

No:-11013/01/2024-(Admin)
Committee Of Parliament On Official Language
11, Teen Murti Marg, New Delhi-110011

Date: 06/02/2024

CIRCULAR

Sub :- Filling up the Posts of Under Secretary, Section Officer, Senior Hindi Translator, Research Assistant, Assistant, Stenographer Grade-D and Lower Division Clerk in the Secretariat of the Committee of Parliament on Official Language on deputation basis.

The following ex-cadre Posts have to be filled up in Committee of Parliament on Official Language on deputation basis :-

SL. No.	Name of post	Number of Posts	Pay Scale
1.	Under Secretary	01	₹10,000-325-15,200 (Pre-revised) ₹15,600-39,100 GP-6600 (As per 6 th CPC) (Level-11 of 7 th CPC Pay Matrix 67700-208700)
2.	Section Officer	01	₹6500-200-10,500 (Pre-revised) ₹9300-34,800 GP-4800 (As per 6 th CPC) (Level-8 of 7 th CPC Pay Matrix 47600-151100)
3.	Senior Hindi Translator	01	₹1640-60-2300 (Pre-revised) ₹9300-34800 GP-4600 (As per 6 th CPC) (Level-7 of 7 th CPC Pay Matrix 44900-142400)
4.	Research Assistant	05	₹5500-175-9000 (Pre-revised) ₹9300-34800 GP-4200 (As per 6 th CPC) (Level-6 of 7 th CPC Pay Matrix 35400-112400)
5.	Assistant	05	₹1400-40-1600-50-2300-60-2600 (Pre-revised) ₹9300-34800 GP-4600 (As per 6 th CPC) (Level-6 of 7 th CPC Pay Matrix 44900-142400)
6	Steno Grade-D	04	₹1200-30-1560-40-2040 (Pre-revised) ₹5200-20200 GP-2400 (As per 6 th CPC) (Level-4 of 7 th CPC Pay Matrix 25500-81100)
7	Lower Division Clerk	06	₹950-20-1150-25-1500 (Pre-revised) ₹5,200-20,200 GP-1900 (As per 6 th CPC) (Level-2 of 7 th CPC Pay Matrix 19900-63200)

Note: Number of posts may be increase or decrease.

For prescribed proforma of application, condition of eligibility and other details, kindly login the official websites of Department of Official Language and Committee of Parliament on Official Language viz rajbhasha.gov.in and rajbhashasamiti.gov.in.

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The willing officers may send their application duly filled in the prescribed proforma **through proper channel** along with 05 years Annual Performance Assessment Reports (APAR/ACR), Cadre Clearance, Vigilance Clearance Certificate and requisite certificate of major/minor penalties imposed, if any, within **60 days** of the publication of this advertisement in the "**Employment News**" to the Secretary (Committee), Committee of Parliament on Official Language, 11, Teen Murti Marg, New Delhi-110011. Separate application may be submitted for each post.

Prem Narain

(Prem Narain)
Secretary (Committee)
Tel. No.: 011-21411164

Sl. No	Post	No. of vacant Posts	Scale of Pay	Terms of eligibility Transfer on Deputation
1.	Under Secretary	01	₹10,000-325-15,200 (Pre-revised) ₹15,600-39,100 GP- 6600 (As per 6 th CPC) (Level-11 of 7 th CPC Pay Matrix 67700-208700)	On Deputation Officers under the Central Government : (a)(1)holding analogous posts on regular basis; Or (2) With 05 years regular service in posts in the scale of ₹8000-13500 or equivalent ; and (3) With 08 years regular service in posts in the scale of ₹6500-10500 or equivalent ; and (b) Who is having 05 years of experience related to the implementation of the official language policy of the government, which also includes experience of protocol and liaison work. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.)
2.	Section Officer	01	₹6500-200-10500 (Pre-revised) ₹9300-34,800 GP- 4800 (As per 6 th CPC) (Level-8 of 7 th CPC Pay Matrix 47600- 151100)	On Deputation Officers under the Central Government : (a)(1)holding analogous posts on regular basis; Or (2) With three years regular service in posts in the scale of ₹5500-9000 or equivalent ; and (b) Possessing three years experience of Administration, Accounts and Establishment work. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.)



