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Assamese with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Assamese with Hindi medium and Assamese as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Assamese with English medium and Assamese as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Assamese to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Assamese under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Assamese) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Assamese and vice versa.

1	Name of the Post	Senior Translation Officer (Bengali)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Bengali as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Bengali with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Bengali with Hindi medium and Bengali as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Bengali with English medium and Bengali as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Bengali to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Bengali under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Bengali) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Bengali and vice versa.

1	Name of the Post	Senior Translation Officer (English)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or English with English medium and English as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from English to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (English) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to English and vice versa.

1	Name of the Post	Senior Translation Officer (Gujarati)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (c) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (d) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Gujarati with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Gujarati with Hindi medium and Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Gujarati with English medium and Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Gujarati to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Gujarati under Central/State Governments/Autonomous Bodies/Statutory

		Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Gujarati) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Gujarati and vice versa.

1	Name of the Post	Senior Translation Officer (Kashmiri)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Kashmiri with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Kashmiri with Hindi medium and Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Kashmiri with English medium and Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Kashmiri to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Kashmiri under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Kashmiri) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Kashmiri and vice versa.

1	Name of the Post	Senior Translation Officer (Kannada)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Kannada as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Kannada with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Kannada with Hindi medium and Kannada as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Kannada with English medium and Kannada as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Kannada to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Kannada under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Kannada) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Kannada and vice versa.

1	Name of the Post	Senior Translation Officer (Malayalam)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with Malayalam as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Malayalam with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Malayalam with Hindi medium and Malayalam as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Malayalam with English medium and Malayalam as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Malayalam to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Malayalam under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Malayalam) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Malayalam and vice versa.

1	Name of the Post	Senior Translation Officer (Manipuri)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Manipuri with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Manipuri with Hindi medium and Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Manipuri with English medium and Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Manipuri to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Manipuri under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Manipuri) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Manipuri and vice versa.

1	Name of the Post	Senior Translation Officer (Marathi)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Marathi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Marathi with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Marathi with Hindi medium and Marathi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Marathi with English medium and Marathi as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Marathi to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Marathi under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Marathi) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Marathi and vice versa.

1	Name of the Post	Senior Translation Officer (Mizo)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (b) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Mizo as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Mizo with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Mizo with Hindi medium and Mizo as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Mizo with English medium and Mizo as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Mizo to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Mizo under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. Desirable:

		Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Mizo) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Mizo and vice versa.

1	Name of the Post	Senior Translation Officer (Odia)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Odia as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Odia with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Odia with Hindi medium and Odia as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Odia with English medium and Odia as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Odia to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Odia under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Odia) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Odia and vice versa.

1	Name of the Post	Senior Translation Officer (Punjabi)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (i) Master's Degree of a recognized University in Hindi with Punjabi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Punjabi with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Punjabi with Hindi medium and Punjabi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Punjabi with English medium and Punjabi as a compulsory or elective subject or as the medium of examination at the Degree level. (ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Punjabi to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Punjabi under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Punjabi) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Punjabi and vice versa.

1	Name of the Post	Senior Translation Officer (Tamil)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (c) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (d) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Tamil as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Tamil with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Tamil with Hindi medium and Tamil as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Tamil with English medium and Tamil as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Tamil to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Tamil under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Tamil) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Tamil and vice versa.

1	Name of the Post	Senior Translation Officer (Telugu)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (b) Possessing the following educational qualifications and experience. Essential: (iii) Master's Degree of a recognized University in Hindi with Telugu as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in Telugu with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Telugu with Hindi medium and Telugu as a compulsory or elective subject or as the medium of examination at the Degree level, OR Master's Degree of a recognized University in any subject other than Hindi or Telugu with English medium and Telugu as a compulsory or elective subject or as the medium of examination at the Degree level. (iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Telugu to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. OR Three year's experience of teaching/ research in Hindi or English or Telugu under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.

		Desirable: Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized board. Contractual : Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09th December, 2020.
7	Duties of Translation (Telugu) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Telugu and vice versa.

