

No.21/01/2021-CS-I (Coord)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)  
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2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 28/7/21

**OFFICE MEMORANDUM**

**Subject:- Filling up 01 (one) vacancy to the post of Assistant Director (Official Language) a General Central Service, Group 'A' Gazetted, Non-Ministerial post in Level-10 of the Pay Matrix at Income Tax Appellate Tribunal by Deputation.**

The undersigned is directed to circulate the vacancy F.301-Ad(AT)/2021-22, received from Ministry of Law and Justice for filling up one (01) vacancy to the post of Assistant Director (Official Language) a General Central Service, Group 'A' Gazetted, Non-Ministerial post in Level-10 of the Pay Matrix at Income Tax Appellate Tribunal by Deputation.

2. It may be noted that cadre clearance from C.S.I Division will be required in case of any Under Secretary and above level officers of CSS submit his candidature for the deputation post.
3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments, who have issued the vacancy circular.

  
(Zachariah Thomas)  
Under Secretary to the Government of India  
Tele:- 24624046

To,

All Ministries/Departments (through DOPT's website)



Government of India  
Ministry of Law & Justice  
**INCOME TAX APPELLATE TRIBUNAL,**  
6th, 10<sup>th</sup> & 11<sup>th</sup> Floors,  
Loknayak Bhawan, B-Wing, Khan Market,  
DELHI - 110 003

No.F.301-Ad(AT)/2021-22

Dated the 14<sup>th</sup> June, 2021

**VACANCY CIRCULAR**

Applications are invited from the eligible officers for filling up one (01) vacancy to the post of **Assistant Director (Official Language)** a General Central Service, Group 'A' Gazetted, Non-Ministerial post in Level-10 of the Pay Matrix at Income Tax Appellate Tribunal (Administrative Ministry - Law & Justice) **by Deputation**. Details of the post, eligibility conditions etc. are given in the **Annexure-I**.

2. Applications of only such officers/ candidates will be considered as are routed through proper channel and are accompanied by:-

(i) Bio-data (as per the proforma given in **Annexure-II**) - Certification part to be filled up and countersigned by the Employer/ Cadre Controlling Authority. Each page of the Bio-Data and all supporting documents to be attested by an officer not below the rank of Under Secretary.

(ii) Photocopies of APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary.

3. Applications of suitable and eligible officers, who can be spared immediately in the event of selection, may be sent to the undersigned within a period of **60 days** from the date of publication/circulation of this advertisement.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/ documents are liable to be rejected.

सी.आर. के. अंतर्गत  
RECEIVED M. O. O.  
कर्मिक वृत्तियुक्त विभाग  
Deptt. of Personnel & P.  
08 JUL 2021

(MANOJ KASHYAP)

Assistant Registrar

Tel. No. 011-24648027

Email ID - central.delhi@itat.nic.in

20/6/21  
US (Coord)

14/6/21

**For the post of Assistant Director (Official Language)**

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**Annexure-1**

1. **Name of the post:-** Assistant Director (Official Language)
2. **Number of post:-** 01 (One)
3. **Classification of post:-** Group 'A' Gazetted, Non-Ministrial
4. **Pay Scale:-** Level-10 of the pay Matrix
5. **Age Limit:-** The maximum age-limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date for receipt of applications.
6. Educational and other qualifications are as under :-

**Essential:-**

- (i) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognised 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;
- (ii) Three 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 Governments /Autonomous Body / Statutory Organizations / PSUs / Universities; **OR** recognized research or educational institutions; **OR** three years' experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Body / Statutory Organizations / PSUs / Universities; **OR** recognized research or educational institutions.

**Desirable:-** Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognized Board.

7. **Eligibility conditions for appointment on Deputation basis:** Officers from the central / State Governments / UTs:-
  - (a) (i) Holding analogous posts on regular basis in the parent cadre / department; or
  - (iii) with 03 years' service in the grade rendered after appointment thereto on a regular basis in posts in Rs. 44,900 – 1,42,400/- (Level-7) and

(b) Possessing the educational qualifications and experience in para 6 above.

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● **Note 1:** The deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be 'Not exceeding 56years' as on the closing date of receipt of applications.

**Note 2:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay Commission except where there has been merger of more than one pre-revised scale of pay into for the post (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

8. Place of posting :- Initial place of posting will be Income Tax Appellate Tribunal 6<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup> Floors, Loknayak Bhawan, B-Wing, Khan Market, Delhi – 110003.
9. Duties attached to the post:-
  - (1) The translation work from English to Hindi and vice-versa and vetting thereof.
  - (2) To acquaint the officers and staff with the provisions of the Official Language Act. Government rules & orders relating to Official Language and Hindi training and to help them in implementing the same.
  - (3) To ensure proper compliance of the provisions of the Official Language Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy.
  - (4) To work as the secretary of the Official Language Implementation Committee to convene its meetings from time to time, to prepare the agenda and minutes of the meetings and to co-ordinate the action taken on the decisions taken in the meetings.
  - (5) To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Official Language Department through proper channel.
  - (6) To prepare the reference and help literature to organise Hindi workshops and to assist the officers and staff in learning Hindi using Hindi in officials business.

**BIO-DATA CURRICULUM VITAE PROFORMA**

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Date of entry into service	
ii.	Date of retirement under Central/ State Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
<b>FOR THE POST OF HINDI OFFICER (re-designated) as ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)</b>		
A	<b>ESSENTIAL</b>	<b>ESSENTIAL</b>
(i)	<b><u>QUALIFICATION:-</u></b> 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; <b>OR</b> 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; <b>OR</b> Master's degree of 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;	<b><u>QUALIFICATION:-</u></b>

(S)

(ii)	<b><u>EXPERIENCE:-</u></b>	<b><u>EXPERIENCE:-</u></b>
	(i) Three years' 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 Governments/ Autonomous Body / Statutory Organizations / PSUs / Universities; <b>OR</b> recognized research or educational institutions; <b>OR</b> three years' experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments/ Autonomous Body / Statutory Organizations / PSUs / Universities; <b>OR</b> recognized research or educational institutions.	
<b>B</b>	<b>DESIRABLE</b>	<b>DESIRABLE</b>
(i)	<b><u>QUALIFICATION:-</u></b> Studied one of the languages other than Hindi included in the 8 <sup>th</sup> schedule of the Constitution at 10 <sup>th</sup> level from a recognized Board.	<b><u>QUALIFICATION:-</u></b>
(ii)	<b><u>EXPERIENCE:-</u></b> N/A	<b><u>EXPERIENCE:-</u></b>
	<p>5.1. <b>Note:</b> <u>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.</u></p> <p>5.2. <u>In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</u></p>	

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.	
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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 Band, Band Pay 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 organization

9.1. **Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2. **Note:** Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.

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

12. 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.

13.	Total emoluments per month now drawn		
	<b>Basic Pay in PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>

14. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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

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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)**



-15 B	<p><b><u>Achievements:-</u></b> The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"><li>(i) Research publications and reports and special projects</li><li>(ii) Awards/ Scholarships/ Official Appreciation</li><li>(iii) Affiliation with the professional bodies/ institutions/ societies and;</li><li>(iv) Patents registered in own name or</li></ul>	
16	<p>Please state whether you are applying for deputation (ISTC)/ Absorption/ Reemployment Basis. #(Officers under Central/ State Governments are only eligible for. # (The option of 'STC' / 'Absorption'/ 'Reemployment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
17	Whether belongs to SC/ ST	