

No.11013/02/2022- Committee-6
Committee Of Parliament On Official Language
11, Teen Murti Marg, New Delhi-110011

Dated 24.02.2023

CIRCULAR

Sub :- Filling up the ex-cadre post of Senior Hindi Translator in the Secretariat of the Committee of Parliament on Official Language on deputation basis.

The services of suitable officer are required on deputation basis for the ex-cadre post of Senior Hindi Translator in the secretariat of the Committee of Parliament on Official Language.

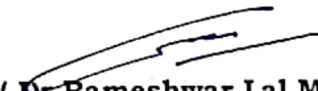
2. Applications of only those candidates, who fulfill the requisite qualification and experience as given in Annexure-I will be entertained duly filled in as per Annexure II and III. The Officials who volunteers for the posts will not be allowed to withdraw their names later on. The scale of pay and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

3. The applications (in duplicate) of the willing officers who fulfill the prescribed requisite qualifications and conditions of eligibility and whose services can be spared immediately may be sent to the undersigned within 60 days from the date of issue of this Circular in Employment News, along with following documents :-

- (a) Photocopies of ACR/APAR for the last 5 Years (Duly Attested by Group "A" Gazetted Officer)
- (b) Integrity Certificate.
- (c) Certificate confirming that no disciplinary/Vigilance case is either pending or being contemplated against the officer.
- (d) A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.
- (e) Cadre clearance in respect of the applicant.

4. 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. Incomplete applications will not be considered. While on deputation, the official will be governed by the provisions of deputation, as laid down in the Department of Personnel & Training O.M. No. AB-6/8/2009-Estt.(Pay-II) dated 17th June, 2010, as amended from time to time.

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


(Dr Rameshwar Lal Meena)
Under Secretary (admn.)
Tel. No. 011-21411164

Copy to : All Ministries/ Departments of the Government of India.

Annexure - I

Sl. No	Post	No. of vacant Posts	Scale of Pay	Terms of eligibility Transfer On deputation
1	Senior Hindi Translator	01	₹5500-175-9000 (Pre-revised) Level-7 in the 7 th CPC Pay Matrix.	On Deputation Officer of the Central Government (1) Holding analogous posts on regular basis; Or (2) With five year regular service in post in the post of Junior Translator (Hindi) in the scale of ₹5000-150-8000 Or (3) With 6 years regular service in the post of Junior Translator (Hindi) in the pay scale of ₹4500-125-7000 (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.



BIO-DATA/ CURRICULUM VITAE PROFORMA

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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>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 Biodata) with reference to the post applied.</p>	



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. Adhoc 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 Note: 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 Note: Information under Column 9(c) & (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			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	
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(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 insufficient)	
16.B Achievements: 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. (Note: Enclose a separate sheet if the space is insufficient)	
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").	
18. Whether belongs to SC/ST	

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 _____

Date _____



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		
Basis Pay in the PB	Grade Pay	Total Emoluments
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.		
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		



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 him.
- 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)

