

**F.No-21/6/2017-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**  
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2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 18<sup>th</sup> June, 2018

[Signature]

**OFFICE MEMORANDUM**

Subject:- Filling up of posts in Competition Commission of India and Department of Official Language, MHA on deputation basis.

The undersigned is directed to circulate herewith under mention two vacancy circulars received from Competition Commission of India and Department of Official Language, MHA with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	Competition Commission of India	Professional Staff: Adviser, Director, Joint Director, Deputy Director Support Staff: Joint Director, Dy. Director, Asst. Director, Private Secretary
2.	Department of Official Language, MHA	Director

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.
3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

[Signature]  
(K. Srinivasan) 9/10/18

Under Secretary to the Government of India  
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)



सत्यमेव जयते



भारतीय प्रतिस्पर्धा आयोग

Competition Commission of India

Fair Competition for Greater Good

3<sup>rd</sup> Floor, HT House, K.G. Marg, N.Delhi-110001

Tele. No.011-23473600, Fax: 011-23704686.

F. No. A-12011/3/2016-HR / 6310

Dated: 8<sup>th</sup> June, 2018.

**OFFICE MEMORANDUM**

**Subject: Filling up of posts in Competition Commission of India on deputation basis – Extension of last date to 29<sup>th</sup> June, 2018.**

The Competition Commission of India (CCI), vide O.M. of even number dated 23.05.2018, has invited applications for filling up of following posts on deputation on foreign service terms basis:-

S.N	Name of posts	No. of posts @	Pay Level / [Pre-revised pay scale]
<b>A.</b>	<b>Professional Staff:</b>		
1.	Adviser	01	Level 14 (Rs.144200-218200)/ [PB-4 + GP Rs.10000]
2.	Director	03	Level 13A (Rs.131100-216600)/ [PB-4 + GP Rs.8900]
3.	Joint Director	05	Level 13 (Rs.123100-215900)/ [PB-4 + GP Rs.8700]
4.	Deputy Director	03	Level 12 (Rs.78800-209200) / [PB-3 + GP Rs.7600]
<b>B.</b>	<b>Support Staff:</b>		
5.	Joint Director	02	Level 13 (Rs.123100-215900)/ [PB-4 + GP Rs.8700]
6.	Dy. Director	01	Level 12 (Rs.78800-209200) / [PB-3 + GP Rs.7600]
7.	Asstt. Director	03	Level 11 (Rs.67700-208700) / [PB-3 + GP Rs.6600]
8.	Private Secretary	01	Level 7 (Rs.44900-142400) / [PB-2 + GP Rs.4600]

@ The vacancies are liable to change without notice.

2. The **last date** prescribed for receipt of applications in the Commission, complete in all respect, **stands extended** from 13<sup>th</sup> June, 2018 to **29<sup>th</sup> June, 2018.** For further details regarding eligibility criteria, educational qualification/experience, application pro-forma etc. please visit our website:

[www.cci.gov.in](http://www.cci.gov.in)

3. This may kindly be given wide publicity.

*(Signature)*  
(Vijay Malhotra)  
Deputy Director (HR)

To

1. The Secretary, Ministry of Corporate Affairs, 5<sup>th</sup> Floor, A-Wing, Shastri Bhawan, New Delhi.

2. The Director (CS), Department of Personnel and Training, North Block, New Delhi - 110001 with the request to get this O.M. placed on the DOPT website.

3. All Ministries/Departments/Organizations of the Govt. of India/ State Govts./Union Territories / Universities/ High Courts /Supreme Court / Autonomous Bodies etc. as per list.

*A-AM*  
*USCSE (A)*  
*14/06/18*  
*(SVP)*

*(Signature)*  
*14/06/18*  
*Dr. L...*



Competition Commission of India  
Fair Competition for Greater Good  
3<sup>rd</sup> Floor, HT House, K.G. Marg, N.Delhi-110001  
Tele. No.011-23473600, Fax: 011-23704686.

F. No. A-12011/3/2016-HR

Dated: 2<sup>nd</sup> May, 2018.

**OFFICE MEMORANDUM**

**Subject: Filling up of posts in Competition Commission of India on deputation basis.**

The Competition Commission of India invites applications for filling up of various posts as mentioned below on deputation on foreign service terms. The details of the posts along with eligibility criteria, educational qualification/experience etc. required for each category of the post, together with the period of initial deputation are given in the enclosed Annexures I & II.

S.N	Name of posts	No. of posts @	Pay Level / [Pre-revised pay scale]
<b>A.</b>	<b>Professional Staff:</b>		
1.	Adviser	01	Level 14 (Rs.144200-218200)/ [PB-4 + GP Rs.10000]
2.	Director	03	Level 13A (Rs.131100-216600)/ [PB-4 + GP Rs.8900]
3.	Joint Director	05	Level 13 (Rs.123100-215900)/ [PB-4 + GP Rs.8700]
4.	Deputy Director	03	Level 12 (Rs.78800-209200) / [PB-3 + GP Rs.7600]
<b>B.</b>	<b>Support Staff:</b>		
5.	Joint Director	02	Level 13 (Rs.123100-215900)/ [PB-4 + GP Rs.8700]
6.	Dy. Director	01	Level 12 (Rs.78800-209200) / [PB-3 + GP Rs.7600]
7.	Asstt. Director	03	Level 11 (Rs.67700-208700) / [PB-3 + GP Rs.6600]
8.	Private Secretary	01	Level 7 (Rs.44900-142400) / [PB-2 + GP Rs.4600]

@ The vacancies are liable to change without notice.

2. Applicants must be employees of Central or State Governments, Governments Companies or Autonomous Bodies or Regulatory Authorities or Universities or Academic or Research or Judicial Institutions etc. of Central/State Governments.

3. The appointment on deputation basis in CCI will be governed by the instructions issued by the Department of Personnel and Training vide O.M. No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The maximum age limit for appointment on deputation basis shall be not exceeding 56 years as on the closing date of receipt of applications by CCI. The Commission reserves the right not to fill up any or all the above vacancies.

4. Apart from the pay, the post carries DA, HRA and Transport Allowance etc. as per the rates applicable to the Central Government employees from time to time. Medical reimbursement is admissible as per the CCI service rules. This is in lieu of CGHS benefits which are not admissible to the employees of CCI. The CCI is an eligible office for allotment/retention of Government Accommodation from General Pool.

