

No.A-35014/04/2020-Ad.V  
भारत सरकार/ Government of India  
गृह मंत्रालय/ Ministry of Home Affairs  
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North Block, New Delhi,  
Dated: the 16<sup>th</sup> March, 2020

To,

1. The Secretary General, Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi.
2. The Secretary, President's Secretariat/Vice-President's Secretariat/NITI Aayog/ Election Commission of India/Union Public Service Commission/Central Vigilance Commission.
3. The Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. All State Governments/Union Territories/Resident Commissioners in New Delhi.

Subject: Filling up of one post each of Deputy Director (Implementation) on Deputation/Promotion basis and Research Officer (Implementation) on Deputation/absorption (For Armed Forces personnel – Deputation/Re-employment) basis in Department of Official Language, Ministry of Home Affairs-reg.

Sir,

I am directed to say that it is proposed to fill up one post each of Deputy Director (Implementation) in Level-11 in the Pay Matrix on Deputation/Promotion basis and Research Officer (Implementation) in Level-7 in the Pay Matrix on Deputation/absorption (For Armed Forces personnel – Deputation/Re-employment) basis in Department of Official Language, Ministry of Home Affairs in consultation with UPSC. The particulars of these two posts, eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.

3. The maximum age limit for appointment on deputation (including short-term contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications as indicated in para 5 need not apply.

4. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations as are accompanied by the requisite personal data as in Annexure-II will be considered.

5. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and applications, in duplicate, in the enclosed proforma (Annexure-II) **along with cadre clearance and attested copies of complete and up-to-date ACRs of last five years (with rubber stamp on each page)** of the officers who can be spared in the event of their selection, may be sent to **Under Secretary (Ad-V), Ministry of Home Affairs, Room No. 81-D, North Block, New Delhi-110001**, within a period of **60 days** from the date of publication of this vacancy circular in the Employment News. Applications received after the last date or without the copies of ACRs or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also please be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during the last ten years.

Yours faithfully,

(N.R. Sekar Raju)

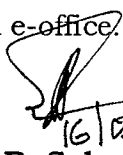
Under Secretary to the Government of India  
Tel. No. 2309 3666

No. A-35014/04/2020-Ad.V

New Delhi, dated 16<sup>TH</sup> March, 2020

Copy to:-

1. All Ministries / Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry /Department and in their attached / subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed proforma within a period of **60 days** from the date of publication of the vacancy circular in the Employment News.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice) through e-office.
3. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
4. ✓ SO (IT), Ministry of Home Affairs for uploading on Ministry's Website and e-office.

  
(N.R. Sekar Raju)

Under Secretary to the Government of India  
Tel. No. 2309 3666

**Post Code: 1**

1. Name of the Post : Deputy Director (Implementation)
2. No. of post : 01 (One)
3. Pay Scale : Level-11 in the Pay Matrix (₹67,700-2,08,700/-)  
(pre-revised: Pay Band-3, ₹15,600-39,100/- and Grade Pay of ₹6600/-)
4. Mode of Recruitment : By Deputation/Promotion
5. Duties and Responsibilities of the post:
  - (i) Constitution of Town Official Language Implementation Committee (TOLICs), their monitoring and required action on the Minutes of the meetings.
  - (ii) Matters related to change of chairmanship of TOLICs and change of meeting calendar.
  - (iii) Organizing conference of TOLICs on region basis in view of Official Language.
  - (iv) Review and monitoring of monthly work output report of all the eight regional implementation offices.
  - (v) Matters related to the clarification of official language implementation
  - (vi) All work related to the decisions of official language awards and their distribution ceremony.
  - (vii) All work related to the evaluation of regional official language awards and their distribution ceremony.
  - (viii) To provide budget and finance for the above schemes and to issue their financial sanctions. Disposal of audit objections.
  - (ix) An annual programme is issued by the department of official language wherein targets are fixed for the offices etc. Monitoring and review of these targets.
  - (x) To ensure receipts and reviews of quarterly progress reports from ministries/ departments.
  - (xi) Monitoring of Departmental Official Language Implementation Committees of ministries/ departments. To ensure representation of department in the Committees and review of the minutes of meetings.
  - (xii) Keeping updated database of all the works related to the Section on computer.
  - (xiii) Organizing meetings of Central Official Language Implementation Committees (COLICs), issuing agenda/ minutes of the meetings.
  - (xiv) To ensure notification under Rule 10(4) of the Official Language Rules and keeping updated record.
  - (xv) To reply parliament questions and to prepare supplementary notes.
  - (xvi) To dispose matters related to the Right to Information Act.