1	Name of the Post	Assistant Section Officer
2	No. of Post(s)	02(Two)
3	Classification	General Central Services Group 'B' Non-Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	Deputation: Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, Universities, Institutions : (a) (i) Holding analogous posts on regular basis in the parent cadre/department; OR (ii) With two year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400/-1,12,400 or equivalent in the parent cadre/department; or Five years service in the grade rendered after appointment thereto on a regular basis in Level-5 of the pay matrix Rs. 29200-92300/ or equivalent in the parent cadre/department; or 8 years service in the grade rendered after appointment threto on a regular basis in the level -4 of the pay matrix Rs 25500-81100 or equivalent in the parent cadre/department, and (b) Possessing the following educational qualifications and experience. Essential: (i) Bachelor Degree of a recognized University . (ii) Possessing five year's experience of Administration and budget. (iii) Having knowledge of co-ordination work. Note 1: The Departmental officers in the feeder categories who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.
7	Duties of Assistant Section Officer	As defined by DOPT Assistant Section Officer works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or the Branch Officer or higher officers have given clear instructions, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points: (i) to see whether all facts open to check have been correctly stated;

		(ii) to point out any mistakes or incorrect statement of the facts; (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject; (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures; (v) to bring out clearly the question under consideration and suggest a course of action wherever possible
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BIO DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) (Mob. No. and Email ID)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service ii) Date of retirement under Central/State	
4. Educational Qualifications	
5. Whether Educational and other qualifications 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 as mentioned in the advertisement/vacancy circular.	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications, elective/main subject and subsidiary subjects may be indicated by the candidates.	

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 Note : Borrowing Departments are to provide their specific comments/views confirming the relevant essential qualification/work experience possessed by the Candidate (as indicated in the Bio data) with reference to the post applied.					
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties(in detail) highlighting experience required for the post applied for
* Important : Pay-band and Grade Pay under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :					
Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme.			From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.					
9. 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 the applicant belongs.		d) Name of the post and pay of the post held in substantive capacity in the parent organization.	
9.1 Note : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.					

9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities 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 the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basic Pay in the Pay Band	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay Scale, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment.	Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet if the space is insufficient)		
16. B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii)Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure unvolving official recognition		

(vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (officers under Central/State Governments are only eligible for “Absorption”. Candidates of non-Government Organizations are eligible only for Short Term Contract) # (The option of ‘STC’/Absorption/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”).	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld.

Signature of the Candidate

Address with Email ID.....

Date
Place:

CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt
.....

ii) His/ Her integrity is certified.

iii) His/ Her ACR/APAR Dossier in original is enclosed/photocopies of the ACR/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)

**फा.सं.
भारत सरकार
गृह मंत्रालय
राजभाषा विभाग**

चौथा तल, एन.डी.सी.सी. भवन,
जयसिंह रोड, निकट जंतर-मंतर,
नई दिल्ली-1, दिनांक 27.07.2026

कार्यालय जापन

विषय:- गृह मंत्रालय, राजभाषा विभाग की परियोजना भारतीय भाषा अनुभाग में विभिन्न पदों को प्रतिनियुक्ति/अनुबंध आधार पर भरना।

गृह मंत्रालय, राजभाषा विभाग, नई दिल्ली की परियोजना भारतीय भाषा अनुभाग में विभिन्न पदों को प्रतिनियुक्ति/अनुबंध आधार पर भरने के लिए, उपयुक्त अधिकारियों की सेवाओं की तत्काल आवश्यकता है। इस पद के लिए अपेक्षित अर्हताएं और अनुभव तथा अन्य ब्यौरे अनुबंध-|| में दिए गए हैं। इस पद पर चयनित अधिकारी का वेतन, कार्मिक और प्रशिक्षण विभाग के दिनांक 17 जून, 2010 के कार्यालय जापन संख्या 6/8/2009-स्था(वेतन-||), समय-समय पर यथासंशोधित, में उल्लिखित प्रावधानों के अनुसार विनियमित किया जाएगा।