5. The application in the prescribed pro-forma (Annexure-III), complete in all respects may be sent to the undersigned at the address indicated above, through proper channel latest by **13<sup>th</sup> June, 2018.**

6. This may kindly be given wide publicity.

*Vijay Malhotra*  
(Vijay Malhotra)  
Deputy Director (HR)

Encl: as above

To

1. The Secretary, Ministry of Corporate Affairs, 5<sup>th</sup> Floor, A-Wing, Shastri Bhawan, New Delhi.
2. The Establishment Officer & Additional Secretary, Department of Personnel and Training, North Block, New Delhi – 110001 with the request to kindly get this O.M. placed on the DOPT website.
3. All the Ministries/Departments/Organizations of the Govt. of India/ State Govts./Union Territories/Universities/ High Courts / Supreme Court / Autonomous/Statutory Bodies as per list.

## Qualification for Deputation – Professional Staff

Sl. No	Name of Post & Stream, Pay scale/Pay level	Qualification Requirements	No. of Posts/ (Period of deputation)
1	<b>Adviser (Financial Analysis)</b>  <b>Level 14 (i.e. Rs.144200-218200),</b>  [Pre-revised pay scale of Pay Band-4 + Grade Pay Rs.10000]	<u>Essential:</u> Officers from the All India Services or Central Civil Services Group 'A' or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institutions etc. with a Master's Degree in Commerce or Master's Degree in Business Administration (Finance) or Chartered Accountant or Company Secretary or Cost and Works Accountant and working in analogous post or grade or four years experience in the grade pay of Rs.8900 or eight years in the grade pay of Rs.8700 on regular basis and should have at least ten years experience in the relevant field.  <u>Desirable:</u> Experience in Financial Analysis related to competition issues.	<b>01</b>  <b>(03 years in the first instance)</b>
2.	<b>Director (Law)</b>  <b>Level 13 A (i.e. Rs.131100-216600)</b>  [Pre-revised scale: PB4+ GP Rs.8900]	<u>Essential:</u> Officers of the All India Services /Central Civil Services Group 'A' or Indian Law Service or Indian Company Law Service or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research or Judicial Institutions having Bachelor's Degree in Law from a recognised university and working in analogous post or grade or four years experience in the grade pay of Rs.8700 or ten years in the grade pay of Rs.7600 or equivalent.  <u>Desirable:</u> Experience in Competition Law.	<b>02</b>  <b>(01 year in the first instance)</b>
3.	<b>Director (Financial Analysis)</b>  <b>Level 13 A (i.e. Rs.131100-216600)</b>  [Pre-revised scale: PB4+ GP Rs.8900]	<u>Essential:</u> Officers of the All India Services or Central Civil Services Group 'A' or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institutions etc. having a Master's Degree in Commerce or Master's Degree in Business Administration(Finance) or Chartered Accountant or Company Secretary or Cost Accountant and working in analogous post or grade or four years experience in the grade pay of Rs.8700 or ten years in the grade pay of Rs.7600 or equivalent.  <u>Desirable:</u> Experience in Financial Analysis related to Competition Issues.	<b>01</b>  <b>(01 year in the first instance)</b>
4.	<b>Joint Director (Law)</b>  <b>Level 13 (i.e. Rs.123100-215900)</b>  [Pre-revised scale: PB4+ GP Rs.8700]	<u>Essential:</u> Officers of the All India Services/ Central Civil Services Group 'A'/ Indian Law Service/ Indian Company Law Service / Autonomous (Central /State Government) Organisations/ Regulatory Authorities/ Universities. Academic/Research / Judicial Institutions etc. having Degree in Law from a recognised university and working in analogous post or grade or six years in the grade pay of Rs.7600 or ten years in the grade pay of Rs.6600 or equivalent.  <u>Desirable:</u> Experience in Competition Law.	<b>01</b>  <b>(01 year in the first instance)</b>

5.	<b>Joint Director (Economics)</b> <b>Level 13</b> <b>(i.e. Rs.123100-215900)</b>  [Pre-revised scale: PB4+ GP Rs.8700]	<b>Essential:</b> Officers of the All India Services or Central Civil Services Group 'A' or Indian Economic Service/Indian Statistical Service/ Autonomous Organisations or Regulatory Authorities/ Universities./Academic/Research Institutions etc. with Master's Degree in Economics/ Statistics and working in analogous posts/grade or six years in the grade pay of Rs.7600 or ten years in the grade pay of Rs.6600 or equivalent. <b>Desirable:</b> Experience in Competition Economics.	<b>04</b> <b>(01 year in the first instance)</b>
6.	<b>Deputy Director (Law)</b> <b>Level 12</b> <b>(i.e. Rs.78800-209200)</b>  [Pre-revised scale: PB3 + GP Rs.7600]	<b>Essential:</b> Officers from the All India Services / Central Civil Services Group 'A'/ Indian Law Service/ Indian Company Law Service /Autonomous Organisations/ Regulatory Authorities/ Universities/ Academic/ Research/ Judicial Institutions etc. having Bachelor's Degree in Law from a recognised university and working in analogous post/grade or five years service in the Grade pay of Rs.6600 or equivalent. <b>Desirable:</b> Experience in Competition Law.	<b>02</b> <b>(03 years in the first instance)</b>
7.	<b>Deputy Director (Economics)</b> <b>Level 12</b> <b>(i.e. Rs.78800-209200)</b>  [Pre-revised scale: PB3+ GP Rs.7600]	<b>Essential:</b> Officers from the All India Services / Central Civil Services Group 'A'/ Indian Economics Service/ Indian Statistical Service/ Autonomous Organisations/ Regulatory Authorities/ Universities/ Academic/ Research Institutions etc. with a Master's Degree in Economics/Statistics and working in analogous post / grade or five years service in the grade pay of Rs.6600 or equivalent. <b>Desirable:</b> Experience in Competition Law.	<b>01</b> <b>(03 years in the first instance)</b>

