

भारत सरकार
Government of India
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
Ministry of Electronics & Information Technology
इलेक्ट्रॉनिक्स निकेतन, 6, सी जी ओ कॉम्प्लेक्स, नई दिल्ली-110003
Electronics Niketan, 6, C G O Complex, New Delhi-110003
Website: www.meity.gov.in

संख्या 2(2)/2021-Pers.I
No.....

दिनांक 04.02.2023
Date.....

OFFICE MEMORANDUM

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

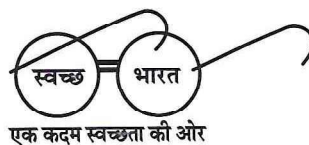
It is proposed to fill up one post of **Deputy Director (Official Language) [DD(OL)]** at Level-11 of the Pay Matrix in the Ministry of Electronics and Information Technology on **deputation basis**. The appointment on deputation will initially be for a period of upto 03.12.2023, extendable as per Government instructions and requirement. The eligibility criteria along with other details 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 60 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)
Joint Director (Pers.)
Tel. No. 011-24364757

To,

1. All Ministries/Departments in the Government of India.
2. Department of Personnel & Training: For uploading on their web portal.
3. NIC Cell, MeitY: For uploading on the web portal of MeitY.



Annexure-I

Post	:	Deputy Director (Official Language) (Group 'A'-Gazetted Non-Ministerial)
Number of Post	:	01 (One)
Pay Scale	:	Level-11 of the Pay Matrix (Rs. 67,700-2,08,700/-).
Eligibility	:	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 05 years regular service in Level-10 in the Pay Matrix (Rs. 56,100-1,77,500/-); and
- (b) Possessing the educational qualifications and experience as under:

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) Five 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) Five 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.

Desirable: Studied one of the languages other than Hindi included in the 8th Schedule of the Constitution at 10th level from a recognized Board.

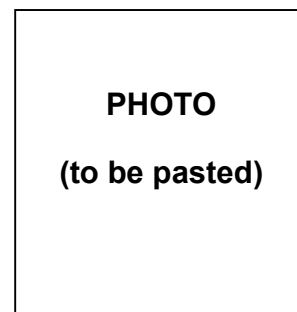
Note 2: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

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 four 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.

PROFORMA FOR APPLICATION

Application for the post of: **DEPUTY DIRECTOR (OFFICIAL LANGUAGE)**
on deputation basis (for Armed Forces personnel on deputation/
re-employment basis)



Please specify: _____

CURRICULUM VITAE

1. Application for the post of: **DEPUTY DIRECTOR (OFFICIAL LANGUAGE)**
2. Name & Address:
(in BLOCK letters)
3. (a) Date of Birth (in Christian era):
(b) Age as on the closing date of receipt of applications:
4. Date of retirement under Central/State Government rule:
5. Educational Qualifications:
6. Whether Educational and other qualifications required for the post are satisfied:

Qualifications/experience required	Qualifications/experience possessed by the officer
Essential	
Desirable	

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
8. 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	Pay Band + Grade Pay/ Pay Scale/ Pay Level	Nature of duties (in detail)

9. Nature of present employment i.e. Ad-hoc or Temporary or Permanent:
10. 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:

11. Additional details about present employment:

Please state whether working under

(indicate the name of your employer against the relevant column)

a) Central Government

c) Autonomous Organization

e) Universities

b) State Government

d) Government Undertaking

f) Others

12. 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.

13. Total emoluments per month now drawn (with break-up):

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

[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]

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

15. Achievements in the career which may support your candidature:

16. Whether belongs to SC/ST/OBC:

17. 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]

18. Contact No.: (Off) _____ (Res) _____ (Mobile) _____

19. E-Mail : _____

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 & Address)

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant 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 _____.

(ii) His / Her integrity is certified.

(iii) His / Her ACR/APAR Dossier in original is enclosed / photocopies of the ACRs/APARs for the last 5 years duly attested [on each page] by an officer of the rank of Under Secretary of the Government 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 last 10 years is enclosed [as the case may be].

Countersigned

(Employer / Cadre Controlling Authority with Seal)

ANNEXURE - IV**PROFORMA FOR EDUCATIONAL QUALIFICATIONS, EXPERIENCE FOR THE POST OF
DEPUTY DIRECTOR (OFFICIAL LANGUAGE)**

Sl. No.	Essential Qualifications	Please tick the relevant qualification	List of supporting documents enclosed for relevant qualification (mark sheet, certificate etc.)
1.	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;		
2.	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;		
3.	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;		
4.	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;		
5.	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		
	EXPERIENCE	Please tick the relevant experience	List of supporting documents enclosed for relevant experience
6.	Five 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.		
7.	Five 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.		
DESIRABLE QUALIFICATION			
8.	Studied one of the languages other than Hindi included in the 8 th Schedule of the Constitution at 10 th level from a recognized Board.		