6. Eligibility:

1. Officers under Central Government:

- (a) (i) Holding analogous posts on regular basis in their parent cadre; OR
  - (ii) With five years' regular service in Level-10 in the Pay Matrix (pre-revised: PB-3, ₹15600-39100/- and Grade Pay of ₹5400) or equivalent; OR
  - (iii) With six years' regular service in Level-8 in the Pay Matrix (pre-revised: PB-2, ₹9300-34800/- and Grade Pay of ₹4800) or equivalent; OR
  - (iv) With seven years' regular service in Level-7 in the Pay Matrix (pre-revised: PB-2, ₹9300-34800/- and Grade Pay of ₹4600) or equivalent;
- AND
- (b) Possessing the following educational qualifications and experience:

**ESSENTIAL:**

- (i) Master's Degree of a recognized University or equivalent in English with Hindi as a subject at degree level; OR
- (ii) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at degree level.

**DESIRABLE:**

One years experience in implementing the Official Language Act, 1963 (19 of 1963) or policy.

2. The Departmental Research Officer (Implementation) with seven years regular service in the grade will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

(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. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department/organization shall ordinarily not to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short term contract)/transfer shall be not exceeding 56 years as on the closing date of receipt of applications.)

**Post Code: 2**

1. Name of the Post : Research Officer (Implementation)
2. No. of post : 01 (One)
3. Pay Scale : Level-7 in the Pay Matrix (₹44,900-1,42,400/-)  
(pre-revised: Pay Band-2, ₹9,300-34,800/- and Grade Pay of ₹4600/-)
4. Mode of Recruitment : By Deputation/absorption, For Armed Forces personnel – Deputation/Re-employment)
5. Duties and Responsibilities of the post:
  - (i) Work related to Hindi Diwas.
  - (ii) Work related to organising the Regional Official Language Conference.
  - (iii) Monitoring of the meeting of 513 Town level Official Language Implementation Committee and taking necessary action on the Minutes of those meetings. Matter relating to making changes in the Presidentship of Town level Official Language Implementation Committee, calendar of meetings etc.
  - (iv) Review and monitoring of the monthly performance of all the 08 Regional Implementation Offices.
  - (v) Work related to finalisation and organising the prize distribution ceremony in respect of Rajbhasha Kirti Prize.
  - (vi) Work related to finalisation and organising the prize distribution ceremony in respect of Rajbhasha Gaurav Prize.
  - (vii) Work related to assessment and organising of conference in respect of Regional Rajbhasha prizes.
  - (viii) Preparation of the material related to Section for Annual Report of the Department.
  - (ix) Maintenance of the database related to the actions taken by the Section on computer.

- (x) Organising the meetings of the Central Official Language Implementation Committee – issue of the agenda/minutes.
- (xi) Preparation of the draft speech for Chief Guests/senior officers for conferences/ceremony.
- (xii) Checking of the translation work of the orders/letters etc. to be issued bilingually.
- (xiii) Convening the meetings of the Head of Office of Regional Implementation Offices, Director (Implementation) and Joint Secretary and subsequent actions on the Minutes of the same.
- (xiv) Preparing the answers of Parliament Questions and their supplementary notes.
- (xv) Disposal of RTI applications.
- (xvi) To make available the DBT related information on the portal.

6. Eligibility:

1. Officers under Central Government:

- (a) (i) Holding analogous posts on regular basis in their parent cadre/department; OR
  - (ii) With five years' regular service in Level-6 in the Pay Matrix (pre-revised: PB-2, ₹9300-34800/- and Grade Pay of ₹4200) or equivalent;
- AND
- (b) Possessing the following educational qualifications and experience:

**Essential:**

- (i) Master's Degree of a recognized University or equivalent in English with Hindi as a subject at degree level; OR
- (ii) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at degree level.

**Desirable:**

One years experience in Official Language Act, 1963 (19 of 1963) or policy.

**For Armed Forces Personnel:**

For Armed Forces Personnel of the rank of Junior Commissioned Officer who are due to retire or to be transferred to reserve within a period of one year and possess the educational qualifications and experience prescribed for deputationists shall also be considered. If selected, such officers shall be given deputation terms upto the date on which they are due to release from the Armed Forces, thereafter, they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment upto the age of superannuation with reference to civil posts.

(The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other department/organization shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation (including short term contract)/transfer shall be not exceeding 56 years as on the closing date of receipt of applications.)

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**BIO-DATA/ CURRICULUM VITAE PROFORMA**

**POST APPLIED FOR:** Deputy Director (Implementation) or Research Officer (Implementation)

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. Date of retirement under Central / State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualification/Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<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
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate.</b></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.	
<p><b>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.</b></p>	

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 <b>or</b> Temporary <b>or</b> Quasi-Permanent <b>or</b> 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><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation 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			
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column.)</p> <p>a) Central Government  b) State Government  c) Autonomous Organisation  d) Government Undertaking  e) Universities  f) Others</p>			
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 PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, 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
<p><b>16.A Additional information</b>, 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 and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/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.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>		
<p>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 Organisations 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>		
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 a bearing on my selection has been suppressed/withheld.

Date: \_\_\_\_\_

(Signature of the candidate)  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**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 possesses 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 CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. 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)**