## Qualification for Deputation -Support Staff

Sl. No	Name of Post & Stream	Qualification Requirements	No. of Posts/ (Period of Deputation )
1.	<b>Joint Director (IT)</b>  <b>Level 13</b> (i.e. Rs.123100-215900)  [Pre-revised scale: PB4+ GP Rs.8700]	<b>Essential:</b>  An Information Technology professional working in National Informatics Centre or any other Government Organization with Bachelor's Degree in Computer Science or Computer Applications or equivalent or Master's Degree in Computer Science or Computer Applications or equivalent with five years experience in the grade pay of Rs.7600 or ten years in the grade pay of Rs.6600 or equivalent.	<b>01</b>  <b>(03 years in the first instance)</b>
2.	<b>Joint Director (Finance &amp; Accounts)</b>  <b>Level 13</b> (i.e. Rs.123100-215900)  [Pre-revised scale: PB4+ GP Rs.8700]	<b>Essential:</b>  1) Officers of Central Govt. or State Govts. or Autonomous Organisations or Statutory Bodies or Regulatory Authorities or Universities or Academic or Research or Judicial Institutions etc.  2) (a) Working in analogous post or grade, or (b) having 03 years' of service experience in Grade Pay of Rs.7600 (revised Pay Matrix Level 12) or equivalent; or (c) having combined service experience of 06 years in Grade Pay of Rs.7600 (revised Pay Matrix Level 12) and Grade Pay of Rs.6600 (revised Pay Matrix Level 11) or equivalent, of which at least two years' experience in the grade pay of Rs.7600; or (d) having 08 years' of service experience in Grade Pay of Rs.6600 (revised Pay Matrix Level 11) or equivalent, And (e) having minimum total experience of five years in Pubic Finance/ Public Budgeting Expenditure Control.  <b>Desirable:</b> Master's Degree in Commerce / Master's Degree in Business Administration (Finance)/ Chartered Accountant / Company Secretary / Cost Accountant.	<b>01</b>  <b>(03 years in the first instance)</b>
3.	<b>Deputy Director (IT)</b>  <b>Level 12</b> (i.e. Rs.78800-209200)  [Pre-revised scale: PB3+ GP Rs.7600]	<b>Essential:</b>  An Information Technology professional working in National Informatics Centre or any other Government Organization with Bachelor's Degree in Computer Science or Computer Applications or equivalent or Master's Degree in Computer Science or Computer Applications or equivalent with five years experience in the grade pay of Rs.6600 or equivalent.	<b>01</b>  <b>(01 year in the first instance)</b>

4.	<b>Assistant Director (Corporate Services)</b>  <b>Level 11</b> (i.e. Rs.67700-208700)  [Pre-revised scale: PB-3+ GP Rs.6600]	<b>Essential:</b> Officers having Bachelor's Degree or equivalent in any discipline from a recognised university and working in analogous post / grade or five years experience in the grade pay of Rs.5400 or six years in the grade pay of Rs.4800 or Seven years in the grade pay of Rs.4600 or ten years in the grade pay of Rs.4200 or equivalent in the relevant field (Establishment / Personnel Management / Secretarial Practices / Administration).  <b>Desirable:</b> Higher qualification and experience will be given preference.	<b>02</b>  (03 years in the first instance)
5.	<b>Assistant Director (Library Services)</b>  <b>Level 11</b> (i.e. Rs.67700-208700)  [Pre-revised scale: PB-3+ GP Rs.6600]	<b>Essential:</b> Officers having Bachelor's Degree in Library Science and working in analogous post / grade or five years experience in the grade pay of Rs.5400 or six years in the grade pay of Rs.4800 or seven years in the grade pay of Rs.4600 or ten years in the grade pay of Rs.4200 or equivalent.	<b>01</b>  (03 years in the first instance)
6.	<b>Private Secretary</b>  <b>Level 7</b> (i.e. Rs.44900-142400)  [Pre-revised scale: PB2 + GP Rs.4600]	<b>Essential:</b> Officers holding the post of Stenographer under the Central Government or State Government or Public Sector Undertaking or Autonomous Organisation or Regulatory Body and: (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) Stenographers Grade-I in the Pay Band 2 (Rs.9300-34800) with grade Pay of Rs.4200 with five years regular service in the grade.	<b>01</b>  (03 years in the first instance)

FORMAT OF APPLICATION

Copy of  
passport size  
photograph to  
be pasted here

1.	Name in Full (IN BLOCK LETTERS)					
2.	Post Applied For (Separate applications are to be sent for different posts)					
3.	Date of Birth (DD/MM/YYYY)					
4.	Date of superannuation (DD/MM/YYYY)					
5.	Service to which you belong					
6.	Office address with Telephone No.					
7.	Residential Address with Telephone No.					
8.	Present post held, along with Pay Level and present Basic Pay/ Pay Scale/Pay Band and Grade Pay of the post held					
9.	Educational Qualification (Matric onwards):					
	Exam Passed	Name of University / Institute / Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)



10.	Please state clearly whether in the light of entries made below, you met the requisite Essential Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)					
Qualification/Experience required			Qualification/Experience possessed by			
<b>Essential:</b>			<b>Essential:</b>			
A) Qualification			A) Qualification			
B) Experience			B) Experience			
<b>Desirable</b>			<b>Desirable</b>			
A) Qualification			A) Qualification			
B) Experience			B) Experience			
11.	Details of employment in chronological order) If needed, enclose a separate sheet duly authenticated by your signature in the format given below):					
	Name of Office/ Instt./ Organisations	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad-hoc/ Deputation)	Scale of Pay i.e. Pay Level/ Band and Grade Pay#
			From	To		
12.	Details of experience in chronological order, if any, of handling investigation/ 'enforcement' of any economic/regulatory law dealing with regulation/investigation and experience in Competition Law/Matters (Mention the name of the Economic Laws etc. & specify number of years of such experience):					
13.	Nature of present employment i.e. Permanent / Ad-hoc / Temporary)					
14.	In case the present employment is held on deputation, please state:  a) The date of initial appointment.  b) Period of appointment with address  c) Name of the parent office /organisation.					

