

F.No-21/12/2018-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

2nd Floor, A Wing, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 16th April, 2019

OFFICE MEMORANDUM

Subject:- Filling up of posts in Ministry of Home Affairs and The Land Ports Authority of India (LPAI) on deputation basis.

The undersigned is directed to circulate herewith under mentioned two vacancy circulars received from Ministry of Home Affairs and The Land Ports Authority of India (LPAI) along with its enclosures for the information of all eligible CSS officers.

S.No.	Department/Ministry	Name of Post	
1.	Ministry of Home Affairs	Director	
2.	The Land Ports Authority of India (LPAI), M/o Home Affairs	Deputy Secretary, Under Secretary, Executive Engineer, Manger ICPs, Asstt. Engineer, PS, Assistant, Junior Engineer, PA, Account, Steno Grade 'D', Cashier	

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. The cadre units while granting clearance to SO/ ASOs may do so, in terms of the guidelines used by CS-I Division vide O.M. No. 13.04.2018.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.


(George D. Toppo)

Under Secretary to the Government of India
Tel : 24642705

To

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

फा.सं. 13011/11/2019-रा.भा.(कें.अनु.ब्यूरो.)

भारत सरकार
गृह मंत्रालय
राजभाषा विभाग

एनडीसीसी-॥ भवन, चौथा तल,
जय सिंह रोड़, नई दिल्ली-01,
दिनांक 09 अप्रैल 2019

सेवा में,

निर्देशक (सी.एस.1),
कार्मिक तथा प्रशिक्षण विभाग,
लोकनायक भवन, खान मार्किट,
नई दिल्ली-110003

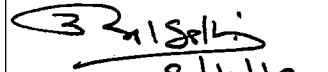
विषय:- गृह मंत्रालय, राजभाषा विभाग के अधीनस्थ कार्यालय केंद्रीय अनुवाद ब्यूरो, नई दिल्ली में संयुक्त
निदेशक (वेतनमान पीबी-3, Rs/ 15,600-39,100+ 7600) के पद को प्रतिनियुक्ति के आधार पर
भरना।

महोदय,

उपरोक्त विषय के संबंध में सूचित करना है कि राजभाषा विभाग के अधीनस्थ कार्यालय केंद्रीय
अनुवाद ब्यूरो, नई दिल्ली में संयुक्त निर्देशक के पद को प्रतिनियुक्ति आधार पर भरा जाना है।

कार्मिक तथा प्रशिक्षण विभाग से अनुरोध है कि वे संयुक्त निदेशक के पद को प्रतिनियुक्ति
आधार पर भरे जाने के संबंध में दिनांक 09 अप्रैल 2019 के कार्यालय ज्ञापन संख्या 13011/11/2019-
राभा(सी.टी.बी.) को अपने विभाग की वेबसाइट (विकेंसी नोटिफिकेशन) पर अपलोड करवाने का कष्ट करें।

भवदीय,


(ए.के. आहुजा)
अनुभाग अधिकारी(प्रशि.)

संलग्न:- यथोपरि ।

20/4/19
अवर सचिव (अ.र.प.)
11/4
डा.अ. (अ.र.प.)
Ami 12/4
न/क/अ/अ

फा.सं13011/11/2019-रा.भा.(कें.अनु.ब्यूरो.)

भारत सरकार
गृह मंत्रालय
राजभाषा विभाग

चौथा तल, एन.डी.सी.सी.-2 भवन,
जयसिंह रोड, निकट जंतर-मतर,
नई दिल्ली-1, दिनांक 09 अप्रैल 2019

कार्यालय जापन

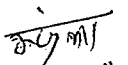
विषय:- गृह मंत्रालय, राजभाषा विभाग के अधीनस्थ कार्यालय केंद्रीय अनुवाद ब्यूरो, अनुवाद प्रशिक्षण केंद्र, बेंगलोर/मुंबई/कोलकाता में संयुक्त निदेशक संशोधित वेतन लेवल-12 ₹78,800-2,09,200 (पूर्व संशोधित वेतनमान पीबी-3, ₹15600-39,100+7600) के पद को प्रतिनियुक्ति आधार पर भरना।

