

संख्या/ No.A.15012/1/AD(OL)/2024-Admn.II-964  
भारत सरकार / Government Of India  
गृह मंत्रालय/ Ministry of Home Affairs  
समन्वय निदेशालय/ Directorate of Coordination  
पुलिस बेतार/ Police Wireless



Block No.9, C.G.O. Complex  
Lodhi Road, New Delhi-3  
Dated 12<sup>th</sup> July, 2024

To,

1. Secretary General, Lok Sabha Secretariat / Rajya Sabha Secretariat, New Delhi.
2. The Secretary President's Secretariat / Vice President's Secretariat / Central Vigilance Commission/Union Public Service Commission.
3. Registrar (Admin), Supreme Court of India.
4. The Chief Secretaries, all State Governments.
5. The Chief Secretaries/ Administrators, all Union Territories.

**Subject :- Circulation of advertisement for filling up one (01) post of Assistant Director (Official Language) on deputation basis in level 10 in the Pay Matrix of Rs.56100- 177500 /- in this Directorate - regarding.**

Sir,

I am directed to say that it is proposed to fill up one (01) vacant post of Assistant Director (Official Language) 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's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and 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 APAR dossiers of the officers, who can be spared in the event of their selection, may be sent to **Joint Director (Admn.), DCPW (MHA), Block No. 9, CGO Complex, Lodhi Road, New Delhi-110003** within 60 days from the date of issue of this Circular OR from the date of publication of this Circular in Employment News/ Rozgar Samachar, whichever is later. Application received after the last date or without 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

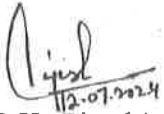
Yours faithfully,

  
12.07.2024  
(R.K. Singh)

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 Directorate in the prescribed proforma within 60 days from the date of issue of this Circular OR from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later.
2. The Comptroller & Auditor General of India for similar action.
3. Controller General of Accounts/Controller of Accounts, Ministry of Finance for similar action.
4. The Assistant Media Executive (AD-II), Bureau of Outreach & Communication (BOC), Ministry of Information and Broadcasting, Sochna Bhawan, Lodhi Road, New Delhi, with reference to this Directorate's letter of even number dated **12<sup>th</sup> July, 2024** for the publication of the advertisement of this vacancy in the Employment News. It is requested that the date of publication may please be intimated to this Directorate.
5. All Central / State / UT Police Organisations.
6. US PM-II, Jaisalmer House, New Delhi for kind information.
7.  AD (IT), DCPW: for upload on DCPW official website.
8. SO (IT) MHA, North Block, New Delhi: request for upload on MHA official website.



(R.K. Singh)

Deputy Director (Admn.)

Tele No. 24361589

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

1. Name of the post: Assistant Director (Official Language)
2. Number of Post: 01
3. Pay Scale: Level 10 in the Pay Matrix (Rs.56100-177500 /-)
4. Classification: General Central Service, Gr. 'A', Gazetted, Ministerial.
5. Mode of Recruitment: On Deputation basis
6. Last date of receiving: Sixty days from the date of the advertisement published in the 'Employment of application 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 application is to be sent: Joint Director (Admn.), DCPW(MHA), Block No. 9, CGO Complex, Lodhi Road, New Delhi-110003.
9. Eligibility: - Officers under the Central Governments:
  - (A) (i) Holding analogous post on a regular basis ; or
  - (ii) With two years service in the posts in Pay Band-2 in the scale of pay Rs. 9300-34800 with Grade Pay of Rs. 4800/- or equivalent in the parent Cadre / Department; or
  - (iii) With three years service in the posts in Pay Band - 2 in the scale of pay Rs. 9300 - 34800/- with Grade Pay of Rs. 4600/- or equivalent in the parent Cadre/ Department; and
  - (B) Possessing the following educational qualifications and experience:

**Essential:-**

- (i) Master's degree of a recognised University in Hindi with English as a subject at the degree level; or
- Master's degree of a recognised University in English with Hindi as a subject at the degree level; or
- Master's degree of a recognised University in any subject with Hindi and English as a subject at the degree level; or
- Master's degree of a recognised University in any subject with Hindi medium and English as a subject at the degree level; or
- Master's degree of a recognised University in any subject with English medium and Hindi as a subject at the degree level; or

  
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- (ii) Five years experience of a terminology work in Hindi and / or translation work from English to Hindi or vice versa, preferably of technical or scientific literature;  
or

Five years experience of teaching, research writing or journalism in Hindi.

(Period of deputation (ISTC) including period of deputation (ISTC) 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 to exceed three years. The maximum age-limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.)

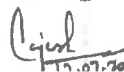
**Note:-** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006, the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the pay Commission except where there has been merger of more than one pre-revised Pay scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement Grade without any upgradation.