2. अतः अनुरोध है कि इस पद के लिए योग्य, इच्छुक एवं पात्र अधिकारियों, जिन्हें तत्काल कार्यमुक्त किया जा सकता हो, के आवेदन पत्र (दो प्रतियां में) संलग्न प्रोफार्मा (अनुबंध-||) में, इस कार्यालय जापन के जारी होने या इस कार्यालय जापन के इम्प्लायमेंट न्यूज/रोजगार समाचार पत्र में प्रकाशित होने की तारीख से 60 दिन के भीतर, जो भी स्थिति बाद में, निम्नलिखित दस्तावेजों सहित अधोहस्ताक्षरी को उचित माध्यम से भेज दें-

- (I) आवेदक की संपूर्ण गोपनीय रिपोर्टों के डोजियर अथवा पिछले पांच वर्ष 2019-20 से वर्ष 2023-24 तक की वार्षिक गोपनीय रिपोर्टों की फोटो प्रतियां। फोटो प्रति का प्रत्येक पृष्ठ समूह "क" राजपत्रित अधिकारी द्वारा विधिवत सत्यापित हो।
- (II) सत्यनिष्ठा प्रमाण पत्र।
- (III) अधिकारी के विरुद्ध कोई अनुशासनिक/सतर्कता का मामला लंबित न हो तथा न ही इस प्रकार का कोई मामला चलाए जाने का विचार है, का प्रमाण पत्र।
- (IV) अधिकारी पर पिछले 10 वर्षों की अवधि के दौरान यदि कोई छोटी/बड़ी शास्ति लगाई हो, का विवरण। (यदि कोई शास्ति न लगाई हो तो "शून्य" प्रमाण पत्र संलग्न किया जाए)
- (V) आवेदक के संबंध में संवर्ग अनापति प्रमाण-पत्र।

3. आवेदन पत्र प्राप्त होने की अंतिम तारीख के पश्चात् प्राप्त आवेदन पत्र या जिनके साथ संपूर्ण वार्षिक गोपनीय रिपोर्टों का डोजियर या वार्षिक गोपनीय रिपोर्टों की सत्यापित प्रतियां नहीं होंगी या संबंधित कार्यालय की सहमति के बिना प्राप्त होंगे अन्यथा अपूर्ण होंगे, उन आवेदन पत्रों पर विचार नहीं किया जाएगा। जो अधिकारी आवेदन करेंगे उन्हें अपना आवेदन पत्र बाद में वापस लेने की अनुमति नहीं होगी। आवेदन पत्र अग्रेषित करते समय इस बात की जांच एवं पुष्टि कर ली जाए कि अधिकारी द्वारा आवेदन पत्र में भरे गए

विवरण सही हैं। इस बात की भी पुष्टि कर दी जाए कि नियुक्ति के लिए जाने की स्थिति में, संबंधित अधिकारी को उसके कार्यों से कार्यमुक्त कर दिया जाएगा।

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उप सचिव, भारत सरकार

सेवा में,

1. केंद्रीय सरकार के सभी मंत्रालय/विभाग।
2. राष्ट्रपति सचिवालय।
3. उप राष्ट्रपति सचिवालय।
4. प्रधानमंत्री कार्यालय।
5. मंत्रीमंडल सचिवालय।
6. भारत का निर्वाचन आयोग।
7. लोक सभा/ राज्य सभा सचिवालय।
8. संघ लोक सेवा आयोग।
9. केंद्रीय सतर्कत आयोग।
10. भारत के नियंत्रक एवं महालेखा परीक्षक।
11. गृह मंत्रालय(मुख्यालय)/न्याय विभाग/ जम्मू एवं कश्मीर कार्य विभाग तथा राजभाषा विभाग के सभी अधिकारी/डेस्क/अनुभाग।
12. गृह मंत्रालय के सभी काडर यूनिट।
13. सभी राज्य सरकार/संघ राज्य क्षेत्र सरकार।
14. निदेशक(नीति/तकनीकी/कार्यान्वयन), राजभाषा विभाग, गृह मंत्रालय।
15. निदेशक, केंद्रीय हिंदी प्रशिक्षण संस्थान, नई दिल्ली।
16. निदेशक, केंद्रीय अनुवाद ब्यूरो, नई दिल्ली।
17. वरिष्ठ तकनीकी निदेशक, एन.आई.सी., राजभाषा विभाग।
18. मीडिया एक्जीक्यूटिव, डी.ए.वी.पी., सूचना एवं प्रसारण मंत्रालय, सूचना भवन, सीजीओ कॉम्पलेक्स, लोधी रोड, नई दिल्ली। (दस प्रतियां) इस परिपत्र को इम्प्लायमेंट न्यूज/रोजगार समाचार पत्र के अगले अंक में इस विभाग को सूचित करते हुए, प्रकाशित करवाने की व्यवस्था करें।
19. गार्ड फाइल।
20. अतिरिक्त प्रतियां 25।