गृह मंत्रालय, राजभाषा विभाग के अधीनस्थ कार्यालय केंद्रीय अनुवाद ब्यूरो के अनुवाद प्रशिक्षण केंद्र बेंगलोर/मुंबई/कोलकाता में संयुक्त निदेशक संशोधित वेतन लेवल-12 ₹78,800-2,09,200 (पूर्व संशोधित वेतनमान पीबी-3, ₹15600-39,100+7600) के दो पदों 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-II), 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-II) में, इस कार्यालय जापन के जारी होने या इस कार्यालय जापन के इम्प्लायमेंट न्यूज/रोजगार समाचार पत्र में प्रकाशित होने की तारीख से 60 दिन के भीतर, जो भी स्थिति बाद में, निम्नलिखित दस्तावेजों सहित अधोहस्ताक्षरी को उचित माध्यम से भेज दें-

- (I) आवेदक की संपूर्ण गोपनीय रिपोर्टों के डोजियर अथवा पिछले पांच वर्ष 2013-14 से वर्ष 2017-18 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, का विवरण। (यदि कोई शास्ति न लगाई हो तो "शून्य" प्रमाण पत्र संलग्न किया जाए)
- (V) आवेदक के संबंध में संवर्ग अनापत्ति प्रमाण पत्र।

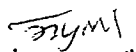
3. आवेदन पत्र प्राप्त होने की अंतिम तारीख के पश्चात प्राप्त आवेदन पत्र या जिनके साथ संपूर्ण वार्षिक गोपनीय रिपोर्टों का डोजियर या वार्षिक गोपनीय रिपोर्टों की सत्यापित प्रतियां नहीं होंगी या संबंधित कार्यालय की सहमति के बिना प्राप्त होंगे अन्यथा अपूर्ण होंगे, उन आवेदन पत्रों पर विचार नहीं किया जाएगा। जो अधिकारी आवेदन करेंगे उन्हें अपना आवेदन पत्र बाद में वापस लेने की अनुमति नहीं होगी। आवेदन पत्र अग्रेषित 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 दी जाए कि नियुक्ति के लिए चुने जाने की स्थिति में, संबंधित अधिकारी को उसके कार्यों से कार्यमुक्त कर दिया जाएगा।


(मंजुला सक्सैना)

उप सचिव, भारत सरकार

सेवा में,

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 कैबिनेट 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. सभी राज्य सरकार/संघ राज्य क्षेत्र सरकार ।
14. निदेशक (नीति/तकनीकी/कार्यान्वयन), राजभाषा विभाग, गृह मंत्रालय।
15. निदेशक, केंद्रीय हिंदी प्रशिक्षण संस्थान, नई दिल्ली।
16. निदेशक, केंद्रीय अनुवाद ब्यूरो, नई दिल्ली।
17. वरिष्ठ तकनीकी निदेशक, एन.आई.सी. राजभाषा विभाग।
18. मीडिया एग्जीक्यूटिव, डी.ए.वी.पी., सूचना एवं प्रसारण मंत्रालय, सूचना भवन, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली। (दस प्रतियां) इस परिपत्र को इम्प्लायमेंट न्यूज/रोजगार समाचार पत्र के अगले अंक में इस विभाग को सूचित करते हुए, प्रकाशित करवाने की व्यवस्था करें।
19. गार्ड फाइल।
20. अतिरिक्त प्रतियां 25


(मंजुला सक्सेना)

उप सचिव, भारत सरकार

केंद्रीय अनुवाद ब्यूरो राजभाषा विभाग, गृह मंत्रालय, संयुक्त निदेशक के पद के लिए शैक्षिक अर्हताएं, अनुभव तथा अन्य विवरण

