

No.A.15012/1/JHT/2015-Admn.II

Government of India
Ministry of Home Affairs
Directorate of Coordination
Police Wireless

Block No.9 CGO Complex
Lodhi Road New Delhi-3
Date the 25th April, 2017

To,

1. Secretary General, Lok Sabha Sectt/Rajya Sabha Sectt, New Delhi
2. The Secretary
President's Secretariat/ Vice President's Secretariat/ Planning Commission/
Election Commission of India/ Union Public Service Commission/ Central
Vigilance Commission.
3. Registrar(Admn), Supreme Court of India

Subject:- Circulation of advertisement for filling up of the post of Junior Hindi Translator, Group 'B' Non-Gazetted in Level 6 in the Pay Matrix (Rs. 9300-34800 GP 4200 Pre-Revised), on deputation basis in this Directorate-reg.

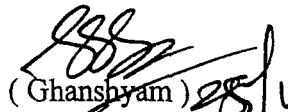
Sir,

I am directed to say that it is proposed to fill one post of Junior Hindi Translator in this Directorate on deputation basis. The particulars of the post, eligibility conditions etc. are given in annexure -I.

2. The pay of the selected officer will be regulated in accordance with the Deptt of Personnel & Training O.M. No. 2/29/91-Estt (Pay-III) dated 5-1-94 as amended from time to time.
3. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation will not exceed three years.
4. It is requested that wide publicity may be given to the vacancy circular among officers under your administrative control. Application (in duplicate), in the enclosed pro-forma (Annexure-II) alongwith complete and up-to-date CR/APAR dossiers of the officers, who can be spared in the event of their selection, may be sent to this Directorate, within a period of 60 days from the date of publication of this Circular or within 60 days when this vacancy is published in the Employment News, whichever is later. Application received after the last date or without CR/APAR dossiers 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 be certified.

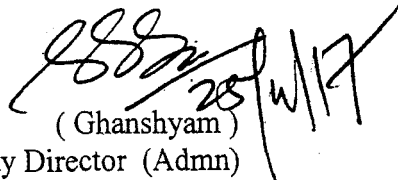
Encl: As above

Yours faithfully


(Ghanshyam)
Deputy Director (Admn)
Tele No. 24361589

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 as well as 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 issue of this circular or within 60 days from the date of publication of this vacancy in Employment News.
2. The Controller & Auditor General of India for similar action.
3. Controller General of Accounts/ Controller of Accounts, Ministry of Finance for similar action.
4. All Central Police Organisations.


(Ghanshyam)
Deputy Director (Admn)
Tele No. 24361589

Annexure -I

1. Name of post : Junior Hindi Translator
2. Number of post : One.
3. Pay Scale : **LEVEL 6 in the PAY MATRIX**
(Rs. 9300-34800/, GP 4200/-Pre-Revised)
4. Classification : General Central Service, Gr. 'B', Non-Gazetted, Ministerial.
5. Mode of Recruitment : On Deputation basis.
6. Last date of receiving : Sixty days from the date of the advertisement published
of application in the 'Employment News' or from the date of issue of the
Vacancy Circular, whichever is later.
7. Age limit : 56 years as on the closing date of the receiving of the
application.
8. To whom the : Deputy Director (Admn), DCPW (MHA) Block No. 9, CGO
applications are : Complex, Lodhi Road, New Delhi - 110 003.
to be sent.

9. **Eligibility:**

Officer under the Central Government holding

A.

(i) Analogous posts; OR

(ii) Posts in LEVEL 4 in the PAY MATRIX (Rs. 4000-100-6000/-pre-revised) or
equivalent with 5 years regular service in the grade; OR

(iii) Posts in the LEVEL 2 in THE PAY MATRIX (Rs. 3050-75-3950-80-4590/-
pre-revised scale) or equivalent with 8 years regular service in the grade: and

B. Possessing the following educational qualifications and experience

Master's degree of a recognised University in Hindi/English with English/Hindi as a
compulsory/elective subject or as medium of examination at degree level.

