

No. 5/4/2017-OL(Services)  
Government of India/ Bharat Sarkar  
Ministry of Home Affairs/ Grih Mantralaya  
Department of Official Language/Rajbhasha Vibhag

NDCC-II (New Delhi City Centre) Building  
'B' Wing, 4<sup>th</sup> Floor, Jai Singh Road,  
New Delhi-110001,  
Dated the 18 August, 2017

OFFICE MEMORANDUM

Subject:- Filling up the posts of Director (OL) in the Central Secretariat Official Language Service Cadre on deputation basis.

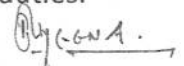
The services of suitable officers are urgently required for appointment to the post of Joint Director(OL) in the Central Secretariat Official Language, Ministry of Home Affairs, on deputation basis in the Pay Matrix Level-13, Rs. 1,23,100-2,15,900/-. The qualifications and experience required for the post and other details are given in Annexure-I. The Pay of selected officer will be regulated in accordance with the Department of Personnel and Training Office Memorandum No. 6/8/2009-Estt. (Pay-II) dated 17-06-2010, as amended from time to time.

2. It is requested that the application (in triplicate) in the enclosed proforma (Annexure-II) of suitable, willing and eligible officers and who can be spared immediately may be sent to the undersigned within 60 days from the date of issue of this Office Memorandum OR from the date of publication of this Office Memorandum in Employment News/Rozgar Samachar, whichever is later, together with the following documents:

Photostat copies of the Confidential Reports of applicant for the last five years i.e. from 2012-13 to 2016-17. Each page of the photocopy should be duly attested by a Group "A" Gazetted Officer.

- (i) Integrity Certificate.
- (ii) Certificate confirming that no disciplinary/ Vigilance case is either pending or being contemplated against the Officer.
- (iii) 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 may be enclosed.)
- (iv) Cadre clearance in respect of the applicant.

3. Application received after the closing date or without the attested Photostat copies of Confidential Reports 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 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 duties.

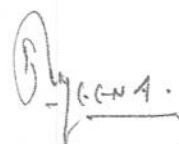
  
(B.L. Meena)

Deputy Secretary, Govt. of India

Copy to :-

1. All Ministries /Departments of Govt. of India.
2. Election Commission of India.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Comptroller and Auditor General of India, New Delhi.

6. Lok Sabha/ Rajya Sabha Secretariat.
7. All officers, Desks and Sections in the Ministry of Home Affairs (Proper), Department of Justice and Department of J&K Affairs & D/o Official Language.
8. All Cadre Units of Ministry of Home Affairs.
9. D.G. Resettlement, Ministry of Defence, West Block-IV, Wing-I, R.K.Puram, New Delhi, with request that this memorandum may please be brought in the notice of the concerned officers and forward applications of eligible and interested candidates in triplicate along with their complete CR dossiers and Vigilance clearance and integrity certificate etc. to this Department within the stipulated period.
10. Media Executive, Directorate of Advertising & Visual Publicity (D.A.V.P.) Ministry of Information and Broadcasting, Sookhana Bhawan, CGO Complex, New Delhi (with 10 spare copies). It is requested that this vacancy may be published in the Employment News at an early date and this Department may also be informed the date of Publication.
11. Spare Copies 50.



(B.L. Meena)  
Deputy Secretary, Govt. of India

Qualification, experience and other details required for the post of Director (OL) in the Central Secretariat Official Language Service Cadre, Ministry of Home Affairs, New Delhi.

1.	Name of the Post	Director (OL)
2.	Number of Post	11 (Eleven)
3.	Classification	General Central Service Group 'A' Gazetted
4.	Scale of Pay	Pay matrix level 13, Rs. 1,23,100-2,15,900.00/-.
5.	Period of deputation	The period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Department of the Central Government shall not exceed three years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date or receipt of applications.
6.	Eligibility	<p>Deputation: Officers of the Central Government-</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) having five years' service in the grade rendered after appointment thereto on regular basis in pay band 3, Rs. 15,600-39,100 plus Grade Pay of Rs. 7600 in the parent cadre or department ; and</p> <p>(b) Those who have the following educational qualifications and experience: -</p> <p>Essential Educational Qualifications:</p> <p>(i) Master's degree of a recognized University in Hindi with English as a subject at a degree level; or Master's degree of a recognized University in English with Hindi as a subject at a degree level; or Master's degree of a recognized University in any subject with Hindi and English as subjects at the degree level; or Master's degree of a recognized University in any subject with Hindi Medium and English as a subject at the degree level; or Master's degree of a recognized University in any subject with English Medium and Hindi as a subject at the degree level.</p> <p>(ii) Three years experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably for technical or scientific literature or three years of experience of teaching in Hindi and English or research in Hindi or English.</p> <p>Desirable : (i) Knowledge at the level of Matriculation of a recognized Board of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution. (ii) Diploma or Certificate Course in translation from Hindi to English and vice-versa from a recognized Institute or University or two years experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking.</p>

		<p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience is relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and the Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
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Application for the post of Director (OL), Central Secretariat Official Language Service Cadre  
Department of Official Language, Ministry of Home Affairs, New Delhi.

BIO-DATA PROFORMA

1. Name, designation and full office address :  
(in the Block letters) (with Telephone No.)
2. Date of Birth (in Christian era) :
3. Date of retirement under Central 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	Qualifications/ Experience possessed by the officer
i	
ii	
iii	

6. Please state clearly whether in the light of entries :  
made by you above, meet the requirements of the post.
7. Details of employment, in chronological order. :  
Enclose a separate sheet, duly authenticated by your signature, if the space below is  
insufficient.

Office/ Institution/ organisation	Post held and service cadre to which it belongs	From	To	Scale of Pay Classification (Group) of the post and basic	Nature of service rendered to be clearly indicated (ad-hoc / deputation/ regular basis)	Nature of duties
1.	2.	3.	4.	5.	6.	7.

8. Nature of present employment, :  
(i) ad-hoc basis :  
(ii) regular/on temporary basis :  
(iii) Permanent or quasi-permanent basis :
9. In case the present employment is held on :  
Deputation basis, please state:- :  
(a) The date of initial appointment :  
(b) Period of appointment on deputation :  
(c) Name of the parent office/organization to :  
which you belong.
10. Additional details about present employment, if any : Additional details about present employment

- 11. 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. :
- 12. Total emoluments per month now drawn :
- 13. Basic Pay with Grade Pay :
- 14. 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. :
- 15. Whether belongs to SC/ST :
- 16. Remarks :

Date:.....

Signature of the Candidate

Address.....  
.....  
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FOR OFFICE USE ONLY  
CERTIFICATE TO BE FURNISHED BY THE EMPLOYER HEAD OF OFFICE/  
FORWARDING AUTHORITY

1. Certified that the particulars furnished by Shri/Smt./Kum \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II.
2. It is also certified that there is no vigilance/Disciplinary case either pending or being contemplated against him/her.
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt./Kum \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_ during the last 10 years period.
7. The up-to-date attested Photostat copies of CRs (Each Photostat copy of CR should be attested) in respect of Shri/Smt./Kum \_\_\_\_\_ is enclosed herewith.
8. In the event of selection for the appointment Shri/Smt./Kum \_\_\_\_\_ will be relieved of his/her duties from this Ministry/Department.

Place:  
Date :

Signature :  
Name, designation  
& Tele. No.