1	पद का नाम	संयुक्त निदेशक
2	पदों की संख्या	02 (दो)
3	वर्गीकरण	सामान्य केंद्रीय सेवा समूह 'क' राजपत्रित।
4	वेतनमान	वेतन मैट्रिक्स लेवल-12, ₹78,800-2,09,200 (पूर्व संशोधित वेतनबैंड-3, ₹15600-39100 + ग्रेड वेतन 7600
5	प्रतिनियुक्ति की अवधि एवं आयु सीमा	प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केंद्रीय सरकार के उसी या किसी अन्य संगठन / विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काइर बाह्य पद पर प्रतिनियुक्ति की अवधि भी 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	<p>प्रतिनियुक्ति:-</p> <p>केंद्रीय सरकार/राज्य सरकार तथा संघ राज्य क्षेत्रों के ऐसे अधिकारी:</p> <p>(क) (i) जो मूल काइर/विभाग में नियमित आधार पर सदृश पद धारित किए हुए हैं;</p> <p style="text-align: center;">अथवा</p> <p>(ii) जिन्होंने मूल काइर या विभाग में वेतन मैट्रिक्स में स्तर-11, ₹67,700-2,08,700 या समतुल्य में नियमित आधार पर उस पद पर नियुक्ति के पश्चात उस श्रेणी में पांच वर्ष की सेवा की हो; और</p> <p>(ख) जिनके पास निम्नलिखित शैक्षिक अर्हताएं और अनुभव हैं: अर्थात् आवश्यक:-</p> <p>(i) किसी मान्यताप्राप्त विश्वविद्यालय से स्नातक स्तर पर अनिवार्य या वैकल्पिक विषय या परीक्षा के माध्यम के रूप में अंग्रेजी के साथ हिंदी में मास्टर की उपाधि,</p> <p style="text-align: center;">अथवा</p> <p>किसी मान्यताप्राप्त विश्वविद्यालय से स्नातक स्तर पर अनिवार्य या वैकल्पिक विषय या परीक्षा के माध्यम के रूप में हिंदी के साथ अंग्रेजी में मास्टर की उपाधि,</p> <p style="text-align: center;">अथवा</p> <p>किसी मान्यताप्राप्त विश्वविद्यालय से स्नातक स्तर पर अनिवार्य या वैकल्पिक विषय या परीक्षा के माध्यम के रूप में अंग्रेजी के साथ हिंदी या अंग्रेजी के अलावा किसी विषय में हिंदी माध्यम के साथ मास्टर की उपाधि,</p> <p style="text-align: center;">अथवा</p> <p>किसी मान्यताप्राप्त विश्वविद्यालय से स्नातक स्तर पर अनिवार्य या वैकल्पिक विषय या परीक्षा के माध्यम के रूप में अंग्रेजी के साथ हिंदी या अंग्रेजी के अलावा किसी विषय में अंग्रेजी माध्यम के साथ मास्टर की उपाधि,</p> <p style="text-align: center;">अथवा</p> <p>किसी मान्यताप्राप्त विश्वविद्यालय से स्नातक स्तर पर अनिवार्य या</p>

		<p>वैकल्पिक विषय के रूप में हिंदी और अंग्रेजी या इन दोनों में से कोई एक परीक्षा के माध्यम और दूसरा अनिवार्य या वैकल्पिक विषय के रूप में हो, के साथ हिंदी और अंग्रेजी के अलावा किसी विषय में मास्टर की उपाधि, (ii) केंद्रीय सरकार या राज्य सरकारों या स्वायत्त निकायों या कानूनी संगठनों या पब्लिक सैक्टर उपक्रमों या विश्वविद्यालयों या मान्यता प्राप्त अनुसंधान या शैक्षिक संस्थाओं के अधीन हिंदी में शब्दावली का प्रयोग/लागू करना (शब्दावलीय कार्य) और अंग्रेजी से हिंदी या इसके विप्रेयन, वरीय रूप से तकनीकी या वैज्ञानिक साहित्य के अनुवाद का दस वर्ष का अनुभव या</p> <p>केंद्रीय सरकार या राज्य सरकारों या स्वायत्त निकायों या कानूनी संगठनों या पब्लिक सैक्टर उपक्रमों या विश्वविद्यालयों या मान्यता प्राप्त अनुसंधान या शैक्षिक संस्थाओं के अधीन हिंदी और अंग्रेजी में अध्यापन या हिंदी या अंग्रेजी में अनुसंधान (शोध) का दस वर्ष का अनुभव ।</p> <p><u>वांछनीय:</u></p> <p>(किसी मान्यताप्राप्त बोर्ड से मैट्रिक (दसवीं) स्तर पर हिंदी के अतिरिक्त संविधानकी आठवीं अनुसूची में वर्णित किसी एक भाषाका अध्ययन किया हो;</p> <p>टिप्पण: पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की पंक्ति में हैं, प्रतिनियुक्त पर नियुक्ति हेतु विचार किए जाने के लिए पात्र नहीं होंगे। इसी तरह प्रतिनियुक्त व्यक्ति भी प्रोन्नति द्वारा नियुक्ति हेतु विचार किए जाने के लिए पात्र नहीं होंगे।</p>	
7.	पद के कर्तव्य	<p>संयुक्त निदेशक, केंद्रीय अनुवाद ब्यूरो के मूल्यांकन और प्रशिक्षण प्रभाग के प्रभारी होंगे । वे विभिन्न मंत्रालयों और विभागों में कार्यरत अनुवादकों द्वारा किए जा रहे हिंदी अनुवाद कार्य का मूल्यांकन करेंगे और अनुवाद तकनीक के संबंध में दिशानिर्देश देंगे । वे हिंदी अनुवादकों के लिए चलाए जा रहे अनुवाद तकनीक प्रशिक्षण कार्यक्रम के संबंध में प्रशिक्षण सामग्री, सहायक साहित्य तैयार करने के लिए उत्तरदायी होंगे। वे अनुवाद प्रभाग में कार्यरत अधिकारियों का मार्गदर्शन भी करेंगे और हिंदी अनुवाद की गुणवत्ता में सुधार करेंगे ।</p>	