OR

Master's degree of a recognised University in any subject other than Hindi/English
with Hindi and English as compulsory/elective subjects or either of the two as
medium of examination and the other as a compulsory/elective subject at the degree
level.

OR

Master's degree of a recognised University in any subject other than Hindi/English,
with Hindi/English medium and English/Hindi as a compulsory/elective subject or as
medium of examination at degree level.

OR

Bachelor's degree of a recognised University, with Hindi and English as
compulsory/elective subjects or either of the two as medium of examination and the
other as a compulsory/elective subject, plus recognised Diploma/Certificate course in
Translation from Hindi to English and vice versa or two year's experience of translation
work from Hindi to English and vice versa in Central/State Government offices,
including Govt. of India undertakings.

BIO-DATA PRO-FORMA

1. Name and address in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Govt. rules :
4. Educational Qualification :
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

Qualifications/Experience
Possessed by the officer

Essential (1)
(2)
(3)
Desired (1)
(2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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/Instt/Orgn. Post held From To Scale of pay and basic pay Nature of duties

8. Nature of present employment, i.e. ad-hoc or temporary 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 you belong. :
10. Additional details about present employment :
Please state whether working under -----
 - (a) Central Government :
 - (b) State Government :
 - (c) Autonomous Organisations :

- (d) Government Undertakings :
- (e) Universities :
11. 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. :
12. Total emoluments per month now drawn :
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. :
14. Whether belongs to SC/ST :
15. Remarks :

Signature of the candidate

Date :

Address _____
Countersigned (Employer) :

(TO BE FILLED BY FORWARDING OFFICE)

Certificate to be furnished by the employer / Head of Office / Forwarding Authority :-

1. Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.
2. Certified that the Cadre Clearance in respect of the applicant has been obtained from concerned authority and he/she would be relieved in the event of selection.

Also certified that :-

- (a) There is no vigilance case pending/contemplated against him/her.
- (b) His/her complete CR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary to the Government of India or equivalent are enclosed.
- (c) His/her Integrity is beyond doubt.
- (d) 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 which is not applicable]

Signature :

Dated :
Place :

Name & Designation of the employer
[with seal]

संख्या / No. A-15012/1/AO/2015--Admn.II.

भारत सरकार / Government Of India

गृह मंत्रालय / Ministry of Home Affairs

समन्वय निदेशालय / Directorate of Coordination

पुलिस बेतार / Police Wireless

ब्लॉक न.-9, सी.जी.ओ. परिसर/Block No.9, C.G.O. Complex

लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3

दिनांक/Dated 25th April, 2017

To,

1. Secretary General, Lok Sabha Sectt/Rajya Sabha Sectt, New Delhi
2. The Secretary
President's Secretariat/ Vice President's Secretariat/ Planning Commission/
Election Commission of India/ Union Public Service Commission/ Central
Vigilance Commission.
3. Registrar(Admn), Supreme Court of India

Subject:- Circulation of advertisement for filling up of the post of Accounts Officer in LEVEL 7 in the PAY MATRIX (Rs. 9300-34800, GP-4600, Gr 'B' Gazetted-Pre-Revised) on deputation basis in this Directorate - regarding.

Sir,

I am directed to say that it is proposed to fill one post of Accounts Officer in LEVEL 7 in the PAY MATRIX (Rs.9300-34800, GP-4600, Gr 'B' Gazetted - Pre-Revised) in this Directorate on deputation basis. The particulars of the post, eligibility conditions etc. are given in annexure -I.

2. The pay of the selected officer will be regulated in accordance with the Deptt of Personnel & Training O.M. No. 2/29/91-Estt (Pay-III) dated 5-1-94 as amended from time to time.

3. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation will not exceed three years.