15.	Details of training undergone:		
16.	Details of proficiency in computer:		
17.	Any other information, applicant wants to furnish:		
18.	Please state briefly how you find yourself best suitable for the post applied for:		

# Applicants not holding the post in the new Pay Matrix Pay scales/Pay Band & Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-a-vis the Central Government's pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:-

Date:-

(Signature)

Name: \_\_\_\_\_

.....4/-

**(Certificate to be furnished by the Employer/Head of office/ Forwarding authority)**

Certified that 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 vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

- (i) That there is no vigilance / disciplinary case or criminal case pending or contemplated against Shri / Smt./Ms. \_\_\_\_\_.
- (ii) That his / her integrity is certified
- (iii) That his / her CR / APAR dossier in original is enclosed / photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) That no major / minor penalty has been imposed on him / her during that last ten years or A list of major / minor penalties imposed on him / her during the last ten years is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

Office Seal

Place :

Date :

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

फा.सं0 14034/05/2018-राधा(प्रशि)

भारत सरकार  
गृह मंत्रालय  
राजभाषा विभाग

चाँथा तल, एन.डी.सी.सी.-2 भवन,  
जयसिंह रोड, निकट जंतर-मतर,  
नई दिल्ली-110001 दिनांक 14-6-2018

कार्यालय जापन

**विषय:-** गृह मंत्रालय, राजभाषा विभाग के अधीनस्थ कार्यालय केंद्रीय हिंदी प्रशिक्षण संस्थान नई दिल्ली में निदेशक लेवल-13 ₹ 1,23,100-2,15,900 (पूर्व संशोधित पीबी-4 ₹ 37400-67000+8700 ग्रेड वेतन) के पद को प्रतिनियुक्ति आधार पर भरना ।

गृह मंत्रालय, राजभाषा विभाग के अधीनस्थ कार्यालय केंद्रीय हिंदी प्रशिक्षण संस्थान, नई दिल्ली में निदेशक के एक पद पे-मैट्रिक्स लेवल-13 ₹1,23,100-2,15,900 (पूर्व संशोधित पीबी-4 ₹ 37400-67000+8700 ग्रेड वेतन) को प्रतिनियुक्ति आधार पर भरने के लिए, उपयुक्त अधिकारी की सेवाओं की तत्काल आवश्यकता है । इस पद के लिए अपेक्षित अर्हताएं और अनुभव तथा अन्य ब्यौरे अनुबंध-1 में दिए गए हैं । इस पद पर चयनित अधिकारी का वेतन, कार्मिक और प्रशिक्षण विभाग के दिनांक 17 जून 2010 के कार्यालय जापन संख्या 6/8/2009-स्था (वेतन-11), समय-समय पर यथासंशोधित, में उल्लिखित प्रावधानों के अनुसार विनियमित किया जाएगा ।

2. अतः अनुरोध है कि इस पद के लिए योग्य, इच्छुक एवं पात्र अधिकारियों, जिन्हें तत्काल कार्यमुक्त किया जा सकता हो, के आवेदन पत्र (दो प्रतियों में) संलग्न प्रोफार्मा (अनुबंध-11) में, इस कार्यालय जापन के जारी होने या इस कार्यालय जापन के इम्प्लॉयमेंट न्यूज/रोजगार समाचार पत्र में प्रकाशित होने की तारीख से 60 दिन के भीतर, जो भी बाद में हो, निम्नलिखित दस्तावेजों सहित अधोहस्ताक्षरी को उचित माध्यम से भेज दें:-

- (I) आवेदक की संपूर्ण गोपनीय रिपोर्टों के डोज़ियर अथवा पिछले पांच वर्ष 2012-13 से वर्ष 2016-17 तक की वार्षिक गोपनीय रिपोर्टों की फोटो प्रतियां । फोटो प्रति का प्रत्येक पृष्ठ समूह 'क' राजपत्रित अधिकारी द्वारा विधिवत सत्यापित हो ।
- (II) सत्यनिष्ठा प्रमाण पत्र ।
- (III) अधिकारी के विरुद्ध कोई अनुशासनिक/सतर्कता का मामला लंबित न हो तथा न ही इस प्रकार का कोई मामला चलाए जाने का विचार है, का प्रमाण पत्र ।
- (IV) अधिकारी पर पिछले 10 वर्षों की अवधि के दौरान यदि कोई छोटी/बड़ी शास्ति लगाई हो, तो उसका विवरण । (यदि कोई शास्ति न लगाई हो तो "शून्य" प्रमाण पत्र संलग्न किया जाए)
- (V) आवेदक के संबंध में संवर्ग अनापत्ति प्रमाण पत्र ।

3. आवेदन पत्र प्राप्त होने की अंतिम तारीख के पश्चात प्राप्त आवेदन पत्र या जिनके साथ संपूर्ण वार्षिक गोपनीय रिपोर्टों का डोज़ियर या वार्षिक गोपनीय रिपोर्टों की सत्यापित प्रतियां नहीं होंगी या संबंधित कार्यालय की सहमति के बिना प्राप्त होंगे अन्यथा अपूर्ण होंगे, उन आवेदन पत्रों पर विचार नहीं किया जाएगा । जो अधिकारी आवेदन करेंगे उन्हें अपना आवेदन पत्र बाद में वापस लेने की अनुमति नहीं होगी ।

आवेदन पत्र अंग्रेजित करते समय इस बात की जांच एवं पुष्टि कर ली जाए कि अधिकारी द्वारा आवेदन पत्र में भरे गए विवरण सही हैं। इस बात की भी पुष्टि कर ली जाए कि नियुक्ति के लिए चुने जाने की स्थिति में, संबंधित अधिकारी को उसके कार्यों से तत्काल कार्यमुक्त कर दिया जाएगा।

( मंजुला सक्सैना )  
उपसचिव (प्रशि)

1. केंद्रीय सरकार के सभी मंत्रालय/विभाग ।
2. राष्ट्रपति सचिवालय ।
3. उप राष्ट्रपति सचिवालय,
4. प्रधानमंत्री कार्यालय ।
5. मंत्रीमंडल सचिवालय
6. भारत का निर्वाचन आयोग ।
7. लोकसभा/राज्यसभा सचिवालय
8. संघ लोक सेवा आयोग ।
9. केंद्रीय सतर्कता आयोग ।
10. भारत का नियंत्रक एवं महालेखा परीक्षक ।
11. गृह मंत्रालय (मुख्यालय)/न्याय विभाग/जम्मू एवं कश्मीर कार्य विभाग तथा राजभाषा विभाग के सभी अधिकारी/डेस्क/अनुभाग ।
12. गृह मंत्रालय के सभी काडर यूनिट ।
13. निदेशक (नीति/तकनीकी/कार्यान्वयन), राजभाषा विभाग, गृह मंत्रालय ।
14. निदेशक, केंद्रीय हिंदी प्रशिक्षण संस्थान, नई दिल्ली ।
15. निदेशक, केंद्रीय अनुवाद ब्यूरो, नई दिल्ली ।
16. वरिष्ठ तकनीकी निदेशक, एन.आई.सी. राजभाषा विभाग ।
17. मीडिया एग्जीक्यूटिव, डी.ए.वी.पी., सूचना एवं प्रसारण मंत्रालय, सूचना भवन, सीजीओ काम्पलेक्स, लोधी रोड, नई दिल्ली ।
18. गार्ड फाइल।
19. अतिरिक्त प्रतियां 25

