

New Delhi, the 22<sup>nd</sup> June, 2017

To

1. The Secretary General,  
Lok Sabha Secretariat / Rajya Sabha Secretariat, New Delhi
2. The Secretary,  
President's Secretariat/ Vice-President's Secretariat/ NITI Aayog/ Election  
Commission of India/ Union Public Service Commission/ Central Vigilance  
Commission
3. The Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. All State Governments / Union Territories / Resident Commissioners in New  
Delhi.

Subject:- Filling up of one post of Deputy Director (Implementation) in the  
Department of Official Language in Ministry of Home Affairs on  
**Deputation/Promotion basis**-reg.

Sir,

I am directed to say that it is proposed to fill up one post of Deputy Director  
(Implementation) on **deputation/promotion** basis in the Department of Official  
Language in this Ministry. 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 Department  
of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as  
amended from time to time.

3. The maximum age limit for appointment on deputation shall be 56 years.  
Accordingly, the persons who will be crossing the age of 56 years, on the last date of  
receiving of applications as indicated in para 5 need not apply.

4. Officers who volunteer for the post will not be permitted to withdraw their names  
later. Only such recommendations as are accompanied by the requisite personal data as  
in Annexure-II will be considered.

5. It is requested that wide publicity may be given to the vacancy circular amongst  
staff under your administrative control and, applications, in duplicate, in the enclosed  
pro-forma (Annexure-II) **along with cadre clearance and attested copies (with rubber  
stamp on each page) of complete and up-to-date ACRs for the last five years** of the  
officers who can be spared in the event of their selection, may be sent to **Under  
Secretary (Ad-V), Ministry of Home Affairs, Room No. 15, North Block, New Delhi-  
110001**, within a period of **45 days** from the date of publication of this circular in the  
Employment News. Applications received after the last date or without the copies of  
ACRs 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 and it may be confirmed that  
no major/minor penalties have been imposed on him/her during the last ten years.

Yours faithfully,

(Amarendra Singh)

Under Secretary to the Govt of India  
Tel. No. 23092085

.....2/-.

No.A-35014/18/2014-Ad.V

New Delhi, dated the 22<sup>nd</sup> June, 2017

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 and in their attached / subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed pro-forma within a period of **45 days** from the date of publication of the circular in Employment News.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).
3. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
- ✓ 4. NIC with the request to upload this letter on official website of the Ministry and also Intra MHA.
5. Guard File



(Amarendra Singh)

Under Secretary to the Govt of India

Tel. No. 23092085

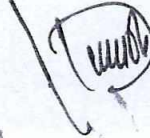
1. Name of the Post : Deputy Director(Implementation)  
2. No. of post : 1 (One)  
3. Pay Scale : Level-11 in the Pay Matrix (Pre-revised Pay Band-3, ₹15600-39100 plus Grade Pay of ₹6600/-)

4. Mode of Recruitment: **By Deputation/Promotion**

5. Duties and Responsibilities of the post :

- (i) Constitution of Town Official Language Implementation Committee (TOLICs), their monitoring and required action on the Minutes of the meetings.
- (ii) Matters related to change of chairmanship of TOLICs and change of meeting calendar.
- (iii) Organizing conference of TOLICs on region basis in view of Official Language.
- (iv) Review and monitoring of monthly work output report of all the eight regional implementation offices.
- (v) Matters related to the clarification of official language implementation
- (vi) All work related to the decisions of official language awards and their distribution ceremony.
- (vii) All work related to the evaluation of regional official language awards and their distribution ceremony.
- (viii) To provide budget and finance for the above schemes and to issue their financial sanctions. Disposal of audit objections.
- (ix) An annual programme is issued by the department of official language wherein targets are fixed for the offices etc. Monitoring and review of these targets.
- (x) To ensure receipts and reviews of quarterly progress reports from ministries/ departments.
- (xi) Monitoring of Departmental Official Language Implementation Committees of ministries/ departments. To ensure representation of department in the Committees and review of the minutes of meetings.
- (xii) Keeping updated database of all the works related to the Section on computer.
- (xiii) Organizing meetings of Central Official Language Implementation Committees (COLICs), issuing agenda/ minutes of the meetings.
- (xiv) To ensure notification under Rule 10(4) of the Official Language Rules and keeping updated record.
- (xv) To reply parliament questions and to prepare supplementary notes.
- (xvi) To dispose matters related to the Right to Information Act.

(अमरेन्द्र सिंह)  
(AMARENDRA SINGH)  
अवर सचिव  
Under Secretary  
गृह मंत्रालय  
Ministry of Home Affairs  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi



Contd....

6. Eligibility :

1. Officers under Central Government:

- (A) (i) Holding analogous posts on regular basis in their parent cadre; or  
(ii) with five years' regular service in Level-10 in the Pay Matrix (pre-revised -PB-3, ₹15600-39100 with the Grade Pay of ₹5400) or equivalent; or  
(iii) with six years' regular service in Level-8 in the Pay Matrix (pre-revised -PB-2, ₹9300-34800 with the Grade Pay of ₹4800) or equivalent; or  
(iv) with seven years' regular service in Level-7 in the Pay Matrix (pre-revised -PB-2, ₹9300-34800 with the Grade Pay of ₹4600) or equivalent; and  
(B) possessing the following educational qualification and experience:

**Essential:**

- (i) Master's Degree of a recognized University or equivalent in English with Hindi as a subject at degree level; **OR**  
(ii) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at degree level

**Desirable:**

One year experience in implementing the Official Language Act, 1963 (19 of 1963) or policy.

2. **The Departmental Research Officer (Implementation) with seven years regular service in the grade will also be considered alongwith outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.**

[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, deputationists shall not be eligible for consideration for appointment by promotion. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department/organization shall ordinarily not to exceed 3 years. The maximum age limit for appointment by transfer on deputation (including short term contract)/transfer shall not be exceeding 56 years as on the closing date of receipt of applications.]

  
(AMARENDR SINGH)  
अवर सचिव  
Under Secretary  
गृह मंत्रालय  
Ministry of Home Affairs  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

**CURRICULUM VITAE PROFORMA**

1. Name and Address  
(in Block Letters)
2. Date of Birth  
(in Christian era)
3. Date of retirement under Central Government Rules
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, state the authority for the same).

	Qualifications/ Experience required	Qualification/ Experience possessed by the officer
Essential	(1)	
	(2)	
	(3)	
Others	(1)	
	(2)	

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 signatures, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay/ Pay Band and Basic Pay (Pay in Pay Band + Grade Pay)	Nature of duties (in detail)

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 you belong.
10. Details about present employment  
Please state whether working under (indicate the name of your employer against the relevant column.)
  - a) Central Government
  - b) Union Territories
  - c) Autonomous Organization
  - d) Government Undertaking
  - e) University/ Institute
  - f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to the feeder grade.
12. Additional information, if any, which you would like to mention in support of your suitability for the post regarding  
(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).*

13. Whether belongs to SC/ST

14. Remarks

(The candidate may 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) Any other information.)

*(Note: Enclose a separate sheet, if the space is insufficient).*

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.

Signature of the Candidate

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

1. Certified that particulars furnished by Shri/Smt./Km. \_\_\_\_\_ have been verified from his/her record and found correct.
2. No Vigilance case is either pending or contemplated against Shri/Smt./Km. \_\_\_\_\_ His/her integrity is certified.
3. No major/minor penalty was imposed on Shri/Smt./Km. \_\_\_\_\_ during the last 10 years as per records in the Ministry/Department.

Signature of Head of Office/Deptt.

With seal \_\_\_\_\_

Place:

Date: