

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

Dated : 14.01.2022


Sub :- Filling up the ex-cadre posts of Research Assistant, Assistant and Stenographer Grade "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 Research Assistant, Assistant and Stenographer Grade "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 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.


(Dharmraj Khatik)
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.	Research Assistant	04	₹5500-175-9000 (Pre-revised) Level-6 in the 7 th CPC Pay Matrix. (6 th CPC PB ₹9300-34800 GP-4200)	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).
2.	Assistant	04	₹5000-150-8000 (Pre-revised) Level-6 in the 7 th CPC Pay Matrix. (6 th CPC PB ₹9300-34800 GP-4200)	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. (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).

Sl. No	Post	No. of Posts	Scale of Pay	Terms of eligibility On deputation
3.	Stenographer Grade "D"		₹4000-100-6000 (Pre-revised) Level-4 in the 7 th CPC Pay Matrix. (6 th CPC PB ₹5200-20200 GP-2400)	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).

* Revised pay scales according to Seventh Pay Commission recommendations



1. Name.....
2. Date of Birth.....
3. Permanent post held and the full name and address of the office and whether it is a cadre post of ex-cadre post.....
4. Date of first appointment in Govt. Service.....
5. Date of appointment in the present grade.....
6. Present pay and the scale of pay.
7. Whether permanent/Quasi permanent/temporary
8. Educational & other special qualifications, if any,
9. Brief service particulars.

Min/Deptt./Office	Post held		Scale of pay	Nature of duties
	from	To		

- (Signature of the applicant)

(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 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 Shri/Smt.....
- ii) His Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the 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)