( मंजुला सक्सैना )  
उपसचिव (प्रशि)

केंद्रीय हिंदी प्रशिक्षण संस्थान, राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली में निदेशक के पद के लिए शैक्षिक अर्हताएं, अनुभव तथा अन्य विवरण

अनुबंध-1

1.	पद का नाम	निदेशक
2.	पदों की संख्या	1 (एक)
3.	वर्गीकरण	सामान्य केंद्रीय सेवा समूह 'क' राजपत्रित अतिपिकवर्गीय ।
4.	वेतनमान	पे-मैट्रिक्स लेवल-13 ₹1,23,100-2,15,900 (पूर्व संशोधित पीबी-4 ₹37400-67000+8700 ग्रेड वेतन)
5.	प्रतिनियुक्ति की अवधि एवं आयु सीमा	प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केंद्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काँडर बाह्य पद पर प्रतिनियुक्ति की अवधि है, साधारणतया 4 वर्ष से अधिक नहीं होगी । टिप्पण 1: प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।
6.	पात्रता	केंद्रीय सरकार के अधीन ऐसे अधिकारी:- (क) (i) जो मूल काँडर या विभाग में नियमित आधार पर सदृश पद धारण किए हुए हैं; या (ii) जिन्होंने मूल काँडर या विभाग में वेतनबैंड-3, ₹15600-39100 + ग्रेड वेतन 7600 ₹ रुपये या समतुल्य (पूर्व संशोधित वेतनमान ₹12000-16500) में नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में पांच वर्ष की सेवा की हो; और (ख) (i) निम्नलिखित शैक्षिक अर्हताएं और अनुभव रखता हो: किसी मान्यता प्राप्त विश्वविद्यालय से डिग्री स्तर पर अंग्रेजी विषय के साथ हिंदी में मास्टर डिग्री या समतुल्य । या किसी मान्यता प्राप्त विश्वविद्यालय से डिग्री स्तर पर हिंदी विषय के साथ अंग्रेजी में मास्टर डिग्री या समतुल्य । या किसी मान्यता प्राप्त विश्वविद्यालय से डिग्री स्तर पर अंग्रेजी और हिंदी विषयों के साथ किसी भी विषय में मास्टर डिग्री या समतुल्य । या किसी मान्यता प्राप्त विश्वविद्यालय से डिग्री स्तर पर अंग्रेजी विषय के साथ किसी भी विषय में हिंदी माध्यम से मास्टर डिग्री या समतुल्य । या किसी मान्यता प्राप्त विश्वविद्यालय से डिग्री स्तर पर हिंदी विषय के साथ किसी भी विषय में अंग्रेजी माध्यम से मास्टर डिग्री या समतुल्य । (ii) हिंदी में शब्दावली विषयक कार्य और/या अंग्रेजी से हिंदी या हिंदी से अंग्रेजी अधिमानतः तकनीकी या वैज्ञानिक साहित्य के अनुवाद कार्य का बारह वर्ष का अनुभव । या हिंदी में अध्यापन, अनुसंधान, लेखन या पत्रकारिता का बारह वर्ष का अनुभव । टिप्पणी 1: पोषक वर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे । इसी प्रकार, प्रतिनियुक्त व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे ।

7	पद के कर्तव्य	<ol style="list-style-type: none"> <li>1. निदेशक, केन्द्रीय हिन्दी प्रशिक्षण संस्थान का मुख्य कार्यकारी अधिकारी है। हिन्दी शिक्षण को कार्यान्वित करने का संपूर्ण उत्तरदायित्व निदेशक का होता है जो सीधे तौर पर राजभाषा विभाग को रिपोर्ट करता है। निदेशक केन्द्रीय हिन्दी प्रशिक्षण संस्थान और हिन्दी शिक्षण योजना का विभाग प्रमुख है। वह समूह 'ख' तथा 'ग' के विभिन्न पदों के संबंध में नियुक्ति/अनुशासनात्मक प्राधिकारी भी होता है।</li> <li>2. केन्द्रीय हिन्दी प्रशिक्षण संस्थान तथा हिन्दी शिक्षण योजना से संबंधित नीतियों को लागू करना।</li> <li>3. इनके नियंत्रणाधीन पूर्णकालिक और अंशकालिक केन्द्रों के कार्य निष्पादन की समीक्षा करना तथा प्रशिक्षण केन्द्रों को खोलने तथा बंद करने के संबंध में अपनी सिफारिशें प्रस्तुत करना।</li> <li>4. हिन्दी शिक्षण योजना के विभिन्न केन्द्रों के प्रभारी अधिकारियों की बैठकें बुलाना और उनसे नियमित सम्पर्क स्थापित करना तथा कक्षाओं में पर्याप्त नामांकन और उपस्थिति सुनिश्चित करना।</li> <li>5. राजभाषा विभाग के संयुक्त सचिव (राजभाषा) और अन्य उच्च अधिकारियों द्वारा दिये गए आदेशों/अनुदेशों का पूर्णतया अनुपालन।</li> <li>6. अपने नियंत्रणाधीन कार्यरत उपनिदेशक, सहायक निदेशक, हिन्दी प्राध्यापक और अन्य स्टाफ की क्षमताओं का पूर्ण उपयोग सुनिश्चित करना।</li> <li>7. केन्द्रीय हिन्दी प्रशिक्षण संस्थान के साथ-साथ हिन्दी शिक्षण योजना के तहत संचालित विभिन्न परीक्षाओं का नियंत्रण एवं देखरेख करना।</li> <li>8. हिन्दी शिक्षण योजना के संबंध में भारत सरकार की नीतियों के समयबद्ध और प्रभावी कार्यान्वयन हेतु पंचवर्षीय योजनाएं तैयार करना।</li> <li>9. हिन्दी शिक्षण योजना के साथ-साथ केन्द्रीय हिन्दी प्रशिक्षण संस्थान के बजटीय व्यय पर नियंत्रण रखना।</li> <li>10. वित्तीय शक्तियों का प्रत्यायोजन नियम 1978 के अनुसार उन्हें विभाग के प्रमुख के रूप में निहित वित्तीय शक्तियों का प्रयोग करना।</li> </ol>
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## आवेदन पत्र का प्रारूप