**Desirable:-**

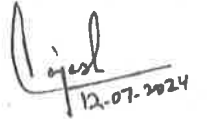
- (i) Knowledge of Sanskrit and / or a Modern Indian Language; or  
(ii) Administrative experience; or  
(ii) Experience of organizing Hindi classes or workshops for noting and drafting.

10. Duties of Assistant Director (OL):-

- i. The Translation work from English to Hindi and vice - versa and vetting thereof.
- ii. To acquaint the officers and staff of the Department with the provisions of the Official Language Act , Government Rules & orders relating to Official Language and Hindi Training and to help them in implementing the same .
- iii. To ensure proper compliance of the provisions of the Official Language Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in the Department and its subordinate offices / sections etc.
- iv. With a view to ensure progressive use of Hindi in the organisation , efforts to be made for implementation of the Annual Programme issued by the Department of Official Language , Ministry of Home Affairs every year .
- v. To work as the Member - Secretary of the Official Language Implementation Committee of the Department / Office and to convene its meeting from time to time , to prepare the agenda and minutes of the meetings and to co - ordinate the action taken on the decisions taken in the meetings .
- vi. To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Department of Official Language through proper channel .
- vii. To prepare the reference and help literature to organise Hindi Workshops and to assist the officers and staff in learning Hindi and using Hindi in official business .

  
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- viii. To carry out inspections at regular intervals to monitor the progressive use of Hindi in the organisation.
- ix. To assist the senior officers and prepare Inspection Questionnaire for the inspections carry out by the Committee of the Parliament on the Official Language.
- x. With a view to creating consciousness and accelerating the use of Hindi in the organisation, Hindi Day / Fortnight / Month is to organise.
- xi. To promote the use of Hindi through incentive and good - will and to encourage and motivate the employees to use Hindi in their official work.
- xii. To prepare the Quarterly, Six Monthly and Annual returns and to submit the same to the Ministry of Home Affairs and Department of Official Language to monitor the progressive use of Hindi in the Organisation.
- xiii. To publish in - house Hindi Magazine / journal.
- xiv. To maintain Hindi Library established under Hindi Section of the Directorate.
- xv. Any other work assigned from time to time by the office as per the requirement.



(R.K. Singh)  
Deputy Director (Admn.)



**(The application is to be submitted in the following Pro-forma)**

**ANNEXURE-II**

**BIO-DATA/CURRICULUM VITAE PROFORMA**

|   |   |
|---|---|
| 1. Name and Address<br>(in Block Letters)   |   |
| 2. Date of Birth (in Christian era)   |   |
| 3.i) Date of entry into service   |   |
| ii) Date of retirement under Central/State Government Rules   |   |
| 4. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>  |   |
| <b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>  | <b>Qualifications/experience possessed by the officer</b> |
| <b>Essential</b>  | <b>Essential</b>  |
| A) Qualification  | A) Qualification  |
| B) Experience   | B) Experience   |
| Desirable   | Desirable   |
| A) Qualification  | A) Qualification  |
| B) Experience   | B) Experience   |
| <p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by <b>the Administrative Ministry / Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</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.   |   |
| <p><b>6.1 Note:</b> 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.</p>  |   |

*[Signature]*  
12-07-2024


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 details) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|---|--|
|                    |                            |      |    |   |  |

**\*Important:** Pay-band and Grade Pay granted 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 | From | To |
|--------------------|---|------|----|
|                    |   |      |    |

|  |   |   |  |
|--|---|---|--|
| 8. Name of present employment i.e. Ad-hoc or Temporary <b>or</b> Quasi-Permanent <b>or</b> 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. |
|  |   |   |  |
| <p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (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/organisation</p> |   |   |  |

  
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|   |  |                  |
|---|--|------------------|
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.   |  |                  |
| <b>11. Additional details about present employment:</b><br><br>Please state whether working under (indicate the name of your employer against the relevant column)<br><br>a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>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 PB   | Grade Pay  | Total Emoluments |
|   |  |                  |
| 15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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 |
|   |  |                  |
| <b>16.A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post.<br>(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)<br><br><b>(Note: Enclose a separate sheet, if the space is insufficient)</b> |  |                  |
| <b>16.B Achievements:</b><br>The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official</li> </ul>   |  |                  |

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|  |  |
|--|--|
| (iii) Appreciation<br>Affiliation with the professional bodies/institutions/societies and;<br>(iv) Patents registered in own name or achieved for the organization<br>(v) Any research/innovative measure involving official recognition<br>(vi) Any other information<br><b>(Note: Enclose a separate sheet if the space is insufficient)</b> |  |
| 17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.#<br>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations 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 a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate)**

Address \_\_\_\_\_

Date \_\_\_\_\_

  
12-07-2024

**Certification by the Employer/Cadre Controlling Authority**


The information/details provided in the above application by the applicant Shri/Smt..... are true and correct as per the facts available on records. He/She possesses 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 CR Dossier (photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. 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)

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12-07-2024