4. It is requested that wide publicity may be given to the vacancy circular among officers under your administrative control. Application (in duplicate), in the enclosed pro-forma (Annexure-II) alongwith complete and up-to-date CR/APAR dossiers of the officers, who can be spared in the event of their selection, may be sent to this Directorate, within a period of 60 days from the date of publication of this Circular or within 60 days when this vacancy is published in the Employment News, whichever is later. Application received after the last date or without CR/APAR dossiers 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 be certified.

Encl: As above

Yours faithfully

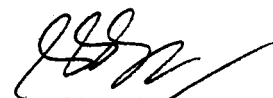

(Ghanshyam)

Deputy Director (Admn)

Tele No. 24361589

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 as well as 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 issue of this circular or within 60 days from the date of publication of this vacancy in Employment News, whichever is later.
2. The Controller & Auditor General of India for similar action.
3. Controller General of Accounts/ Controller of Accounts, Ministry of Finance for similar action.
4. All Central Police Organisations.



(Ghanshyam)
Deputy Director (Admn)
Tele No. 24361589

Annexure -I

1. Name of post : Accounts Officer
2. Number of post : One.
3. Pay Scale : LEVEL 7 in the PAY MATRIX
(Rs. 9300-34800/, GP 4600/-Pre-Revised)✓
4. Classification : General Central Service, Gr. 'B', Gazetted, Ministerial.
5. Mode of Recruitment : On Deputation basis.
6. Last date of receiving of application : Sixty days from the date of the advertisement published in the 'Employment News' or from the date of issue of the Vacancy Circular, whichever is later.
7. Age limit : 56 years as on the closing date of the receiving of the application.
8. To whom the applications are to be sent. : Deputy Director (Admn), DCPW (MHA) Block No. 9, CGO Complex, Lodhi Road, New Delhi - 110 003.
9. **Eligibility:**
 - (i) Officer under the Central Government holding analogous posts on regular basis or posts of Junior Accounts Officer/Accountant or equivalent in LEVEL 6 in the PAY MATRIX (Rs. 1640-2900 -pre-revised) with 5 years regular service in the grade; or
 - (ii) Regular Accounts/audit Officers from any of the Organized Accounts Department; or
 - (iii) Officers of the Central Government holding posts in LEVEL 6 in the PAY MATRIX (Rs. 2000-3500 -pre-revised) or equivalent on regular basis with 3 years regular service in the grade who have undergone training in Cash and Accounts work in the ISTM or equivalent and possess experience in Cash and Accounts and Budget work; or
 - (iv) Subordinate Accounts Services Accountants with 5 years regular service in the grade from any of the Organised Accounts Department.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not exceed 3 years).
10. The present place of posting is Delhi but the post bears All India Service Liability.

BIO-DATA PRO-FORMA

1. Name and address in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Govt Rules :
4. Educational Qualification :
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	Qualifications/Experience Possessed by the officer
------------------------------------	--

- | | |
|-----------|-----|
| Essential | (1) |
| | (2) |
| | (3) |
| Desired | (1) |
| | (2) |
-

6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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/Instt/Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties
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8. Nature of present employment, i.e. ad-hoc or temporary 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 you belong. :
10. Additional details about present employment :
Please state whether working under -----
 - (a) Central Government :
 - (b) State Government :
 - (c) Autonomous Organisations :

- (d) Government Undertakings :
- (e) Universities :
11. 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. :
12. Total emoluments per month now drawn :
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. :
14. Whether belongs to SC/ST :
15. Remarks :

Signature of the candidate

Date :

Address _____

Countersigned (Employer) :

(TO BE FILLED BY FORWARDING OFFICE)

Certificate to be furnished by the employer / Head of Office / Forwarding Authority :-

1. Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.
2. Certified that the Cadre Clearance in respect of the applicant has been obtained from concerned authority and he/she would be relieved in the event of selection.

Also certified that :-

- (a) There is no vigilance case pending/contemplated against him/her.
- (b) His/her complete CR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary to the Government of India or equivalent are enclosed.
- (c) His/her Integrity is beyond doubt.
- (d) 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 which is not applicable]

Signature :

Name & Designation of the employer
[with seal]

Dated :

Place :