1. नाम और पता (स्पष्ट अक्षरों में) मोबाइल नं० ई-मेल आईडी		
2. जन्म तिथि (ईसवी सन् में)		
3. (i) सेवा में आने की तारीख (ii) केन्द्र/राज्य सरकारी नियमों के अंतर्गत सेवानिवृत्ति की तारीख		
4. शैक्षिक योग्यताएं		
5. क्या पद के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं पूरी करते हैं (यदि कोई अर्हता नियमों में निर्धारित अर्हता के समरूप मानी गई हो तो उसके प्रमाण का उल्लेख करें)		
विज्ञापन/रिक्ति परिपत्र में यथाउल्लिखित अर्हता/अनुभव आवश्यक : क) अर्हता ख) अनुभव	अधिकारी द्वारा प्राप्त अर्हता/अनुभव आवश्यक : क) अर्हता ख) अनुभव	
वांछनीय क) अर्हता ख) अनुभव	वांछनीय क) अर्हता ख) अनुभव	
5.1 टिप्पणी : परिपत्र/रोजगार समाचार में विज्ञापन जारी करते समय प्रशासनिक मंत्रालय/विभाग/कार्यालय द्वारा भर्ती नियमों में यथा उल्लिखित आवश्यक और वांछित अर्हताओं को प्रदर्शित करने के लिए इस कॉलम को प्रवर्धित करने की आवश्यकता है।		
5.2 डिग्री और स्नातकोत्तर अर्हताओं के मामले में आवेदक के ऐच्छिक/ मुख्य विषयों तथा सहायक विषयों को निर्दिष्ट करना होगा।		
6. ऊपर दी गई प्रविष्टियों के आलोक में कृपया स्पष्ट उल्लेख करें कि आप पद के लिए आवश्यक अर्हताएं और कार्य का अनुभव रखते हैं।		
6.1 टिप्पणी : आवेदित पद के संदर्भ में आवेदक द्वारा धारित संबद्ध आवश्यक अर्हता/ कार्य अनुभव (जीवनवृत्त में यथानिर्दिष्ट) की पुष्टि करते हुए आपूर्तिकर्ता विभागों को अपनी विशेष टिप्पणी/दृष्टिकोण उपलब्ध कराने होंगे।		



7. अवधिवार रोजगार के ब्यौरे। यदि नीचे स्थान पर्याप्त न हो तो अपने हस्ताक्षर द्वारा विधिवत अधिप्रमाणित अलग शीट संलग्न करें।

कार्यालय/ संस्था	नियमित आधार पर धारित पद	दिनांक से	दिनांक तक	*नियमित आधार पर धारित पद का वेतन बैंड और ग्रेड वेतन / वेतनमान	कार्य का स्वरूप (विस्तृत रूप में) जिसमें आवेदित पद के लिए अपेक्षित अनुभव को विशिष्टता से दर्शाया गया है।

\* महत्वपूर्ण : एसीपी/एमएसीपी के तहत स्वीकृत वेतन बैंड तथा ग्रेड वेतन अधिकारी के लिए व्यक्तिगत होता है, इसलिए इसका उल्लेख नहीं किया जाना चाहिए। केवल नियमित आधार पर धारित पद के वेतन बैंड और ग्रेड वेतन/ वेतनमान का उल्लेख किया जाना चाहिए। वर्तमान वेतन बैंड और ग्रेड वेतन के साथ एसीपी/एमएसीपी के ब्यौरे को निम्नानुसार निर्दिष्ट किया जाए जहां आवेदक द्वारा ऐसे लाभ प्राप्त किए गए हों :

कार्यालय/संस्था	एसीपी/ एमएसीपी स्कीम के तहत आहरित वेतन, वेतन बैंड और ग्रेड वेतन	से	तक
8. वर्तमान रोजगार का स्वरूप अर्थात् तदर्थ अथवा अस्थायी अथवा अर्द्धस्थायी अथवा स्थायी			
9. प्रतिनियुक्ति / अनुबंध आधार पर धारित वर्तमान रोजगार के मामले में कृपया उल्लेख करें			
क) प्रारंभिक नियुक्ति की तारीख	ख) प्रतिनियुक्ति/ अनुबंध पर नियुक्ति की अवधि	ग) आवेदक का मूल कार्यालय/ संगठन	घ) मूल संगठन में वास्तविक सामर्थ्य में धारित पद का नाम और वेतन

9.1 टिप्पणी : पहले से ही प्रतिनियुक्ति पर अधिकारियों के मामले में ऐसे अधिकारियों के आवेदन उनके मूल कैडर/विभाग द्वारा संदर्भ अनापति, सतर्कता अनापति और सत्यनिष्ठा प्रमाणपत्र के साथ अग्रेषित किए जाने चाहिए।		
9.2 टिप्पणी : ऊपर कॉलम 9 (ग) और 9(घ) के तहत सूचना उन सभी मामलों में दी जाए जहां कोई आवेदक कैडर/संगठन से इतर प्रतिनियुक्ति पर पद धारण कर रहा है परंतु अपने मूल कैडर/संगठन में अभी भी ग्रहणाधिकार पर है।		
10. आवेदक द्वारा पूर्व में यदि कोई पद प्रतिनियुक्ति पर धारित किया गया है तो पिछली प्रतिनियुक्ति से वापस आने की तारीख और अन्य ब्यौरे।		
11. वर्तमान रोज़गार के बारे में अतिरिक्त ब्यौरे कृपया उल्लेख करें - निम्नलिखित के अंतर्गत कार्यरत हैं : (संबद्ध कॉलम में अपने नियोक्ता का नाम निर्दिष्ट करें)		
(क) केन्द्र सरकार		
(ख) राज्य सरकार		
(ग) स्वायत्त संगठन		
(घ) सरकारी उपक्रम		
(ङ) विश्वविद्यालय		
(च) अन्य		
12. कृपया उल्लेख करें : क्या आप उसी विभाग में और फ़ीडर ग्रेड अथवा फ़ीडर के फ़ीडर ग्रेड में कार्यरत हैं।		
13. क्या आप वेतन के संशोधित वेतनमान में हैं। यदि हां, तो संशोधन की तारीख और संशोधन पूर्व-वेतनमान का उल्लेख करें।		
14. प्रतिमाह आहरित कुल परिलब्धियां		
वेतनबैंड में मूल वेतन	ग्रेड वेतन	कुल परिलब्धियां
15. यदि आवेदक ऐसे संगठन का सदस्य है जो केन्द्र सरकार में लागू वेतनमान का अनुसरण नहीं करता तो संगठन द्वारा जारी निम्नलिखित ब्यौरे दर्शाने वाली अद्यतन वेतन पर्ची संलग्न की जाए		
वेतनमान और वृद्धि दर सहित मूल वेतन	महंगाई भत्ता/अंतरिम सहायता/ अन्य भत्ते आदि (अलग-अलग ब्यौरों के साथ)	कुल परिलब्धियां

