


Date : 14 January, 2020

OFFICE MEMORANDUM

Subject:- Filling up of One (01) vacant post of Administrative Officer in Central Translation Bureau, New Delhi, a subordinate office of the Department of Official Language, Ministry of Home Affairs.

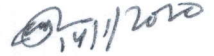
- It is proposed to fill up a vacant post of Administrative Officer Pay Scale Level-7 Rs 44900-142400 (Pre-revised pay scale pay band-II Rs. 9300-34800+Grade pay 4600/-) in Central Translation Bureau, New Delhi a subordinate office of under Department of Official Language, Ministry of Home Affairs, on deputation basis. The qualifications and experience required for the post and other details are given in Annexure-1. The pay of selected officer for the post will be regulated in accordance with the Department of Personnel and Training Office Memorandum No. 2/29/91-Estt. (pay-II) dated 05.01.1994, as amended from time to time.
- It is requested that the application (in duplicate) in the pro-forma at Annexure-II of suitable, willing and eligible officers and who can be spared immediately may be sent to the undersigned together with following documents:
- vi. Complete APAR Dossiers or Photostat copies of the Confidential Reports of the applicant for the last five years Each page of photocopy should be duly attested by a Group 'A' Gazetted Officer
 - vii. Integrity Certificate.
 - viii. Certificate confirming that no disciplinary/Vigilance case is either pending or being contemplated against the officer.
 - ix. A statement showing major or minor penalties, if any, imposed on the officer during the last 5 years. (If no penalty has been imposed, a nil certificate should be enclosed).
 - x. Cadre clearance in respect of the applicant.
- Application received after the closing date or without ARAR dossiers or the attested Photostate copies of the Confidential Reports or without recommendation of the concerned office or otherwise found incomplete are liable to be rejected. Officer 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 the 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 relieved of his/her duties.


(Dinesh Kumar Jha)
Administrative Officer
Tel: 011- 24360370

Docs. Received on 24 Feb 2020

Copy to:-

14. All Ministries/Departments of Government of India.
15. Chief Election Commissioner, Election Commission of India, New Delhi.
16. Union Public Service Commission, Dhaultpur House, Shahajahan Road, New Delhi.
17. Railway Board, Rail Bhawan, New Delhi.
18. Central Board of Direct Taxes, North Block, New Delhi.
19. Central Vigilance commission, INA Colony, New Delhi.
20. Comptroller and Auditor General of India, New Delhi.
21. Lok Sabha/Rajya Sabha Secretariat.
22. All Cadre Units of Ministry of Home Affairs.
23. Director (Implementation), Deptt. of Official Language, NDCC Building, Jai Singh Road, New Delhi.
24. Director, Hindi Teaching Scheme/Central Hindi Training Institute, New Delhi, with the request that the O.M. may be circulated within their Departments.
25. Sr. Technical Director, NIC, Deptt. Of Official Language, NDCC-II Building, New Delhi with the request to upload the same on the Department's website.
26. Spare copies 20.



(Dinesh kumar Jha)
Administrative Officer
Tel: 011- 24360370

Qualification, experience and other details required for the post of Administrative Officer in Central Translation Bureau, Department of Official Language, Ministry of Home Affairs.

7. Name of the post: Administrative Officer
8. Number of Post(s): 01 (One)
9. Classification: General Central Service Group 'B' Gazetted
10. Scale of Pay: Rs. 9300-34800, PB-II, Grade pay Rs. 4600(Pre-revised)
11. Duty: ^{Level-7} Preferably having good knowledge of Hindi and possessing experience of work in administration, budget and accounts matters.
12. Method of recruitment: Deputation

1. Officers under the Central Government of State Governments or Union territories:
(i) holding analogous post on regular basis in the parent cadre or Department
OR

(ii) with five year's service in the grade rendered after appointment there to on a regular basis in posts in Level-6 of the pay matrix(Rs 35400-112400) or equivalent in the parent cadre or department; and possessing the following educational qualifications and experience, namely:-

- (i) Bachelor's degree from a recognized University of equivalent;
(ii) should have studied Hindi as a subject at matriculation level;and

~~(iii) five years experience in administration, establishment, budget and accounts work~~

Note-1:- The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note-2:- 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 three years

Note- The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of the receipt of application.

Application for the post of Administrative Officer, Central Translation Bureau, Department of
Official Language, Ministry of Home Affairs, New Delhi

BIODATA

16. Name, designation and full office address:
(in the Block letters, with Telephone No.):
17. Date of Birth (in Christian era):
18. Date of retirement under Central Government rules:
19. Educational Qualifications:
20. 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	Qualification/Experience possessed by the officer
(i)	
(ii)	

16. Name, designation and full office address:
21. Please state clearly whether in the light of entries made by you above, you meet the requirements of
the post.
22. Details of employment, in chronological order.
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

Office/ institute/ Organization	Post held and service cadre to which it belongs	From	To	Scale of pay, classification (Group) of the post and basic pay	Nature of service rendered to be clearly indicated (Ad hoc/ Deputation/ Regular basis)	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

23. Nature of present employment
- iv. Ad-hoc basis
 - v. Regular/on temporary basis
 - vi. Permanent or quasi-permanent basis
24. In case the present employment is held on deputation/contract basis, please state:-
- d) The date of initial appointment
 - e) Period of appointment on deputation/contract
 - f) Name of the parent office/organization to which you belong.

25. Additional details about present employment, if any.
26. 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.
27. Total emoluments per month now drawn.
28. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
29. Whether belongs to SC/ST
30. Remarks

Signature of the Candidate

Address:

Tel.No.

Date: