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**F.No. 12013/ 4/ 2019-OL(Impl.1)**  
Government of India  
Ministry of Home affairs  
Department of Official Language  
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NDCC Tower-II, 4<sup>th</sup> Floor, B-Wing, Jai Singh Road,  
New Delhi, dated 06.08. 2020.

**4 AUG 2020**

OFFICE MEMORANDUM

Subject: Filling up of the post of Deputy Director (Implementation) on Deputation basis in the Regional Implementation Offices under the Department of Official Language –reg.

The undersigned is directed to say that it is proposed to fill up the following posts in the Regional Implementation Offices of the Department of Official Language, Ministry of Home Affairs on Deputation basis.

Designation	Pay Level in the pay matrix	Number of Posts
Deputy Director (Implementation)	Level-11 ( Rs.67700 – 208700/- )	06 (Six)

2. The number of posts to be filled are subject to variation. The incumbents are liable to be transferred in any of the eight Regional Implementation Office located at Bangaluru, Bhopal, Delhi, Ghaziabad, Guwahati, Mumbai, Kochi and Kolkatta. Application for posting at a particular place will not be considered.
3. 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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
4. 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/department of the central government shall ordinarily not exceed three years.
5. The details of post, eligibility conditions, essential, desirable qualification and duties and responsibilities attached to the posts are given in Annexure-I.
6. The pay of the selected officers shall be regulated in accordance with Department of Personnel and Training O.M. No.6/8/2009-Estt.(Pay II) dated 17.06.2010 and as amended from time to time.
7. The applications of only such officers/candidates will be considered that are routed through proper channel and are accompanied with the following documents:

(i)	Application in duplicate in prescribed proforma ( Annexure-II).
(ii)	Cadre Clearance Certificate from the controlling authority (Annexure-III para 1).
(iii)	Statement giving details of Major or Minor Penalties imposed upon the officer, if any, during the last Ten (10) years (Annexure-III para 2(iv))
(iv)	Vigilance clearance/Integrity Certificate (Annexure-III para 2(i))
(v)	Photocopies of the ACR/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (Annexure-III para 2(ii))
8. While forwarding the Applications it may also be verified and certified that the particulars furnished by the applicant are correct (Annexure-III para 1)

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9. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

10. It is, therefore, requested that applications in duplicate of suitable and eligible candidates enclosing the documents listed in para 7 above may be forwarded to the Director(Implementation), NDCC Tower-II, 4<sup>th</sup> Floor, B-Wing, Jai Singh Road, New Delhi within a period of Sixty (60) days from the date of publication of notice in this regard in Rozgar Samachar/Employment News. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

11. Applications received after the last date or other-wise found incomplete will not be entertained.

  
(S.R.Meena)

Under Secretary to the Government of India.

To : All Ministries/ Departments of the Government of India.

F.No. 12013/04/2019-OL(Impl.1) dated .06.08.2020.

Copy for information and necessary action to :

- (1) Union Public Service Commission, Dhaulpur House, Shahjahan Road, New Delhi.
- (2) Railway Board, Rail Bhawan, New Delhi.
- (3) Chief Controller (Imports & Exports), New Delhi.
- (4) Chief Election Commissioner, New Delhi.
- (5) Central Board of Direct Taxes, North Block, New Delhi.
- (6) Central Vigilance Commission, Rajendra Prasad Road, New Delhi.
- (7) All Regional Implementation Offices, of the Department of Official Language with request that the OM may be circulated to all the T.O.L.I.Cs. Etc.
- (8) Director (Patrika), Deptt of Official Language with the request to give wide publicity through various periodicals of the Department of Official Language.
- (9) Director, CHTI/CTB with the request that the same may be circulated within their offices.
- (10) All officers/Desk/Sections of Department of Official Language.
- (11) Senior Technical Director, NIC Department of Official Language with the request to upload the same on the department's website.
- (12) Directorate of Advertising and Visual Publicity, 10<sup>th</sup> Floor, Sookhana Bhawan, Phase-IV CGO Complex, Lodhi Road, New Delhi-3
- (13) Guard File / Spare Copies 50.

  
(S.R.Meena)

Under Secretary to the Government of India.  
Tel No. 011-23438148

**Details of eligibility conditions, educational qualifications, experience, scale of pay and duties and responsibilities for the post of Deputy Director (Implementation) in the Department of Official Language.**

1. Post : Deputy Director (Implementation)
2. Pay Level in the pay matrix : Level-11 ( Rs.67700 – 208700/-)
3. Classification : General Central Service, Group 'A' Gazetted, Non- Ministerial.
4. Eligibility conditions :

4.1. Officers of the Central Government or State Government or Union Territory Administration or Recognised research institutions or Universities or Public sector undertakings or Semi-Government or Statutory or Autonomous organisations:-

(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in level-10 (Rs.56100-177500/-) of the pay matrix or equivalent in the parent cadre or department ; and

(b) Possessing the following Educational Qualifications and Experience:

Essential:

(i) Master's degree of a recognised university in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or

Master's degree of a recognised university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or

Master's degree of a recognised university in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; or

Master's degree of a recognised university in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level; or

Master's degree of a recognised university in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or, elective subject at the degree level.

(ii) Five years experience in implementation of official language act or policy.

Desirable: working knowledge on computers.

5. Duties and responsibilities of the post of Deputy Director (Implementation):

a. To Act as Head of Office.

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- b. To inspect the Central Government Offices, Undertakings, Banks, etc. located in their region in terms of implementation of Official Language Policy.
  - c. To participate in the meetings of Town Official Language Implementation Committee and Departmental Official Language Implementation Committee.
  - d. Monitoring of the Annual Programme issued by the Department of Official Language, Ministry of Home Affairs.

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**ANNEXURE II**

**PROFORMA**

**Application for the post of Deputy Director (Implementation) on deputation basis (to be submitted in duplicate)**

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)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification B) Experience	A) Qualification B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification B) Experience	A) Qualification B) Experience

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.

5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects 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 Qualifications and work experience of the post.	
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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 Bio-data) with reference to the post applied.

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. 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 the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of			

<p>such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) &amp; (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</p>								
<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p> <p><b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>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</p>								
<p>14. Total emoluments per month now drawn</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Basis Pay in the PB</th> <th style="width: 33%;">Grade Pay</th> <th style="width: 33%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Basis Pay in the PB	Grade Pay	Total Emoluments			
Basis Pay in the PB	Grade Pay	Total Emoluments						
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Basic Pay with Scale of Pay and rate of increment</th> <th style="width: 33%;">Dearness Pay/interim relief /other Allowances etc., (with break-up details)</th> <th style="width: 33%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments						
<p>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</p>								

<p>regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16.B Achievements:</b> 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. <b>(Note: Enclose a separate sheet if the space is insufficient)</b></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</p>	
<p># (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 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 -----  
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Date



**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)

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