

F. No. 2(5)/2017-Pers.I  
Government of India  
Ministry of Electronics and Information Technology  
Electronics Niketan, 6, CGO Complex, New Delhi-110003

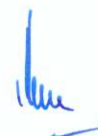
**Subject: Filling up of one post of Assistant Director (Official Language) in the Ministry of Electronics and Information Technology (MeitY) on deputation basis - regarding.**

It is proposed to fill up one post of **Assistant Director (OL)** at Level-10 of the Pay Matrix in the Ministry of Electronics and Information Technology on **deputation basis**. The appointment on deputation will initially be for a period of one year, extendable as per Government instruction. The candidate selected for appointment on deputation can also be permanently absorbed at a later date based on his/her performance. The job description of the post and eligibility criteria along with other details of posts are given in **Annexure-I**.

2. Applications of eligible and willing persons who can be spared immediately may be forwarded through proper channel in the prescribed format (**Annexure-II**) to the undersigned at the above mentioned address so as to reach on or before 45 days from the date of publishing the advertisement in the Employment News. The application should also be accompanied by photocopies of ACRs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer (**Annexure-III**). It may also be confirmed that in the event of selection the officer concerned will be relieved of his duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.

3. Applications, which are incomplete or are not accompanied with the photocopies of ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.

4. Candidates once selected will not be allowed to withdraw his/her name on a later date.



**(P. Victor Albuquerque)**  
**Deputy Director (Pers.)**  
**Tel. No. 011-24301246**

<b>Post</b>	:	Assistant Director (Official Language) (Group 'A'-Gazetted Non-Ministerial)
<b>Number of Post</b>	:	01 (One)
<b>Pay Scale</b>	:	Level-10 of the Pay Matrix (Rs. 56100-177500).
<b>Eligibility</b>	:	Officers from the Central Government or State Government Or Union Territories or Public Sector Undertaking:-

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or  
**OR**  
(ii) with 03 years approved or regular service in Level-7 in the Pay Matrix (Rs. 44900-142400); and
- (b) Possessing the following educational qualifications and experience:

**Essential:**

- (i) Master's degree from a recognized 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 from a recognized 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 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; **OR**  
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 a examination at the degree level; **OR**  
Master's degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level
- (ii) Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central Government or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions. **OR**
- (ii) Three years' experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.

**Note 1:** Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.

**Note 2:** The qualifications regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Ministry is of the opinion that sufficient number of

candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

**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.

**Note 1:** The approved service rendered in the grade, on the 1<sup>st</sup> day of the Recruitment Year, as the residency period will be counted for promotion. Definition of "Approved Service" for direct recruitment and seniority promotion modes of recruitment will be as per below:-

- (i) In respect of an officer recruited directly to that grade, period or periods of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of the recruitment year, following the year in which the examination for direct recruitment was held;
- (ii) In respect of an officer recruited to that grade on the basis of length of service in the lower grade, period or periods of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of the recruitment year for which the recruitment was made:

Provided that where there is delay of more than 90 days in joining on appointment, in any of the cases mentioned in the sub-clauses (i) and (ii) above, such delay should not be due to any fault on the part of the officer.

**Note 2:** 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, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:** Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

**Note 4:** The Maximum age-limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

**BIO-DATA PROFORMA**

1. Name of the Candidate (in Block Letters):
2. Address in Block Letters including Contact number :
3. Date of Birth (in Christian era) :
4. Age as on closing date :
5. Date of retirement :
6. Educational Qualifications :
7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.
- 8.

Sl. No.	Office/Institution/Organization	Post held	From	To	Pay Band & Grade Pay (Pay in Pay Matrix with level if applicable)	Nature of duties
1.						
2.						
3.						

9. Nature of present employment i.e. ad-hoc/temporary/permanent:
10. In case the present employment is held on deputation, please state
  - (i) The date of initial appointment :
  - (ii) Period of appointment on deputation:
  - (iii) Name of the parent organization/office to which you belong
11. Whether SC/ST/OBC :
12. Additional information, if any, which you would like to mentioned in support of your suitability for the post.

Dated:

Signature of candidate \_\_\_\_\_

Name of the candidate \_\_\_\_\_

Address of the candidate \_\_\_\_\_

Mobile No.(if any) \_\_\_\_\_

**Annexure-III**

**Certificate to be furnished by the Employer/Head of Office/Forwarding Authority**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.  
(Strike out whichever is not applicable)

Dated:

Signature of Head of Office \_\_\_\_\_

Place:

Name and Designation \_\_\_\_\_

Seal