<p>16. (क) आवेदित पद के संबंध में, पद हेतु आपकी उपयुक्तता के समर्थन में अतिरिक्त सूचना, यदि कोई हो। (इसके अलावा (1) अतिरिक्त शैक्षिक योग्यता (2) व्यावसायिक प्रशिक्षण और (3) रिक्ति परिपत्र/ विज्ञापन में निर्धारित अतिरिक्त कार्य अनुभव के संबंध में सूचना प्राप्त की जा सकती है।) (टिप्पणी : स्थान अपर्याप्त होने पर अलग शीट संलग्न करें)</p>		
<p>16. (ख) उपलब्धियां : उम्मीदवार कृपया निम्नलिखित के संबंध में सूचना उपलब्ध कराएं:- (i) अनुसंधान प्रकाशन और रिपोर्ट्स तथा विशेष प्रोजेक्ट्स (ii) पुरस्कार/ छात्रवृत्ति/ आधिकारिक प्रशस्ति (iii) व्यावसायिक निकायों/ संस्थाओं/ समितियों से संबंधन और (iv) अपने नाम से पंजीकृत अथवा संगठन के लिए प्राप्त पेटेंट्स (v) कोई अनुसंधान / अभिनव मानदंड जिसे आधिकारिक पहचान मिली हो (vi) कोई अन्य सूचना (टिप्पणी : स्थान अपर्याप्त होने पर कृपया अलग शीट संलग्न करें)</p>		
<p>17. कृपया उल्लेख करें कि आप प्रतिनियुक्ति (आईएसटीसी) /विलयन/ पुनःरोजगार आधार# पर आवेदन कर रहे हैं (केन्द्र/राज्य सरकार के अधीन अधिकारी ही केवल "विलयन" के लिए पात्र हैं। गैर सरकारी संगठन के उम्मीदवार केवल अल्पकालिक अनुबंध के लिए पात्र हैं)</p>		
<p># "एसटीसी"/"विलयन"/ पुनः रोजगार का विकल्प केवल तभी उपलब्ध होगा जब रिक्ति परिपत्र में "एसटीसी" अथवा "विलयन" अथवा "पुनः रोजगार" द्वारा भर्ती का विशेष तौर पर उल्लेख किया गया हो।</p>		
<p>18. क्या आप अनुसूचित जाति/ अनुसूचित जनजाति की श्रेणी में आते हैं।</p>		

मैंने रिक्ति परिपत्र / विज्ञापन को ध्यानपूर्वक पढ़ा है और मुझे इसकी पूरी जानकारी है कि मेरे द्वारा प्रस्तुत आवश्यक योग्यता / कार्य अनुभव से संबंधित दस्तावेजों द्वारा विधिवत समर्थित मेरे जीवनवृत्त में प्रस्तुत सूचना का पद के लिए चयन के समय चयन समिति द्वारा मूल्यांकन किया जाएगा। मेरे द्वारा प्रदत्त सूचना / ब्यौरे मेरी पूरी जानकारी में ठीक और सत्य हैं तथा मेरे चयन को प्रभावित करने वाले किसी विषय को छुपाया /रोका नहीं गया है।

(उम्मीदवार के हस्ताक्षर)

दिनांक

स्थान

पता : \_\_\_\_\_

ईमेल सहित \_\_\_\_\_

नियोक्ता/संवर्ग नियंत्रण प्राधिकारी द्वारा प्रमाणपत्र

कार्यालय के अभिलेखों में उपलब्ध तथ्यों के अनुसार आवेदक द्वारा उपरोक्त आवेदन में दी गई सूचनाएं/ ब्यौरे सत्य और ठीक हैं। वे रिक्ति परिपत्र में उल्लिखित शैक्षणिक योग्यता और अनुभव रखते/रखती हैं। चयन होने की स्थिति में उन्हें तत्काल मुक्त कर दिया जाएगा

2. यह भी प्रमाणित किया जाता है कि :

- (i) श्री/श्रीमती----- के विरुद्ध कोई सतर्कता अथवा अनुशासनात्मक मामला लंबित/ विचारणीय नहीं है।
- (ii) उनकी सत्यनिष्ठा प्रमाणित की जाती है।
- (iii) उनकी सत्यनिष्ठा रिपोर्ट मिसिल (सीआर डोजियर) की मूल प्रति संलग्न की जाती है। भारत सरकार के अवर सचिव अथवा उससे ऊपर के पद के अधिकारी द्वारा विधिवत सत्यापित पिछले 5 वर्षों की वार्षिक गोपनीयता रिपोर्ट की छाया प्रतियां संलग्न की जाती हैं।
- (iv) पिछले वर्षों के दौरान उन पर कोई बड़ी /छोटी शक्ति आरोपित नहीं की गई है अथवा पिछले 10 वर्षों के दौरान उन पर लगाई गई बड़ी/छोटी शक्ति की सूची संलग्न की गई है। (जैसा भी मामला हो)

प्रतिहस्ताक्षरित  
(नियोक्ता/संवर्ग नियंत्रक अधिकारी मुहर सहित)

File No. 14034/05/2018-OL(Training)  
GOVERNMENT OF INDIA/BHARAT SARKAR  
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA  
DEPARTMENT OF OFFICIAL LANGUAGE/RAJBHASHA VIBHAG