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 यथाउल्लिखित 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	से	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 का 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 संवर्ग अनापत्ति , सतर्कता अनापत्ति और सत्यनिष्ठा प्रमाणपत्र के साथ अग्रेषित किए जाने चाहिए।		
9.2 टिप्पणी : ऊपर कालम 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 रोजगार के बारे में अतिरिक्त ब्यौरे कृपया उल्लेख करें - निम्नलिखित के अंतर्गत कार्यरत हैं : (संबद्ध कालम 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 फीडर ग्रेड अथवा फीडर के फीडर 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 मिसिस (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 13011/11/2019-OL(CTB)
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 04-11-2019

OFFICE MEMORANDUM


Subject : Filling up of two Post of Joint Director Level-12, ₹78,800-2,09,200 (pre-revised PB-3, ₹15,600-39,100+7600 on deputation basis in Central Translation Bureau, Translation Training Centre Bengaluru/Mumbai/Kolkata on deputation basis in Central Translation Bureau, Translation Training Centre, Mumbai/Kolkata/Bengaluru, a subordinate office of the Department of Official Language, Ministry of Home Affairs

The services of two suitable officers are urgently required for filling up the post of Joint Director on deputation basis in Central Translation Bureau, Translation Training Centre, Bengaluru/Mumbai/Kolkata a subordinate office of the Department of Official Language, Ministry of Home Affairs on deputation basis, in the revised pay scale Pay Level-12, ₹78,800-2,09,200 (pre-revised PB-3, ₹15,600- 39,100+7600 Grade pay). 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 instruction contained in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010, as amended from time to time.

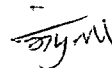
2. It is requested that the application (**in duplicate**) in the enclosed per forma Annexure-II) of suitable, willing and eligible officers and who can be spared immediately on selection may be sent to the undersigned within 60 days from the date of issue of the Office Memorandum or from the date of 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. 2013-14 to 2017-18 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 photo state 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 to the Govt. of India
Tele: 01123438155

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), Department of Justice and Department of J&K Affairs & Department of Official Language.
12. All Cadre Unit of Ministry of Home Affairs.
13. All State Government & UTS
14. Director (Training/Policy/Technical/Implement), Department of Official Language.
15. Director, Central Hindi Training Institute, New Delhi.
16. Director, Central Translation Bureau, New Delhi
17. Senior Technical Director, NIC, Department of Official Language, New Delhi for placing this OM on the website of Department of Official Language.
18. Guard File
19. Spare copy 20


(MANJULA SAXENA)

Deputy Secretary to the Govt .of India

Qualification, experience and other details required for the post of Joint Director, Central Translation Bureau, Department of Official Language, Ministry of Home Affairs, New Delhi.

