



फा.सं. 13011/32/2019-रा.भा.(के.अनु.व्यूरो)

भारत सरकार
गृह मंत्रालय
राजभाषा विभाग

Chief Secretary's Office

Dy. No.: 1126

Date: 6/1/20

कार्यालय जापन

17

चौथा तल, एन.डी.सी.सौ. भवन,
जयसिंह रोड, निकट जंतर-मंतर,
नई दिल्ली-1, दिनांक: 19 दिसम्बर, 2019

23 DEC 2019

विषय:- गृह मंत्रालय, राजभाषा विभाग के अधीनस्थ कार्यालय केंद्रीय अनुवाद ब्यूरो में सहायक निदेशक संशोधित वेतन लेवल-10, (रु. 56,100-1,77,500/-) के पद को प्रतिनियुक्ति आधार पर भरना।

गृह मंत्रालय, राजभाषा विभाग के अधीनस्थ कार्यालय केंद्रीय अनुवाद ब्यूरो में सहायक निदेशक संशोधित वेतन लेवल-10, (रु. 56,100-1,77,500/-) के आठ पदों को प्रतिनियुक्ति आधार पर भरने के लिए, उपयुक्त अधिकारियों की सेवाओं की तत्काल आवश्यकता है। इस पद के लिए अपेक्षित अर्हताएं और अनुभव तथा अन्य ब्यौरे अनुबंध-1 में दिए गए हैं। इस पद पर चयनित अधिकारी का वेतन, कार्मिक और प्रशिक्षण विभाग के दिनांक 17 जून, 2010 के कार्यालय जापन संख्या 6/8/2009-स्था(वेतन-11), समय-समय पर यथा संशोधित, में उल्लिखित प्रावधानों के अनुसार विनियमित किया जाएगा।

2. अतः अनुरोध है कि इस पद के लिए योग्य, इच्छुक एवं पात्र अधिकारियों, जिन्हें तत्काल कार्यमुक्त किया जा सकता हो, के आवेदन पत्र (दो प्रतियों में) संलग्न प्रोफार्मा (अनुबंध-11) में, इस कार्यालय जापन के जारी होने या इस कार्यालय जापन के 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 मूल 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 गई 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 अंग्रेषित 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

(मंजुला सक्सेना)

उप सचिव, भारत सरकार

दूरभाष : 011-23438155


Services Branch

Diary No. 1126

Date 07/01/20

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. लोक सभा/ राज्य सभा सचिवालय।
8. संघ लोक सेवा आयोग।
9. केंद्रीय सतर्कत आयोग।
10. भारत के 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 काइर 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 एक्जीक्यूटिव, 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

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

2. यह भी प्रमाणित किया जाता है कि :-

- (i) श्री/श्रीमती के विरुद्ध कोई सतर्कता अथवा अनुशासनात्मक मामला लंबित/ विचारणीय नहीं है।
- (ii) उनकी सत्यनिष्ठा प्रमाणित की जाती है।
- (iii) उनकी सत्यनिष्ठा रिपोर्ट मिसिल (सीआर डोजियर) की मूल प्रति संलग्न की जाती है। भारत सरकार के अवर सचिव अथवा उससे ऊपर के पद के अधिकारी द्वारा विधिवत सत्यापित पिछले 05 वर्षों की वार्षिक गोपनीयता रिपोर्ट की छाया प्रतियां संलग्न की जाती हैं।
- (iv) पिछले वर्षों के दौरान उन पर कोई बड़ी/ छोटी शास्ति आरोपित नहीं की गई है अथवा पिछले 10 वर्षों के दौरान उन पर लगाई गई बड़ी/ छोटी शास्ति की सूची संलग्न की गई है। (जैसा भी मामला हो)

प्रतिहस्ताक्षरित
(नियोक्ता/संवर्ग नियंत्रक अधिकारी मुहर सहित)

10

File No13011/32/2019-O.L(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 :19 December, 2019

OFFICE MEMORANDUM

Subject : Filling up of Eight Post of Assistant Director Level-10, (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 eight 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 17th June, 2010, as amended from time to time.

2. 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 Photostat copies of their ACR/APAR for the last 5 years i.e. 2013-14 to 2017-2018 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.

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: 011-23438155

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/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 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)	08 (Eight)
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.	<p>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 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 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</p>

		<p>(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 Undertakings/Universities or recognized 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 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 will 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 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

ANNEXURE-I

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
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</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	

(15)

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
<p>* 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 :</p>					
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.		
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 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.		
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 organization (v) Any research/innovative measure unvolving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)		

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

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

Signature of the Candidate

Address with 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)