3.	Senior Translator (Hindi)	01	<p>₹1640-60-2300 (Pre-revised)</p> <p>₹5500-175-9000 (in 5th CPC)</p> <p>₹9300-34800 GP-4600 (As per 6th CPC)</p> <p>(Level-7 of 7th CPC Pay Matrix 44900-142400)</p>	<p>On Deputation Officer of the Central Government</p> <p>(1) Holding analogous posts on regular basis; Or</p> <p>(2) With five year regular service in post in the post of Junior Translator (Hindi) in the scale of ₹5000-150-8000 Or</p> <p>(3) With 6 years regular service in the post of Junior Translator (Hindi) in the pay scale of ₹4500-125-7000</p> <p>(Period of deputation including period of deputation in another ex-post held immediately preceding this appointment in the same or some other organization/department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).</p>
4.	Research Assistant	05	<p>₹5500-175-9000 (Pre-revised)</p> <p>₹9300-34800 GP-4200 (As per 6th CPC)</p> <p>(Level-6 of 7th CPC Pay Matrix 35400-112400)</p>	<p>On Deputation Officers under the Central Government</p> <p>(a) 1) holding analogous posts on regular basis; Or</p> <p>(2) With three years regular services in the posts in the scale of ₹5000-8000 or equivalent; Or</p> <p>(iii) With six years regular service in the scale of ₹4500-7000 or equivalent; Or</p> <p>(iv) With ten years regular service in posts in the Scale of ₹4000-6000 or equivalent posts: and</p> <p>(b) Possessing two years experience of noting, drafting in Hindi relevant to the Official Language policy of the Government.</p> <p>(Period of deputation including period of deputation in another ex-post held immediately preceding this appointment in the same or some other organization /department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).</p>
5.	Assistant	05	<p>₹1400-40-1600-50-2300-60-2600 (Pre-</p>	<p>On Deputation Officer of the Central Government</p> <p>(1) Holding analogous posts on regular</p>

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			revised) ₹5000-150-8000 (in 5 th CPC) ₹9300-34800 GP- 4600 (As per 6 th CPC) (Level-6 of 7 th CPC Pay Matrix 44900- 142400)	basis Or (2) With five year regular service in post in the scale of ₹ 4000-100-6000(Pre- revised) or equivalent. (Period of deputation including period of deputation in another ex-post held immediately preceding this appointment in the same or some other organization /department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).
6.	Stenograph er Grade "D"	04	₹1200-30-1560-40- 2040 (Pre-revised) ₹4000-100-6000 (in the 5 th CPC) ₹5200-20200 GP- 2400 (As per 6 th CPC) (Level-4 of 7 th CPC Pay Matrix 25500- 81100)	On Deputation Employees under the Central Government (1) holding analogous posts on regular basis; Or (2) Lower Division Clerks who have two years regular service in the grade and have speed of 80w.p.m. in English or Hindi stenography. (iii) Preference will be given to those knowing Hindi Stenography. (Period of deputation including period of deputation in another ex-post held immediately preceding this appointment in the same or some other organization /department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).
7.	Lower Division Clerk	06	₹950-20-1150-25- 1500 (Pre-revised) ₹5,200-20,200 GP- 1900 (As per 6 th CPC) (Level-2 of 7 th CPC Pay Matrix 19900- 63200)	Holding analogous post on regular basis with 03 years regular service in the grade of LDC having Grade Pay of Rs.1900/- or Matriculate MTS with 5 (five) years regular service and possessing minimum 30/25 words per minute speed in Hindi/English typewriting. Deputation allowance will be allowed as per existing rules. Knowledge to operate computer is a must.

* Revised pay scales according to Seventh Pay Commission recommendations.

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BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3. i) Date of entry into service ii) Date of retirement under Central/ State Government Rules		
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	
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
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.		
<p>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 Biodata) with reference to the post applied.</p>		



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 granted 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. Adhoc 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, organisation			
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) Name of Central Govt. offices/Deptt /Ministry etc.			

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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		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. 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. Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/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 involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		

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 a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address.....

Mobile No.....

Date.....

Place

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the annexture-II by the applicant are true and Correct as per the facts available on records. He/she possesses 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 him.
- ii) His /Her integrity is certified.
- iii) His/ Her CR Dossier in original are enclosed/photocopies of the APAR/ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. 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)