1	Name of the post	Joint Director	
2	No. of Post(s)	02 (Two)	
3	Classification	General Central Service Group 'A' Gazetted	Non-Ministerial.
4	Scale of Pay	Pay Matrix Level-12, ₹78,800-2,09,200 (Pre-revised PB-3, ₹15,600-39,100+7600₹ Grade pay) .	
5	Period of deputation & age limit.	<p>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/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>	
6	Eligibility	<p>Deputation:</p> <p>I. Officers from the Central/State Government/Union Territories:-</p> <p>(a)(i) Holding analogous posts on regular basis in the parent cadre/department; OR</p> <p>(ii) with five years' service in the grade after appointment thereto on a regular basis in posts in the Pay Level-11 of the Pay Matrix ₹67,700-2,08,700/-) or equivalent in the parent cadre / department; and</p> <p>(b) possessing the following educational qualifications and experience namely:</p> <p>Essential:</p> <p>(i) Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level,</p> <p align="center">OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level,</p> <p align="center">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level,</p> <p align="center">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level,</p> <p align="center">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;</p>	

		<p>(ii) Ten year's experience of using/applying terminology (Terminological work) in Hindi and translation work from English to Hindi or vice-versa preferably of technical or scientific literature under Central/State Government/Autonomous Bodies/Statutory Organizations/Public Sector Undertaking/Universities or recognized Research or Educational Institutions.</p> <p style="text-align: center;">OR</p> <p>Ten year's experience of teaching in Hindi and English or research in Hindi or English under Central/State Government/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings/Universities or recognized Research or Educational Institutions.</p> <p>Desirable: Study of one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized Board.</p> <p>Note 1: The Departmental officers in the feeder categories 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	Duties of Joint Director	<p>He will be in charge of the Evaluation and Training Division of the Bureau. He will evaluate the Hindi transition work done by the Translators working in various Ministries and Departments provide guidelines for translation technique, and to improve the quality of Hindi translation. He will responsible for running Training courses in translation technique for Hindi Translator, to prepare training material and associate literature. He will also provide guidance to the officers of the Translation Division.</p>

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	
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 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 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 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.
<p>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.</p> <p>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.</p>			

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)			

<p>17 Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.</p> <p># (officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> <p># (The option of 'STC'/Absorption/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>		
<p>18. Whether belongs to SC/ST</p>		

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)

Government of India
Ministry of Home Affairs
Department of Border Management
Land Ports Authority of India
1st Floor, Lok Nayak Bhawan, Khan Market,
New Delhi-110511.

F.NO.E-13012/1/2019(Rectt.)/2100 - 2112

9th April, 2019

VACANCY CIRCULAR- RE-ADVERTISEMENT

Subject: Filling up of Group 'A', 'B' and 'C' posts at LPAI Secretariat, New Delhi on deputation (Foreign Service) basis from those working in Central/State Government, PSUs & Autonomous Bodies.

The Land Ports Authority of India (LPAI), a statutory body set up under the LPAI Act 2010 for development and management of Land Ports / Integrated Check Posts (ICPs) at various locations on international land borders of India. At present, 7 ICPs have been established at Attari in Punjab, Agartala in Tripura and Petrapole in West Bengal, Dawki in Meghalaya, Raxaul, Jogbani in Bihar and Moreh in Manipur.

2. LPAI proposes to fill-up the following Group 'A', 'B' & 'C' posts on deputation (Foreign Service) basis from amongst Central/State Government, PSUs & Autonomous Bodies officers for its Secretariat and Integrated Check Posts as under:-

Sl. No.	Name of Post	Pre-revised Pay Band + Grade Pay	Pay Matrix Level (7 th CPC)	No. of posts to be filled up
1.	Deputy Secretary	Pay Band-3 + 7600	Level-12	1
2.	Under Secretary	Pay Band-3 + 6600	Level- 11	1
3.	Executive Engineer	Pay Band-3 + 6600	Level- 11	1
4.	Manager ICPs (Petrapole-1, Moreh-1, Raxaul-1, Jogbani-1)	Pay Band-3 + 6600	Level- 11	4
5.	Asstt. Engineer (Electrical),HQ	Pay Band -2+4600	Level-7	1
6.	Private Secretary	Pay Band -2+4600	Level-7	2
7.	Assistant(for LPAI, Sectt.-4, and for LPAI ICPs-Attari-2, Agartala-1, Petrapole-2, Jogbani-1, Moreh-1, Dawki-1	Pay Band-2+4200	Level-6	12
8	Junior Engineer,HQ (Civil and Electrical)	Pay Band-2+4200	Level-6	2 (1 each)
9	Personal Assistant,HQ	Pay Band-2+4200	Level-6	3
10.	Accountant, HQ	Pay Band-1+2800	Level-5	1
11.	Stenographer Grade-D for LPAI Sectt.-3, and for ICPs- Attari-1, Agartala-1, Petrapole-1, Raxaul-1, Jocabani-1, Moreh-1, Dawki-1	Pay Band-1+2400	Level-4	10
12	Cashier, HQ	Pay Band-1+1900	Level-2	1
Total				39

