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No.11013/01/2025-6Adm.
Committee of Parliament on Official Language
11, Teen Murti Marg, New Delhi-110011

Dated: 31/10/2025

CIRCULAR

Sub :- Regarding filling up of Ex-cadre posts of 01 Senior Research Officer, 01 Hindi Officer, 05 Research Assistant, 03 Assistant, 02 Stenographer Grade 'C' 04 Stenographer Grade 'D' and 02 Lower Division Clerk in the Secretariat of the Committee of Parliament on Official Language on deputation basis.

In the Secretariat of the Committee of Parliament on Official Language vacant posts of 01 Senior Research Officer, 01 Hindi Officer, 05 Research Assistants, 03 Assistant, 02 Stenographer Grade-'C', 04 Stenographer Grade-D and 02 Lower Division Clerk are required to be filled on deputation basis.

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) Self-Attested Photocopies of ACR/APAR for the last 5 Years.
- (b) Certification by the Employer/ Cadre Controlling Authority.
- (c) 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

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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.

Radha
31/10/25
(Radha Katyal Narang)
Secretary (Committee)
Tel. No. 011-23012933

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

Sl. No	Post	No. of vacant Posts	Scale of Pay	Terms of eligibility Transfer on Deputation
1.	Senior Research Officer	01	₹10,000-325-15,200 (Pre-revised) ₹15,600-39,100 GP-6600 (As per 6th CPC) (Level-11 of 7th CPC Pay Matrix 67700-208700)	By Deputation Officers of the Central Government: (a)(i) holding analogous posts on regular basis; Or (ii) With five years regular service in posts in the scale of ₹8000-13500 or equivalent; and (iii) With eight years regular service in posts in the scale of ₹6500-10500 or equivalent; and (b) Possessing the following educational qualifications and experience; (i) Master's degree from a recognised University or equivalent in Hindi with English as a subject at the degree level; Or Master's degree from a recognised University or equivalent in English with Hindi as a subject at the degree level; Or Master's degree from a recognised University or equivalent in any subject with Hindi and English as subjects at degree level; Or Master's degree from a recognised University or equivalent in any subject with Hindi medium and English as subject at a degree level; Or Master's degree from a recognised University or equivalent in any subject with English medium and Hindi as subject at degree level. (II) 5 years' experience in Implementation of Official Language policy of the Government. (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. The maximum age limit for appointment by deputation (including short term

				contract) shall not be exceeding 56 years as on the closing date of receipt of applications.)
2.	Hindi Officer	01	₹6500-200-10,500 (Pre-revised) ₹9300-34800 GP-4800 (As per 6th CPC) (Level-8 of 7th CPC Pay Matrix 47600-151100)	By Deputation Officers of the Central Government: (a)(i) Holding analogous posts on regular basis; Or (ii) With three years regular service in posts in the scale of ₹5500-9000 or equivalent; Or (iii) With six years regular service in posts in the scale of ₹5000-8000 or equivalent; Or (iv) With eight years regular service in posts in the scale of ₹4500-7000 or equivalent; and (b) Possessing the following education qualifications and experience; (i) Essential: Master's degree from a recognised University or equivalent in Hindi with English as a subject at degree level; Or Master's degree from a recognised University or equivalent in English with Hindi as a subject at degree level; Or Master's degree from a recognised University or equivalent in any subject with Hindi and English as subject at degree level; Or Master's degree from a recognised University in any subject or equivalent with Hindi medium and English as subject at degree level; Or Master's degree from a recognised University or equivalent in any subject with English medium and Hindi as subject at degree level. (ii) Three years' experience in implementation of Official Language policy of the Government.

				(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. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.)
3.	Research Assistant	05	₹5500-175-9000 (Pre-revised) ₹9300-34800 GP-4200 (As per 6th CPC) (Level-6 of 7th CPC Pay Matrix 35400-112400)	By Deputation Employees of the Central Government (a) 1) holding analogous posts on regular basis; Or (2) With three years regular services in the posts in the scale of ₹5000-8000 or equivalent; Or (iii) With six years regular service in the scale of ₹4500-7000 or equivalent; Or (iv) With ten years regular service in posts in the Scale of ₹4000-6000 or equivalent posts: and (b) Possessing two years' experience of noting, drafting 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).

4.	Assistant	03	₹1400-40-1600-50-2300-60-2600 (Pre-revised) ₹5000-150-8000 (in 5th CPC) ₹9300-34800 GP-4600 (As per 6th CPC) (Level-6 of 7th CPC Pay Matrix 35400-112400)	On Deputation Such officers working in Central Government offices: (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. (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).
5.	Stenographer Grade "C"	02	₹5000-150-8000 (Pre-revised) ₹9300-34800 GP-4200 (As per 6th CPC) (Level-6 of 7th CPC Pay Matrix 35400-112400)	By Deputation: Employees of the Central Government (1) holding analogous posts on regular basis; Or (2) Stenographers in the pay scale of ₹4000-100-6000/- (Pre-revised) with five years regular service and having speed of 100w.p.m. in Hindi or English 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).

6.	Stenographer Grade "D"	04	₹1200-30-1560-40-2040 (Pre-revised) ₹4000-100-6000 (in the 5th CPC) ₹5200-20200 GP-2400 (As per 6th CPC) (Level-4 of 7th CPC Pay Matrix 25500-81100)	On Deputation Employees of 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).
7.	Lower Division Clerk	02	₹950-20-1150-25-1500 (Pre-revised) ₹5,200-20,200 GP-1900 (As per 6th CPC) (Level-2 of 7th CPC Pay Matrix 19900-63200)	By Deputation Employees of the Central Government (1) Those who are holding analogous posts on regular basis and have 03 years of regular service. OR MTS who are Matric pass and have more than 05 (five) years of regular service and have typing speed of minimum 30 and 25 words per minute in Hindi and English respectively. Knowledge of working in Hindi/English on computer is mandatory.

*** Revised pay scales according to Seventh Pay Commission recommendations.**

BIO-DATA/ CURRICULUM VITAE PROFORMA**The Post Applied for:-**

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	
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.

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.

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		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) Name of Central Govt. offices/Deptt /Ministry etc.		
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. 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 insufficient)		
16. 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)

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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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Mobile No.....

Date.....

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the annexure-II 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 are enclosed/photocopies of the APAR/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)