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उप सचिव, भारत सरकार

आवेदन पत्र का प्रारूप

1 नाम और पता (स्पष्ट अक्षरों में) मोबाइल नं० ईमेल आईडी	
2 जन्म तिथि (ईसवी सन् में)	
3 (I) सेवा में आने की तारीख (II) केंद्र/राज्य सरकारी नियमों के अंतर्गत सेवानिवृत्ति की तारीख	
4 शैक्षिक योग्यताएं	
5 क्या पद के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं पूरी करते हैं (यदि कोई अर्हता नियमों में निर्धारित अर्हता के समरूप मानी गई हो तो उसके प्रमाण का उल्लेख करें)	
विज्ञापित/रिक्ति परिपत्र में यथाउल्लिखित अर्हता/अनुभव आवश्यक: क) अर्हता ख) अनुभव	अधिकारी द्वारा प्राप्त अर्हता/अनुभव आवश्यक: क) अर्हता ख) अनुभव
वांछनीय: क) अर्हता ख) अनुभव	वांछनीय: क) अर्हता ख) अनुभव
5.1 टिप्पणी : परिपत्र/रोजगार में विज्ञापन जारी करते समय प्रशासनिक मंत्रालय/विभाग/कार्यालय द्वारा भर्ती नियमों में यथाउल्लिखित आवश्यक और वांछित अर्हताओं को प्रदर्शित करने के लिए इस कॉलम को प्रवर्धित करने की आवश्यकता है। 5.2 डिग्री और स्नातकोत्तर अर्हताओं के मामले में आवेदक के ऐच्छिक/मुख्य विषयों तथा सहायक विषयों को निर्दिष्ट करना होगा।	

6 ऊपर दी गई प्रविष्टियों के आलोक में कृपया स्पष्ट उल्लेख करें कि आप पद के लिए आवश्यक अर्हताएं और कार्य का अनुभव रखते हैं।					
6.1 टिप्पणी : आवेदित पद के संदर्भ में आवेदक द्वारा धारित संबद्ध आवश्यक अर्हता/ कार्य अनुभव (जीवनवृत्त में यथानिर्दिष्ट) की पुष्टि करते हुए आपूर्तिकर्ता विभागों को अपनी विशेष टिप्पणी/दृष्टिकोण उपलब्ध कराने होंगे।					
7 अवधिवार रोजगार के ब्यौरे। यदि नीचे स्थान पर्याप्त न हो तो अपने हस्ताक्षर द्वारा विधिवत अधिप्रमाणित अलग सीट संलग्न करें।					
कार्यालय/संस्था	नियमित आधार पर धारित पद	से	तक	*नियमित आधार पर धारित पद का वेतन बैंड और ग्रेड वेतन / वेतनमान	कार्य का स्वरूप (विस्तृत रूप में) जिसमें आवेदित पद के लिए अपेक्षित अनुभव को विशिष्टता से दर्शाया गया है।
*महत्वपूर्ण : एसीपी/एमएसीपी के तहत स्वीकृत वेतन बैंड तथा ग्रेड वेतन अधिकारी के लिए व्यक्तिगत होता है, इसलिए इसका उल्लेख नहीं किया जाना चाहिए। केवल नियमित आधार पर धारित पद के वेतन बैंड और ग्रेड वेतन/ वेतनमान का उल्लेख किया जाना चाहिए। वर्तमान वेतन बैंड और ग्रेड वेतन के साथ एसीपी/एमएसीपी के ब्यौरे का निम्नानुसार निर्दिष्ट किया जाए जहां आवेदक द्वारा ऐसे लाभ प्राप्त किए गए हों :					
कार्यालय/संस्था	एसीपी/ एमएसीपी स्कीम के तहत आहरित वेतन, वेतन बैंड और ग्रेड वेतन			से	तक
8 वर्तमान रोजगार का स्वरूप अर्थात् तदर्थ अथवा अस्थायी अथवा अर्द्धस्थायी अथवा स्थायी					
9 प्रतिनियुक्ति / अनुबंध आधार पर धारित वर्तमान रोजगार के मामले में कृपया उल्लेख करें					
(क) प्रारंभिक नियुक्ति की तारीख	(ख) प्रतिनियुक्ति/ अनुबंध पर नियुक्ति की अवधि	(ग) आवेदक का मूल कार्यालय/ संगठन	(घ) मूल संगठन में वास्तविक सामर्थ्य में धारित पद का नाम और वेतन		