- 3.. (i) Number of vacancies may be decreased or increased on the discretion of Competent Authority.
(ii) Selected Officer/Official will be liable to be posted at any of the ICPs or the LPAI Sectt.
(iii) LPAI is not an eligible office for GPRA. However GPRA in Delhi may be retained upto 28.02.2022 who are already in possession in GPRA

4. The details of eligibility and other conditions to apply, along with details of functions and responsibilities for the above posts are given in **Annexure 'A'**.
5. The format of application is appended as **Annexure-'B'**.
6. The applicants to all the above posts should have basic working knowledge on computers particularly in all the modules of MS Office including e-office, email etc.
7. The age of the applicant shall not exceed 56 years as on the closing date of receipt of application as per DOP&T O.M. No. AB-14017/11/2017-Estt. (RR) date 5th February,2018.
8. The deputation will be initially for a period of three years, but is extendable as per DoPT's guidelines in this regard. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall normally not exceed three years. The appointment will not bestow on the appointee on deputation any claim for regular appointment.
9. The deputation will be subject to various circulars of DOP&T on the subject and especially the terms and conditions of deputation as stipulated in DOP&T's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, and subsequent amendments made thereon.
10. **The last date for receiving of applications is 30-04-2019.**
11. The applications of willing and eligible officials whose services could be spared immediately, on selection, may be sent along with attested copy of ACRs/APARs for the last 5 years and Vigilance Clearance / Integrity Certificate, through proper channel to the Under Secretary (Estt.), Land Ports Authority of India, 1st Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, so as to reach LPAI by 30.04.2019.
12. Applicants may send advance copies by post at the above address and also on email id: rajesh.kumar67@nic.in. However, only the applications received through proper channel by the due date and complete in all respects, will be considered for selection.
13. All the details in this regard may also be obtained from this Authority's website <http://lpai.gov.in> & <http://mha.nic.in/vacancies> and National Career Service (NCS) Portal : www.ncs.gov.in


(Rajesh Kumar)

Under Secretary

Tel:- 011-24340714

E-mail:- rajesh.kumar67@nic.in

To

1. The Secretaries of all Departments of Government of India with the request to circulate it widely to all the officials under their control.
2. The Chief Secretaries and Resident Commissioners of all State Governments with the request to circulate it widely to all the officials under their control.

3. Deputy Secretary DoP&T, Lok Nayak Bhawan, Khan Market, with the request to circulate it widely to all the officers under their control.
4. DG BSF, Block No. 10, CGO Complex, Lodhi Road, New Delhi, Delhi 110003 with the request to circulate it widely to all the officials under their control.
5. DG SSB, Vivekanand Marg, East Block 5, RK Puram, New Delhi, Delhi 110066 with the request to circulate it widely to all the officials under their control.
6. DG ITBP, Block No-2, CGO Complex, Lodi Road, New Delhi, Delhi 110003 with the request to circulate it widely to all the officials under their control.
7. DG Assam Rifles, E. Khasi Hills (Shillong), Meghalaya, India with the request to circulate it widely to all the officials under their control.
8. PPS to Spl. Secretary (BM)/ PS to JS (BM)/ DS (BM-II).
9. ICP Managers at Attari, Agartala, Petrapole, Raxaul, Jogbani and Moreh Land Ports.
10. IT Section, MHA for posting on the web-site of MHA at <http://mha.nic.in/vacancies>.
11. IT Division, LPAI for posting on the web-site of LPAI <http://lpai.gov.in> at appropriate place.
12. IT Division, NCS for posting on the web-site of NCS Portal www.ncs.gov.in at appropriate place.
13. Joint CGA, Mahalekha Niyantarak Bhawan Ministry of Finance GPO Complex Block-E, aviation colony, New Delhi-110023.

Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAI.

