

C I R C U L A R**Subject: Filling up of the post of Secretary General in World Hindi Secretariat, Mauritius**

It is proposed to fill up the post of Secretary General in World Hindi Secretariat, in Mauritius. The post will carry pay scale of Director to the Government of India and Foreign (Compensatory) Allowance (FCA) as admissible to a non-representational Director-level officer of the Government of India (including amount towards component of electricity, water and fuel charges, if not paid by the host government) as per orders of the Ministry of External Affairs from time to time. At present, admissible FCA is US\$2858 per month. The officer will also be entitled to Entertainment Allowance as per orders of MEA.

Officers working in Central Government holding analogous posts, on regular basis, in PB-4 (Rs. 37,400-67,000 and Grade Pay of Rs. 8,700) and possessing the following educational qualifications and experience are eligible to apply: -

Qualifications :**A) ESSENTIAL**

(a) A Degree in Hindi with English from a recognized institution, or

A Degree in English with Hindi from a recognized institution;

and

(b) A Master's Degree in Hindi or Hindi Literature/Linguistics or English from a recognized institution, or

An alternative qualification acceptable to the Government of India

(c) At least 14 years' experience of terminological work in Hindi and/or translation work from English or any other foreign language to Hindi or vice versa preferably of technical or literary or scientific material in a Central/State Government/University recognized by either the UGC/PSU/Autonomous Hindi Institutions recognized by the Indian Government or by the Tertiary Education Commission of Mauritius or the Mauritius Qualification Authority; or

At least 14 years' experience of teaching, research, writing or journalism in Hindi in Institutions recognized by the respective Government

(d) Age should not exceed 55 years on the closing date of receipt of applications

B) DESIRABLE

(a) The candidate having Sanskrit as one of the subjects at Degree level will have an advantage.

(b) Wide knowledge and international exposure of propagation of Hindi/Indology/ Hindi literature/Indian Studies and Indian culture and traditions.

(c) Dynamic, enterprising, highly motivated with good communications and interpersonal skills,

(d) Have proven track record of administrative/ managerial experience.

(e) Experience in editing/publication/flair for creative writing/Socio-cultural work/ Hindi-promotion activities.

(f) Working knowledge of Computer and Hindi Software.

2. Interested applicants may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of 4 weeks from the date of issuance of this circular. Applications received after the last date or otherwise incomplete are not likely to be considered.

3. The following papers/documents may also please be sent alongwith nomination:-

I. Statement of Bio-data in the prescribed proforma (as per Annexure) in duplicate duly signed by the candidate and forwarded through proper channel.

II. Attested copies of the CR dossiers for the last five years attested (on each page) by an Officer not below the rank of Under Secretary.

III. Vigilance Clearance Certificate

IV. Integrity Certificate

V. A statement of major/ minor penalty, if any, imposed on the officer during the last 10 years.

VI. Cadre Clearance Certificate.



(Paulomi Tripathi)
Under Secretary (FSP&Cadre)
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Tel: 2301-1650

Enclosure: Curriculum Vitae Proforma

CURRICULUM VITAE PROFORMA
(to be submitted in duplicate through proper channel)

1. Name and Address (in Block letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement :
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)

	Qualification/Experience required	Qualification/Experience possessed by the officer
Essential		
Desired		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

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	From	To	Scale of pay and basic pay*	Nature of duties (in brief)

* Basic pay in the post being held on regular basis.

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/organisation to which you belong :

10. Additional details about present employment (for officers working on deputation/ contract basis) :

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 :

1. Are you in the Revised Scale of Pay?

If yes, give the date from which the revision took place and also indicate the pre revised scale:

2. Total emoluments per month now drawn :

3. Additional information, if any, which you would like to mentioned in support of your suitability for the post:

4. Whether belongs to SC/ST:

5. Remarks:

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

(Signature of the Candidate)

Name:

Address:

Tel: (O)

(R)

(M)

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

1. Certified that the particular furnished by ----- are correct and he/she possessess educational qualifications and experience mentioned in the circular.
2. Also certified that:
 - I. There is no vigilance case pending/contemplated against him/her
 - II. Attested copies of complete ACRs dossiers for the last 5 years attested (on each page) by an officer not below the rank of Under Secretary to the Government of India are enclosed.
 - III. His/Her integrity is beyond doubt.
 - IV. No major/minor penalties has been imposed on him/her during the last 10 years/ lists of major/minor penalties imposed on him/her during the last 10 years is enclosed. (Strike out whichever is not applicable)
 - V. Cadre Clearances Certificate from Cadre Controlling Authority is enclosed.

Date: Signature :

Place: Name & Designation :