9.1 टिप्पणी : पहले से ही प्रतिनियुक्ति पर अधिकारियों के मामले में ऐसे अधिकारियों के आवेदन उनके मूल कैडर/विभाग द्वारा संवर्ग अनापति, सतर्कता अनापति और सत्यनिष्ठा प्रमाणपत्र के साथ अग्रेषित किए जाने चाहिए। 9.2 टिप्पणी : ऊपर कालम 9 (ग) और 9(घ) के तहत सूचना उन सभी मामलों में दी जाए जहां कोई आवेदक कैडर/संगठन से इतर प्रतिनियुक्ति पर पद धारण कर रहा है परंतु अपने मूल कैडर/ संगठन में अभी भी ग्रहणाधिकार पर है।			
10 आवेदक द्वारा पूर्व में यदि कोई पद प्रतिनियुक्ति पर धारित किया गया है तो पिछली प्रतिनियुक्ति से वापस आने की तारीख और अन्य ब्यौरे			
11 वर्तमान रोजगार के बारे में अतिरिक्त ब्यौरे कृपया उल्लेख करें - निम्नलिखित के अंतर्गत कार्यरत है : (संबद्ध कालम में अपने नियोक्ता का नाम निर्दिष्ट करें) (क) केंद्र सरकार (ख) राज्य सरकार (ग) स्वायत्त संगठन (घ) सरकारी उपक्रम (ङ) विश्वविद्यालय (च) अन्य			
12 कृपया उल्लेख करें : क्या आप उसी विभाग में और फीडर ग्रेड अथवा फीडर के फीडर ग्रेड में कार्यरत हैं			
13 क्या आप वेतन के संशोधित वेतनमान में हैं। यदि हां, तो संशोधन की तारीख और संशोधन पूर्व वेतनमान का उल्लेख करें।			
14 प्रतिमाह आहरित कुल परिलब्धियां			
वेतनबैंड में मूल वेतन	ग्रेड वेतन	कुल परिलब्धियां	
15 यदि आवेदक ऐसे संगठन का सदस्य है जो केंद्र सरकार में लागू वेतनमान का अनुसरण नहीं करता तो संगठन द्वारा जारी निम्नलिखित ब्यौरे दर्शाने वाली अद्यतन वेतन पर्ची संलग्न की जाए।			
वेतनमान और वृद्धि दर सहित मूल वेतन	महंगाई भत्ता/अंतरिम सहायता/ अन्य भत्ते आदि (अलग-अलग ब्यौरों के साथ)	कुल परिलब्धिया	

