

By Hand

R/Note No.A.13011/3/2020-Ad.II

Dated : the 27<sup>th</sup> August, 2021.

**Admn. II Section**

**Subject: Filling up of thirteen Post of Assistant Director Level-10, Revised (Rs.56,100-1,77,500/-) on deputation basis in Central Translation Bureau a subordinate office of the Department of Official Language, Ministry of Home Affairs**

Refer MHA OM No. 13011/32/2019-O.L(CTB) Dated 17<sup>th</sup> August, 2021 on the subject cited above, the same is hereby forwarded for uploading on DCPW website under. 'Important Notifications' tab :-

MHA OM No. 13011/32/2019-O.L(CTB) Dated 17<sup>th</sup> August, 2021 alongwith Annexure-I & Annexure-II.

Encls : as above

  
(Shashi Kant Singh)  
Asstt. Director (Admn.)

To:

AD (IT) for uploading in DCPW website



(DCPW)

File No 13011/32/2019-O.L(CTB)  
GOVERNMENT OF INDIA/BHARAT SARKAR  
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA  
DEPARTMENT OF OFFICIAL LANGUAGE/RAJBHASHA VIBHAG

AD-II, 745  
19/08/21  
109  
17

NDCC-II Building, Jai Singh Road,  
New Delhi-1, Dated : 14 August, 2021

OFFICE MEMORANDUM

14 AUG 2021

**Subject : Filling up of thirteen Post of Assistant Director Level-10, Revised( Rs. 56,100- 1,77,500/-) on deputation basis in Central Translation Bureau a subordinate office of the Department of Official Language, Ministry of Home Affairs.**

The services of thirteen suitable officers are urgently required for filling up the post of Assistant Director in Central Translation Bureau a subordinate office of the Department of Official Language, Ministry of Home Affairs on deputation basis, in the revised pay scale pay Level-10, ( Rs. 56,100- 1,77,500). The qualifications and experience required for the post and other details are given in Annexure-I. The pay of the 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 17<sup>th</sup> June, 2010, as amended from time to time.

2. Earlier also an Office Memorandum issued on 23.12.2019 to fill up 8 vacancies of Asstt. Directors in Central Translation Bureau on deputation basis in revised pay scale of level-10 (Rs56100- 177500/-). Only 2 (Two) applications were received within the prescribed time limit.

It is therefore decided to re-advertise the aforesaid post but the number of post has been modified now to 13(thirteen). Applicants who have applied earlier in response to Office Memorandum dated 23.12.2019 need not to apply again. But for them also the condition mentioned in column 5 of Annexure-I of RR in advertisement of this office memorandum will be applicable. And they have also required to submit their latest APAR/Integrity/Vigilance Clearance etc as given below from 3(i)-3(v).

3. It is requested that the application (in duplicate) in the enclosed performa 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 Photostate copies of their ACR/APAR for the last 5 years i.e. 2015-16 to 2019-2020 duly attested by Group "A" 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.

4. 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

19/08/21  
Sh. Khemchand, A.S.O.

(2)  
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.

5. In column 5 of Annexure-I of RR in Hindi advertisement issued earlier on 23.12.2019, the deputation period may please be read "ordinarily not exceed 4 years" in place of "ordinarily not exceed 3 years".

*Anand Kumar*  
16/8/21

(ANAND KUMAR)  
DIRECTOR (TRAINING & POLICY)  
Tele: 011-23438250

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 & UT's
14. Director(Training/Policy/Technical/Implementation), 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

*Anand Kumar*  
16/8/21

(ANAND KUMAR)  
DIRECTOR (TRAINING & POLICY)

ANNEXURE-I

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

1	Name of the Post	Assistant Director
2	No. of Post(s)	13 (Thirteen)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10,( Rs.56,100-177,500)
5	Period of Deputation & age limit.	The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
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 three years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Level -7 of the Pay Matrix Rs. 44,900-1,42,400) or equivalent in the parent cadre / department; and</p> <p>(b)possessing the following education qualifications and experience.</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 style="text-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 style="text-align: center;">OR</p> <p>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 a medium of examination at the degree level,</p> <p style="text-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 the medium of examination at the degree level,</p> <p style="text-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) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from English to</p>

		<p>Central/State Government/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings/Universities or recognize Research of Educational Institutions.</p> <p>OR</p> <p>Three 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 of Educational Institutions.</p> <p>Desirable: Studied of one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> Level from a recognized Board.</p> <p>Note 1: The Departmental officers in the feeder categories who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the central government shall ordinarily not to exceed 03 years.</p> <p>3. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
7	Duties of Assistant Director	<p>The Assistant Director will be responsible for the supervisions of the staff, i.e. Technical Assistants, Research Assistants/Senior Translators and Training Officers/Translation Officers placed under his charge. He may be required to work in any Division of the Bureau.</p> <p>The Assistant Director working in the Translation Division will finalise the translation vetted and submitted to him by Translation Officers. It will be his responsibility to send the finalised translations to the concerned Ministries/Departments/Offices.</p> <p>The Assistant Director working in the Evaluation and Training Division will finalise the training material as well as the training programmes and schemes; will arrange for the training; will finalise the syllabi and courses for training; will finalise and produce help and reference literature etc. prepared by Research Assistants and Training Officers. He will also be required to deliver lectures to trainees undergoing training.</p>

BIO DATA/CURRUCULUM VITAE PROFORMA

1. Name and Address (in Block Letters) (Mob. No. and Email ID)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service ii) Date of retirement under Central/State	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular.	Qualifications/Experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 <b>Note</b> : 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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications, elective/main subject and subsidiary subjects may be indicated by the candidates.</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.	

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 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 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.



<p>11. Additional details about present employment : 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 Organization d) Government Undertaking e) Universities f) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>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.</p>								
<p>14. Total emoluments per month now drawn</p> <table border="1"> <thead> <tr> <th>Basic Pay in the Pay Band</th> <th>Grade Pay</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Basic Pay in the Pay Band	Grade Pay	Total Emoluments			
Basic Pay in the Pay Band	Grade Pay	Total Emoluments						
<p>15. In case the applicant belongs to an Organization which is not following the Central Government Pay Scale, the latest salary slip issued by the Organization showing the following details may be enclosed.</p> <table border="1"> <thead> <tr> <th>Basic Pay with Scale of Pay and rate of increment.</th> <th>Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)</th> <th>Total Emoluments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of increment.	Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment.	Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments						
<p>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)</p>								
<p>16. B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(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 organization (v) Any research/innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)</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 Organizations are eligible only for Short Term Contract)</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").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld.

Signature of the Candidate

Address with Email 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)