

संख्या / No. A-15012/3/AD(OL)/2016--Admn.II.

भारत सरकार / Government Of India

गृह मंत्रालय / Ministry of Home Affairs

समन्वय निदेशालय / Directorate of Coordination

पुलिस बेतार / Police Wireless

ब्लॉक न.-9, सी.जी.ओ. परिसर/Block No.9, C.G.O. Complex

लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3

दिनांक/Dated 03rd January, 2017

To

1. Secretary General, Lok Sabha Sectt/Rajya Sabha Sectt, New Delhi
2. The Secretary
President's Secretariat/ Vice President's Secretariat/ Planning Commission/
Election Commission of India/ Union Public Service Commission/
Central Vigilance Commission.
3. Registrar(Admn), Supreme Court of India
4. The Chief Secretaries, all State Governments
5. The Chief Secretaries/ Administrators, all Union Territories.

Subject :- Circulation of advertisement for filling up of the post of Assistant Director (Official Language) on deputation basis in Level 10 in the Pay Matrix (Rs.15600-39100, GP-Rs. 5400, PB-3- Pre-Revised) in this Directorate - regarding.

Sir,

I am directed to say that it is proposed to fill one post of Assistant Director (Official Language) in this Directorate on deputation basis. The particulars of the post, eligibility conditions etc. are given in annexure -I.

2. The pay of the selected officer will be regulated in accordance with the Deptt of Personnel & Training O.M. No. 2/29/91-Estt (Pay-III) dated 5-1-94 as amended from time to time.
3. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation will not exceed three years.
4. It is requested that wide publicity may be given to the vacancy circular among officers under your administrative control. Application (in duplicate), in the enclosed pro-forma (Annexure-II) alongwith complete and up-to-date CR dossiers of the officers, who can be spared in the event of their selection, may be sent to this Directorate, within a period of 60 days from the date of publication of this Circular or within 60 days when this vacancy is published in the Employment News for which DAVP, Ministry of Information and Broadcasting has already been requested. Application received after the last date or without CR dossiers or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also be certified.

Encl: As above

Yours faithfully

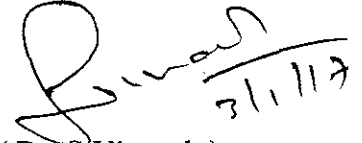
(Dr. S Vinayak)

Deputy Director (Admn)

Tele No. 24361589

Copy to :

1. All Ministries/Departments of the Central Government with the request that wide publicity r given to the vacancy circular in their Ministry/Department as well as in their attached/subordinate c Applications of the eligible candidates may be forwarded to this Ministry in the prescribed pro within a period of 60 days from the date of issue of this circular or within 60 days from the c publication of this vacancy in Employment News.
2. The Controller & Auditor General of India for similar action.
3. Controller General of Accounts/ Controller of Accounts, Ministry of Finance for similar acti
4. The Assistant Media Executive (AD.II), DAVP, Ministry of Information and Broadcastin Building, New Delhi with reference to this Directorate's letter of even number dated 19/12/2016 publication of the advertisement of this vacancy in the Employment News. It is requested that the publication may please be intimated to this Directorate.
5. All Central Police Organisations.
6. The Secretary, UPSC for information. The complete proposal to UPSC in the required pr will be sent immediately after the closing date for receipt of application.



(Dr. S Vinayak)
Deputy Director (Admn)
Tele No. 24361589

Annexure -I

1. Name of post : Assistant Director (Official Language)
2. Number of post : One.
3. Pay Scale : Level 10 in the Pay Mtrix
(Rs. 15,600-39,000, GP-Rs..5400 -Pre-Revised)
4. Classification : General Central Service, Gr. 'A', Gazetted, Ministerial.
5. Mode of Recruitment : On Deputation basis.
6. Last date of receiving : Sixty days from the date of the advertisement published in of application the 'Employment News' or from the date of issue of the Vacancy Circular, whichever is later.
7. Age limit : 56 years as on the closing date of the receiving of the application.
8. To whom the applications are to be sent. : Deputy Director (Admn), DCPW (MHA) Block No. 9, CGO Complex, Lodhi Road, New Delhi - 110 003.