16(क) आवेदित पद के संबंध में, पद हेतु आपकी उपयुक्तता के समर्थन में अतिरिक्त सूचना, यदि कोई हो। (इसके अलावा (1) अतिरिक्त शैक्षिक योग्यता (2) व्यावसायिक प्रशिक्षण और (3) रिक्ति परिपत्र/ विज्ञापन में निर्धारित अतिरिक्त कार्य अनुभव, के संबंध में सूचना प्राप्त की जा सकती है।) (टिप्पणी : स्थान अपर्याप्त होने पर अलग शीट संलग्न करें)	
16(ख) उपलब्धियां : उम्मीदवार कृपया निम्नलिखित के संबंध में सूचना उपलब्ध कराएं:- (I) अनुसंधान प्रकाशन और रिपोर्ट्स तथा विशेष प्रोजेक्ट्स (II) पुरस्कार/छात्रवृत्ति/आधिकारिक प्रशस्ति (III) व्यावसायिक निकायों/ संस्थाओं/ समितियों से संबंधन और (IV) अपने नाम से पंजीकृत अथवा संगठन के लिए प्राप्त पेटेंट्स (V) कोई अनुसंधान / अभिनव मानदंड जिसे आधिकारिक पहचान मिली हो (VI) कोई अन्य सूचना (टिप्पणी : स्थान अपर्याप्त होने पर कृपया अलग शीट संलग्न करें)	
17 कृपया उल्लेख करें कि आप प्रतिनियुक्ति (आईएसटीसी)/ विलयन/ पुनः रोजगार आधार # पर आवेदन कर रहे हैं (केंद्र/राज्य सरकार के अधीन अधिकारी ही केवल “विलयन” के लिए पात्र हैं। गैर सरकारी संगठन के उम्मीदवार केवल अल्पकालिक अनुबंध के लिए पात्र हैं # “एसटीसी”/ “विलयन”/ पुनः रोजगार का विकल्प केवल तभी उपलब्ध होगा जब रिक्ति परिपत्र में “एसटीसी” अथवा “विलयन” अथवा “पुनः रोजगार” द्वारा भर्ती का विशेष तौर पर उल्लेख किया गया हो।	
18 क्या आप अनुसूचित जाति/ अनुसूचित जनजाति की श्रेणी में आते हैं।	

मैंने रिक्ति परिपत्र / विज्ञापन को ध्यानपूर्वक पढ़ा है और मुझे इसकी पूरी जानकारी है कि मेरे द्वारा प्रस्तुत आवश्यक योग्यता / कार्य अनुभव से संबंधित दस्तावेजों द्वारा विधिवत समर्थित मेरे जीवनवृत्त में प्रस्तुत सूचना का पद के लिए चयन के समय समिति द्वारा मूल्यांकन किया जाएगा। मेरे द्वारा प्रदत्त सूचना / ब्यौरे मेरी पूरी जानकारी में ठीक और सत्य हैं तथा मेरे चयन को प्रभावित करने वाले किसी विषय को छुपाया/ रोका नहीं गया है।

(उम्मीदवार के हस्ताक्षर)

पता :-

ईमेल सहित

दिनांक

स्थान

नियोक्ता/ संवर्ग नियंत्रण अधिकारी द्वारा प्रमाणपत्र

कार्यालय के अभिलेखों में उपलब्ध तथ्यों के अनुसार आवेदक द्वारा उपरोक्त आवेदन में दी गई सूचनाएं ब्यौरे सत्य और ठीक हैं। वे रिक्ति परिपत्र में उल्लिखित शैक्षणिक योग्यता और अनुभव रखते/रखती हैं। चयन होने की स्थिति में उन्हें तत्काल मुक्त कर दिया जाएगा।

2. यह भी प्रमाणित किया जाता है कि :-

- (i) श्री/श्रीमती के विरुद्ध कोई सतर्कता अथवा अनुशासनात्मक मामला लंबित/ विचारणीय नहीं है।
- (ii) उनकी सत्यनिष्ठा प्रमाणित की जाती है।
- (iii) उनकी सत्यनिष्ठा रिपोर्ट मिसिल (सीआर डोजियर) की मूल प्रति संलग्न की जाती है। भारत सरकार के अवर सचिव अथवा उससे ऊपर के पद के अधिकारी द्वारा विधिवत सत्यापित पिछले 05 वर्षों की वार्षिक गोपनीयता रिपोर्ट की छाया प्रतियां संलग्न की जाती हैं।
- (iv) पिछले वर्षों के दौरान उन पर कोई बड़ी/ छोटी शास्ति आरोपित नहीं की गई है अथवा पिछले 10 वर्षों के दौरान उन पर लगाई गई बड़ी/ छोटी शास्ति की सूची संलग्न की गई है। (जैसा भी मामला हो)

प्रतिहस्ताक्षरित

(नियोक्ता/संवर्ग नियंत्रक अधिकारी मुहर सहित)