

File No. 13011 / 21/ 2010 -O. L.( C.T.B.)  
Government of India/भारत सरकार  
Ministry of Home Affairs/गृह मंत्रालय  
Department of Official Language/राजभाषा विभाग

4th Floor, NDCC-II Bhawan,  
Jai Singh Road, New Delhi-110001,  
Dated: 06.12.2018

**Office Memorandum**

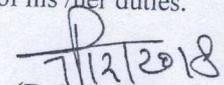
**Subject : Filling up one post of Joint Director on deputation basis in Central Translation Bureau, Translation Training Centre, Bengaluru, a Subordinate Office of the Department of Official Language, Ministry of Home Affairs, New Delhi in the Pay scale PB-3, 15600-39,100+7600 Grade Pay (Revised pay scale level-12, 78,800-2,09200).**

The services of a suitable officer are urgently required for filling up the post of Joint Director on deputation basis in Central Translation Bureau, Translation Training Centre, Bengaluru, a Subordinate Office of the Department of Official Language, Ministry of Home Affairs, in the pay scale PB-3, 15600-39100+7600, revised Pay Scale Level-12, 78800-2,09200. The qualifications and experience required for the post and other details are given in Annexure-I. The pay of the selected officer will be regulated in accordance with the instructions contained in the Department of Personnel & Training Office Memorandum No. 6/8/2009 Estt. (Pay-II), dated 17th June, 2010, as amended from time to time.

2. It is thus requested that the application (in duplicate) of suitable, willing and eligible officers, who can be spared immediately on selection, may be sent in the enclosed proforma (Annexure -II) along with the following documents, through proper channel, to the undersigned within 45 days from the date of issue of this Office Memorandum or from the date of publication of this Office Memorandum in the Employment News /Rozgar Samachar, whichever is later.

- (1) Dossiers of all Confidential Reports or Photostat copies of ACRs of the applicant for the last 5 years i.e. 2013-14 to 2017-18. Each page of Photostat copies should be duly attested by Group "A" Gazetted Officer.
- (2) Integrity certificate.
- (3) A certificate to this effect that no disciplinary/vigilance case is either pending or being contemplated against the officer.
- (4) A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years. (If no penalty has been imposed, a 'NIL' certificate should be enclosed).
- (5) Cadre clearance in respect of the applicant.

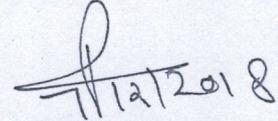
3. Application received after the closing date or without the dossier of all Confidential Reports or duly attested Photostat copies of ACRs or without recommendation of the concerned office or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to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

  
(Raju Lal Meena)

Under Secretary to the Government of India

To,

1. All Ministries /Departments of the Central Government.
2. The President's Secretariat, New Delhi.
3. The Vice President's Secretariat, New Delhi.
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. Election Commission of India, New Delhi.
7. Lok Sabha / Rajya Sabha Secretariat.
8. Union Public Service Commission.
9. Central Vigilance Commission.
10. Comptroller & Auditor General of India.
11. All officers, Desks/Sections in the Ministry of Home Affairs(Hqrs.) Deptt. of Justice and Deptt. of J&K Affairs & Department of Official Language.
12. All Cadre Units of Ministry of Home Affairs.
13. Director (Policy/Technical/Implementation), Department of Official Language, Ministry of Home Affairs.
14. Director, Central Hindi Training Institute, New Delhi.
15. Director, Central Translation Bureau, New Delhi.
16. Senior Technical Director, NIC, Department of Official Language, New Delhi for placing this OM on the website of the Department of Official Language.
17. Media Executive, DAVP, Ministry of Information & Broadcasting, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi.(10 copies), it is requested that this circular may be published in the next edition of Employment News /Rozgar Samachar and this Department may also be informed of the date of publication.
18. Guard File.
19. 25 spare copies.



(Raju Lal Meena)

Under Secretary to the Government of India

## ANNEXURE-I

Educational Qualification, experience and other details required for the post of Joint Director, Central Translation Bureau, Translation Training Centre, Bengaluru, a Subordinate Office of the Department of Official Language, Ministry of Home Affairs.