1.	<p>Deputy Secretary</p> <p><u>Duties & Responsibilities:</u></p> <p>To deal with areas such as Finance, accounts, policy, planning & development, trade and commerce, administration and coordination matters, etc. and any other related work assigned.</p>	<p>Deputation— Officers of the Central Government or Autonomous Bodies or Public Sector Undertakings of the Central Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(b) (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pay scale Rs. 15600-39100 (pay band 3) with grade pay Rs. 6600/- or equivalent; and (b) possessing experience in the field of finance, accounts, policy, planning and development.</p> <p>Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.</p> <p>Note 2.— The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of application.</p>
2.	<p>Under Secretary</p> <p><u>Duties & Responsibilities:</u></p> <p>To deal with areas such as policy, planning & development, trade and commerce, finance and accounts, administration and coordination matters, etc. and any other related work assigned.</p>	<p>Deputation— Officers of the Central Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pay scale Rs. 15600-39100 (pay band 3) with grade pay Rs. 5400/- or equivalent; and</p> <p>(b) possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases, communication related matters.</p> <p>Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.</p> <p>Note 2.— The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>
3.	<p>Executive Engineer</p> <p><u>Duties & Responsibilities</u></p> <p>Examination of DPRs and Technical Reports/ DERs etc. of the projects of ICPs. Monitoring construction and execution of projects including document preparation and record maintenance and any other work assigned.</p>	<p>Deputation— Officers of the Central Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with seven years regular service in the grade rendered after appointment thereto on regular basis in pay scale of Rs. 15600- 39100 (pay band 3) with grade pay Rs. 4600 or equivalent; and</p> <p>(b) possessing experience of working on civil or electrical engineering in Central Public Works Department or equivalent organisations and having experience of monitoring of construction activities.</p> <p>Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.</p> <p>Note 2.— The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>

Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAI.

4.	<p>Manager</p> <p><u>Duties & Responsibilities:</u></p>	<p>Deputation—</p> <p>Officers of the Central Government or State Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pay scale of Rs. 15600- 39100 (pay band 3) with grade pay Rs. 5400 or equivalent; and</p> <p>(b) possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases and communication related matters.</p> <p>Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.</p> <p>Note 2.— The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>
5.	<p>Assistant Engineer (Electrical)</p> <p><u>Duties & Responsibilities:</u></p>	<p>Deputation—</p> <p>Officers of the Central Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pay scale of Rs. 9300-34800 (pay band 2) with grade pay Rs. 4200 in the Central Public Works Department or equivalent; and</p> <p>(b) possessing experience of working on civil or electrical engineering in the Central Public Works Department or equivalent organisations and having experience of monitoring of construction activities.</p> <p>Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.</p> <p>Note 2.— The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Short term contract— Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject.</p>

Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAI.

6.	Private Secretary <u>Duties & Responsibilities:</u>	Deputation— Officers of the Central Government— (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pay scale of Rs. 9300-34800 (pay band 2) with grade pay Rs. 4200 in the Central Public Works Department or equivalent; and (b) possessing experience of working as Private Secretary in a department of the Central Government. Note 1. — Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years. Note 2. — The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications. Short term contract— Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject.
7.	Assistant <u>Duties & Responsibilities:</u>	Deputation— Officers of the Central Government – (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pay scale of Rs. 5200-20200 (pay band 1) with grade pay Rs. 2800/- or equivalent; and (b) possessing experience in the fields of administration, human resource development, finance. Note 1. — Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years. Note 2. — The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications. Short term contract— Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject.

Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAI.

8.	<p>Junior Engineer</p> <p><u>Duties & Responsibilities:</u></p>	<p>Deputation—</p> <p>Officers of the Central Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with six years regular service in the grade rendered after appointment thereto on regular basis in pay scale of Rs. 9300-34800 (pay band 2) with grade pay Rs. 4200 in the Central Public Works Department or equivalent; and</p> <p>(b) possessing experience of working on civil or electrical engineering in the Central Public Works Department or equivalent organisations and having experience of monitoring of construction activities.</p> <p>Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.</p> <p>Note 2.— The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Short term contract— Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject</p>
9.	<p>Personal Assistant</p> <p><u>Duties & Responsibilities:</u></p>	<p>Deputation—</p> <p>Officers of the Central Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pay scale of Rs. 5200-20200 (pay band 1) with grade pay Rs. 2800/- or equivalent; and</p> <p>(b) possessing experience of working as personal assistant in the government department.</p> <p>Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.</p> <p>Note 2.— The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Short term contract—</p> <p>Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject.</p>

Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAI.