9. Eligibility:

Officers under the Central Governments :

(A) (i) holding analogous post on a regular basis; or

(ii) with two years service in the posts in Level 8 in Pay Matrix (Pay Band-2 in the scale of pay Rs. 9300-34800 with Grade Pay of Rs. 4800/-Pre-revised) or equivalent in the parent Cadre/Department ; or

(iii) with three years' service in the posts in Level 7 in Pay Matrix (Pay Band-2 in the scale of pay Rs. 9300-34800 with Grade Pay of Rs. 4600/-Pre-revised) or equivalent in the parent Cadre/Department ; and

(B) Possessing the following educational qualifications and experience :

Essential :

(i) Master's degree of a recognized University in Hindi with English as a subject at the degree level; or

(ii) Master's degree of a recognized University in English with Hindi as a subject at the degree level; or

- (iii) Master's degree of a recognized University in any subject with Hindi and English as a subject at the degree level; or
- (iv) Master's degree of a recognized University in any subject with Hindi medium and English as a subject at the degree level; or
- (v) Master's degree of a recognized University in any subject with English medium and Hindi as a subject at the degree level; or
- (vi) Five years experience of a terminology work in Hindi and / or translation work from English to Hindi or vice versa, preferably of technical or scientific literature; or
- (vii) Five years experience of teaching, research writing or journalism in Hindi.

(Period of deputation (ISTC) including period of deputation (ISTC) 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 to exceed three years. The maximum age-limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.)

NOTE : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006, the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendation of the Pay Commission except where there has been merger of more than one pre-revised Pay Scale of pay into one Grade with a common Grade Pay of Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement Grade without any upgradation.

Desirable :

- (i) Knowledge of Sanskrit and/or a Modern Indian Language; or
- (ii) Administrative experience; or
- (iii) Experience of organizing Hindi classes or workshops for noting and drafting.

10. Duties of the post :-

- (1) The Translation work from English to Hindi and vice-versa and vetting thereof.
- (2) To acquaint the officers and staff of the Department with the provisions of the Official Language and Hindi Training and to help them in implementing the same.

- (3) To ensure proper compliance of the provisions of the Official Language Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in the Department and its subordinate offices/sections etc.
- (4) With a view to ensure progressive use of Hindi in the organization, efforts to be made for implementation of the Annual Programme issued by the Department of Official Language, Ministry of Home Affairs.
- (5) To work as the Member-Secretary of the Official Language Implementation Committee of the Department/Office and to convene its meeting from time to time, to prepare the agenda and minutes of the meetings and to co-ordinate the action take on the decisions taken in the meetings.
- (6) To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Department of Official Language through proper channel.
- (7) To prepare the reference and help literature to organize Hindi Workshops and to assist the officers and staff in learning Hindi and using Hindi in official business.
- (8) To carry out inspections at regular intervals to monitor the progressive use of Hindi in the organization.
- (9) To assist the senior officers and prepare Inspection Questionnaire for the inspections carry out by the Committee of the Parliament on the Official Language.
- (10) With a view to creating consciousness and accelerating the use of Hindi in the organization, Hindi Day/Fortnight/Month is to be organized.
- (11) To promote the use of Hindi through incentive and goodwill and to encourage and motivate the employees to use Hindi in their official work.
- (12) To prepare the Quarterly, Six Monthly, Annual returns & all periodical returns and to submit the same to the Ministry of Home Affairs and Department of Official Language to monitor the progressive use of Hindi in the Organisation.
- (13) To publish in-house Hindi Magazine/Journal.
- (14) To maintain Hindi Library established under Hindi Section of the Directorate.
- (15) Any other work assigned from time to time by the office as per the requirement.

Annexure-II

BIO-DATA PRO-FORMA

1. Name and address in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Govt rules :
4. Educational Qualification :
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) :

Qualification /Experience required

Qualifications/Experience
Possessed by the officer

Essential (1)
(2)
(3)
Desired (1)
(2)

6. Please state clearly whether in the light of entries made by you above, you 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/Instt/Orgn. Post held From To Scale of pay and basic pay Nature of duties

8. Nature of present employment, i.e. ad-hoc or temporary 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 you belong. :
10. Additional details about present employment :
Please state whether working under -----
 - (a) Central Government :

- (b) State Government :
- (c) Autonomous Organisations :
- (d) Government Undertakings :
- (e) Universities :
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. 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. :
14. Whether belongs to SC/ST :
15. Remarks :

Signature of the candidate

Date :

Address _____
Countersigned (Employer) :