1	Name of the Post	Joint Director
2	No. of Posts	01 (ONE)
3	Classification	General Central Service Group 'A' Gazetted Officer, Non-Ministerial
4	Scale of Pay	PB-3, Rs.15600-39100+Grade Pay 7600(revised Pay Scale Level-12, 78800-209200.
5	Period of Deputation and 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 or Department of the Central Government shall ordinarily not exceed 4 years. <b>Note 1:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	officers under the central Government, State Government and union Territories and universities and recognised Research institutions and public Sector undertakings and Semi Government, Statutory and Authonomous Organisations: (a) (i) holding analogous posts on regular basis in the parent cadre/department: OR (ii) with five years service in the grade after appointment thereto on a regular basis in posts in the scale of pay of Rs. 10000-325-15200 or equivalent in the parent cadre department: and (b) possessing the following educational qualifications and experience: (i) Master's Degree from a recognized University of equivalent in Hindi with English as a subjects at Degree level. OR Master's Degree from a recognized University or equivalent in English with Hindi as a subjects at Degree level. OR Master's Degree from a recognized University or equivalent in any subject with Hindi and English as subject at Degree level OR Master's Degree from a recognized University or equivalent in any subject with Hindi medium and English as a subject at Degree level. OR Master's Degree from a recognized University or equivalent in any subject with English medium and Hindi as a subject at Degree level.

		<p>(ii) Five Years' experience of translation work from English to Hindi and vice-versa.</p> <p>(iii) Five years' experience of teaching Hindi to post graduate classes of a recognized university/Institute or equivalent or five years' experience of imparting training in translation.</p> <p>Desireable :</p> <p>(i) Knowledge at the level of matriculation or equivalent of a recognized board or equivalent in one of the languages other than Hindi mentioned in the Eighth Schedule of the constitution;</p> <p>(ii) Diploma or Bachelor's degree or post graduate degree of a recognized university/institute or equivalent in linguistics with special reference to lexicography.</p> <p>(iii) Three years' experience of administrative work.</p> <p>(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation; Similarly deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation/contract including period of deputation/contract 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 (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.)</p>
7.	Duty of Joint Director	<p>He will be in charge of the Evaluation and Training Division of the Bureau. He will evaluate the Hindi translation work done by the Translators working in various Ministries and Departments provide guidelines for translation technique, and to improve the quality of Hindi translation. He will be responsible for running Training courses in translation technique for Hindi Translators, to prepare training material and associate literature. He will also provide guidance to the officers of the Translation Division.</p>

**CURRICULUM VITAE PROFORMA (BIODATA)**

1.Name and Address (in Block Letters) (Mob. No. and E-mail Id)	
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)	
Qualification /Experience required as mentioned in the advertisement /vacancy circular. <b>Essential:</b> a)Qualification b)Experience	Qualification /Experience possessed by the officer  <b>Essential :</b> a)Qualification b)Experience
<b>Desirable:</b> a)Qualification b)Experience	<b>Desirable:</b> a)Qualification b)Experience
5.1) 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 case of Degree and postgraduate qualifications elective /main subject and subsidiary subjects may be indicated by the candidate.	
6) Please state clearly whether in the light of entries made by you above you meet the requisite Essential Qualification and work experience of the post.	
6.1 <b>Note:</b> Parent 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 for.)	

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 the 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. 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 <b>Note:</b> 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 <b>Note:</b> Information under column 9(C) & 9(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 In-sufficient). (B) Achievements: The candidates are requested to indicate information with regard to: (i) Research Publications and reports and special projects. (ii) Awards/ Scholarship/Official		

<p>Appreciation.          (iii) Affiliation with professional bodies/          institutions/ societies and;          (iv) Patent 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)</p>	
<p>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".)</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in Curriculum Vitae duly supported by 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.

Date

Signature of the Candidate  
 Address-

**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 Integrity Report File (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)