10.	<p>Accountant</p> <p><u>Duties & Responsibilities:</u></p>	<p>Deputation—</p> <p>Officers of the Central Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pay scale of Rs. 5200-20200 (pay band 1) with grade pay Rs.2400/- or equivalent; and</p> <p>(b) possessing experience of working in accounts or finance, projects.</p> <p>Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.</p> <p>Note 2.— The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Short term contract—</p> <p>Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject.</p>
11.	<p>Stenographer (Grade-D)</p> <p><u>Duties & Responsibilities:</u></p>	<p>Deputation—</p> <p>Officers of the Central Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pay scale of Rs. 5200-20200 (pay band 1) with grade pay Rs.1900/- or equivalent; and</p> <p>(b) possessing experience of working as personal assistant in the government department.</p> <p>Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.</p> <p>Note 2.— The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Short term contract—</p> <p>Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty-five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject</p>

Eligibility criteria for the posts of Group 'A' to be filled up by Deputation and for Group 'B' and 'C' on deputation and on short term contract basis in LPAI.

12.	<p>Cashier</p> <p><u>Duties & Responsibilities:</u></p>	<p>Deputation—</p> <p>Officers of the Central Government—</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in pay scale of Rs. 5200-20200 (pay band 1) with grade pay Rs1900/- or equivalent; and</p> <p>(b) possessing experience of working in accounts or finance projects or handling of cash.</p> <p>Note 1.— Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years.</p> <p>Note 2.— The maximum age-limit for appointment by deputation shall be not exceeding fifty-five years as on the closing date of receipt of applications. Short term contract—</p> <p>Where the Authority is unable to get suitable officers on deputation, the Authority may fill such vacancies by short term contract employment for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central Government or State Government and below the age of sixty- five years and having suitable qualifications and experience. The remuneration shall be as per extant rules and regulations of the Central Government on the subject.</p>
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APPLICATION FOR THE POST OF:

Self attested
passport size
photograph

1. Name of applicant with designation and complete office address (in block letters), e-mail & telephone No.
2. Father's Name
3. Residential Address with Phone No.
4. Permanent Address
5. Date of Birth (in Christian era)
6. Whether belongs to SC/ST/OBC
7. Date of retirement under Central/State Govt. Rules
8. Educational Qualifications
9. Whether belongs to All India or Organized Gr. A Service
.....
If yes, then mention name of Service and Batch
10. Post held on regular (i.e. substantive) basis and the date from which held with grade pay
11. Present pay
12. Details of Employment, of last 10 years in chronological order enclose a separate sheet, duly authenticated under your signature.

Name of office / organization where employed	Post held	From	To	Basic pay	Grade pay	Major Duties
1	2	3	4	5	6	7

14. Nature of present employment, i.e. ad hoc or temporary or permanent
14. In case the present employment is held on Deputation / contract basis, please state
- a) The date of initial appointment
- b) The period of appointment on deputation/ contract
- c) Name of the parent office/organization to which you belong
15. Training/Courses attended
16. Additional details about your present employment Please state whether working under –
- a) Central Government
- b) State Government
- c) Autonomous Organizations
- d) Central Public Sector Undertaking
- e) State Public Sector Undertaking
17. Additional information, if any, which applicant may like to mention in support of his / her suitability for the post vis a-viz the “duties” mentioned in column 2 of Annexure-A. Enclose a separate sheet, if required.
18. Preference for posting in ICPs:
- I). II). III).

Date:
.....

(SIGNATURE)
Mobile No:

Address (for communication):

Declaration by Applicant

1. I, hereby declare that my posting on deputation as..... in LPAI shall not bestow any right to me to claim either seniority in the said post in respect of the services rendered by me on deputation or regular appointment.
2. I will not claim absorption in LPAI in the said post.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date:
Place:
applicant

Signature of the

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE / OFFICER NOT
BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE
APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/ she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature _____

Name _____

Designation _____

Telephone No. _____

Date:
Place:

Official Seal

Note : All Terms & Conditions deputation /foreign service will be followed as per DoP&T O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 and its amendment issued time to time.