

No.11013/05(Dep.)/2020- Committee-6
Secretariat of Committee Of Parliament On Official Language
11, Teen Murti Marg,
New Delhi-110011

Dated : 13.02.2020

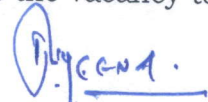
Sub :- Filling up the ex-cadre posts of Section Officer, Research Assistant, Assistant and Stenographer Grade "C" and "D" in the Secretariat of the Committee of Parliament on Official Language on deputation basis.

Services of suitable employees are required on deputation basis for the ex-cadre posts of Section Officer, Research Assistant, Assistant and Stenographer Grade "C" & "D" in the secretariat of the Committee of Parliament on Official Language.

2. Applications of only those candidates, who fulfill the requisite qualification and experience as given in Annexure-I will be entertained duly filled in as per Annexure I, II and III . The Officials who volunteers for the post will not be allowed to withdraw their names later on. The scale of pay and eligibility conditions for the above are given in Annexure-I.

3. It is requested that the applications of the willing officers who fulfill the prescribed requisite qualifications and conditions of eligibility and whose services can be spared immediately may be forwarded within 60 days to the Secretary (Committee), Committee of Parliament on Official Language, 11, Teen Murti Marg, New Delhi-110011. The applications must be completed in all respects and should be accompanied by the character roll dossiers of the officers concerned and with a certificate that " No Disciplinary case is pending or contemplated against the applicant and no major/minor penalty has been imposed during the last 5 years". Applications received after the due date or without the CR will not be considered. Incomplete applications will not be considered. Before forwarding the applications the particulars of the applicants may be carefully checked so as to ensure that the candidates fulfill the conditions of eligibility. While on deputation, the official will be governed by the normal terms of deputation, as laid down in the Ministry of Personnel public Grievances and pension O.M. No. AB-6/8/2009-Estt.(Pay-II) dated 17th June, 2010 (As amended).

4. All the Ministries, Departments etc, are also requested to circulate the vacancy to all the attached/subordinate offices under them as well.


(B.L. Meena)

Secretary (Committee)
Tel. No. 011-21411164

Copy to :

All Ministries/ Departments of the Government of India.

Sl. No	Post	No. of Posts	Scale of Pay	Terms of eligibility On deputation
1	Section Officer	01	₹6500-200-10500 (As amended) (PB-2, ₹9300-34800 GP ₹4800) Level-8 in the 7th CPC Pay Matrix.	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.)
2	Research Assistant	04	₹5500-175-9000 (As amended) (PB-2, ₹9300-34800 GP ₹4200) Level-6 in the 7th CPC Pay Matrix.	Employees under the Central Government (a) 1) holding analogous posts on regular basis; Or (2) With 3 yrs. Regular services in the posts in the scale of ₹5000-8000/- (Pre-revised) or equivalent; Or (iii) With 6 year regular service in the scale of ₹4500-7000/5000-8000/- or equivalent; Or (iv) With 10 years regular Service in posts in the Scale of ₹4000-6000/- (Revised) or equivalent posts: and (b) Possessing 2 years experience of noting, drafting and preparation of position papers in Hindi relevant to the Official Language policy of the Government. (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).
3	Assistant <i>Vakhliya</i>	02	₹5000-150-8000 (As amended) (PB-2, ₹9300-34800 GP ₹4200) Level-6 in the 7th CPC Pay Matrix.	Officer of the Central Government (1) Holding analogous posts on regular basis Or (2) With five year regular service in post in the scale of ₹ 4000-100-6000/- (Pre- revised) or equivalent and having minimum of two years experience in Establishment Accounts and Noting/Drafting in Hindi.

				<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.)</p> <p>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	Stenographer Grade "C"	02	<p>₹5000-150-8000 (As amended) (PB-2, ₹9300-34800 GP ₹4200)</p> <p>Level-6 in the 7th CPC Pay Matrix.</p>	<p>Employees under the Central Government</p> <p>(1) holding analogous posts on regular basis; Or</p> <p>(2) Stenographers in the pay scale of ₹4000-100-6000/- (Pre-revised) with five years regular service and having speed of 100w.p.m. in Hindi or English stenography.</p> <p>(iii) Preference will be given to those knowing Hindi Stenography.</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.)</p> <p>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	Stenographer Grade "D"	04	<p>₹4000-100-6000 (As amended) (PB-3, ₹5200-20200 GP ₹2400)</p> <p>Level-4 in the 7th CPC Pay Matrix.</p>	<p>Employees under the Central Government</p> <p>(1) holding analogous posts on regular basis; Or</p> <p>(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.</p> <p>(iii) Preference will be given to those knowing Hindi Stenography.</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.)</p> <p>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>

* Revised pay scales according to Seventh Pay Commission recommendations

✓ 26/11/21

- | Min/Deptt./Office | Post held | | Scale of pay | Nature of duties |
|-------------------|-----------|----|--------------|------------------|
| | from | To | | |
| | | | | |
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- (M) :

CERTIFICATE

(To be filled in by the Authority forwarding the application)

1. Certified that the particulars furnishing by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular/advertisement.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant Integrity of the applicant is certified and no penalty has been imposed during the last 5 years.
4. Up-to-date CR dossier of the applicant or attested photocopies of ACRs for last five years are enclosed.

Signature of the forwarding Officer

Office Stamp