NDCC-II Building, Jai Singh Road,  
New Delhi-1, Dated 14-6-2018

OFFICE MEMORANDUM

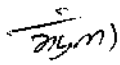
Subject : Filling up of one Post of Director Level-13, ₹1,23,100-2,15,900(pre-revised PB-4, ₹37,400-67,000+8700 on deputation basis in Central Hindi Training Institute, New Delhi, a subordinate office of Department of Official Language, Ministry of Home Affairs,

The services of one suitable officer are urgently required for appointment to the post of Director, in Central Hindi Training Institute, a subordinate office of the Department of Official Language, Ministry of Home Affairs on deputation basis, in the revised pay scale Pay Matrix Level-13, ₹1,23,100-2,15,900 (Pre-revised PB-3, ₹37400-67000+Grade pay of ₹8700). The qualification 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 & Training Office Memorandum No. 6/8/2009-Estt (Pay-II) dated 17<sup>th</sup> June, 2010, as amended from time to time.


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

- (i) Clear Photostat copies of their ACR/APAR for the last 5 years i.e. 2012-13 to 2016-17 duly attested by Group 'A' Gazetted Officer.
- (ii) Integrity Certificate.
- (iii) Certificate confirming that no disciplinary/Vigilance case is either pending or being contemplated against the officer.
- (iv) A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.
- (v) Cadre clearance in respect of the applicant.

3. Application received after the closing date or without the photostat copies of ACR/APAR duly attested by a Group 'A' officer 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 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 immediately relieved of his duties.

  
( MANJULA SAXENA )  
Deputy Secretary (Trg.)

1. All Ministry/Department of Government of India.
2. The President's Secretariat, New Delhi
3. The Vice President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. Election Commission of India, New Delhi.
7. Lok Sabha/Rajya Sabha Secretariat .
8. Union Public Service Commission.
9. Central Vigilance Commission.
10. Comptroller General of India, New Delhi.
11. All officers, Desks and Sections in the Ministry of Home Affairs (proper), Deptt.of Justice and Deptt.of J&K Affairs & Deptt.of Official Language.
12. All Cadre Unit of Ministry of Home Affairs.
13. Director (Training/Policy/Technical/Implement), Department of Official Language.
14. Director, Central Hindi Training Institute, New Delhi.
15. Director, Central Translation Bureau, New Delhi
16. Senior Technical Director, NIC, Department of Official Language, New Delhi for placing this OM on the website of Department of Official Language.
17. Media Executive, DAVP, Ministry of Information & Broadcasting, Soochna Bhawan, CGO Complex, Lodhi Rd, New Delhi.
18. Guard File
19. Spare copy 20

  
( MANJULA SAXENA )  
Deputy Secretary (Trg.)

**Qualification, experience and other details required for the post of Director, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, New Delhi.**

1	Name of the post	Director
2	No. of Post(s)	01 (ONE)
3	Classification	General Central Service Group 'A' Gazetted Non-Ministerial.
4	Scale of Pay	Pay Matrix Level-13, ₹1,23,100-2,15,900 (Pre-revised PB-4, ₹37400-67,000 +Grade pay ₹8700)
5	Period of deputation & age limit.	The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	<p>Deputation: Officer under the Central Government :-</p> <p>(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 post in the Pay band-3, of ₹15600-39100 with grade pay of ₹7600 (pre-revised pay scale ₹12000-16500) or equivalent in the parent cadre or department and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>(i) Master's degree of a recognized University or equivalent in Hindi with English as a subject at the Degree level; OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at the Degree level; OR Master's degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the Degree level OR Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the Degree level OR Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as subject at the Degree level.</p> <p>(ii) Twelve years' experience of Terminological work in Hindi and/or translation work from English to Hindi or vice-versa preferably of technical or Scientific Literature. OR Twelve years' experience of teaching, research, writing or journalism in Hindi.</p> <p><b>Note 1:</b> 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.</p>

7	Duty of Post	<ol style="list-style-type: none"> <li>1. Director is the Chief Executive Officer of the Central Hindi Training Institute . The overall responsibility for implementing the Hindi Teaching rest on the Director who directly reports to the Department of Official Language . He is the Head of the Department in respect of both Central Hindi Training Institute and Hindi Teaching Scheme. He is appointing/disciplinary authority in respect of various Group "C" and Group 'B' posts.</li> <li>2. To Implement the policy relating to Central Hindi Training Institute/Hindi Teaching Scheme.</li> <li>3. To review the performance of full time and part-time training centres under their control and give recommendations regarding closing/opening of training centres.</li> <li>4. To call meetings of the officer in over all-charge of Hindi Teaching Scheme of the different centres and to establish regular contact with them and ensure sufficient enrolment and attendance in the classes</li> <li>5. To fully comply with the orders/Instructions given by the Joint Secretary (OL) and other higher officers of the Department of Official Language.</li> <li>6. To ensure full utilisation of the capabilities of Deputy Directors, Assistant Directors, Hindi Pradhyapak and other staff working under his charge.</li> <li>7. To control and oversee various examinations conducted under the Hindi Teaching Scheme as well as Central Hindi Training Institute.</li> <li>8. To formulate Five Year Plans for timely and effective implementation of the policies of Govt. of India with regard to Hindi Teaching .</li> <li>9. To exercise control over budgetary expenditure of the Central Hindi Training Institute as well as Hindi Teaching Scheme.</li> <li>10. To exercise the financial powers vested in him as Head of the Department, as per Delegation of Financial Power Rules 1978.</li> </ol>
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## BIO DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) (Mob. No. and E-mail Id)		
2. Date of Birth (in Christian era)		
3.i) Date of entry into service ii) Date of retirement under Central/State		
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	
<b>Essential</b>	<b>Essential</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>Desirable</b>	<b>Desirable</b>	
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 subject and subsidiary subjects may be indicated by the candidates.		
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 <b>Note:</b> 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 in the parent organisation.
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) 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				
Basic Pay in the Pay Band		Grade Pay		Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scale, 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 (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/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (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 bearing on my selection has been suppressed/withheld.

Signature of the Candidate

Address with E-mail Id.....

Date  
 Place:

**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 possess 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 ACR/APAR Dossier in original is enclosed/photocopies of the ACR/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government 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)