

**No.19-8/2014-A.E.I**  
**Government of India**  
**Ministry of Human Resource Development**  
**(Department of School Education and Literacy)**

...  
Gallery No.10, Jam Nagar House, Shahjahan Road,  
New Delhi-110011, dated the 30th April, 2014.

To

The Chief Secretaries  
(All State Governments)/Union Territories

**SUBJECT**

Filling up the post of Assistant Director (Official Language) [Group 'A'] in the pay band-3 of Rs.15600-39100 with grade pay of Rs5400 in the Directorate of Adult Education on deputation (including short term contract) plus promotion basis.

Sir,

I am directed to say that it has been decided to fill up the post of Assistant Director (Official Language) in the pay band of Rs.15600-39100 with grade of Rs.5400 in the Directorate of Adult Education, a Subordinate Office under the Department of School Education & Literacy on **deputation [including short term contract] plus promotion** from the:-

**Officers of Central Government/State Governments or Union territories or Universities or recognized research Institutions or public sector undertakings or semi Government or Autonomous or Statutory organizations:-**

(a)(i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the pay band-2, Rs.9300-34800/- with grade pay of Rs.4800 or equivalent in the parent cadre or department; or

(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the pay band-2, Rs.9300-34800/- with grade pay of Rs.4600 or equivalent in the parent cadre or department; or

(iv) with eight years' service in the grade rendered after appointment thereto on a regular basis in the pay band-2, Rs.9300-34800 with grade pay of Rs.4200/- or equivalent in the parent cadre or department; and

(b) possessing the following educational qualifications and experience:

**Essential**

(i) Master's degree of a recognized University in Hindi with English as compulsory or elective subject or as the medium of examination at the degree level; or

Master's degree of a recognised 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 of 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 of 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 examination at the degree level; or

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

(ii) Three 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 the Central Government or State Governments or Autonomous Bodies or Statutory organization or public sector undertakings or universities recognised or educational Institutions.

Or

Three years' experience of teaching in Hindi and English or research in Hindi or English under the Central Government or State Governments or Autonomous Bodies or Statutory organisation or public sector undertakings or universities or recognised research or educational Institutions.

**Desirable:**

Studied one of the languages other than Hindi included in the Eighth Schedule to the Constitution at the 10<sup>th</sup> level from a recognised Board.

The departmental Junior Translator in the pay band-2, Rs.9300-34800 with grade pay of Rs.4200/- with eight years' regular service in the grade shall also be considered along with outsiders candidates 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 short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.

For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will be extended only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation

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The place of posting is New Delhi

**Brief Duty of the post:**

The Assistant Director (Official Language) in the Directorate of Adult Education is overall responsible of work relating to Hindi Translation and, Implementation of the instructions, orders and decision of Official Language and its Committee, in the Directorate, also the Member Secretary of the Departmental Official Committee, nominated member of the Directorate for training under Hindi Teaching Scheme of the Department of Official Language and he is also responsible to see that the returns and reports should reached to the Department of Official Language of the Ministry of Home Affairs.

2. It is requested that the applications in the enclosed proforma[Appendix-I] from officers who are willing and fulfilling the above qualification and experience and whose services can be spared immediately on his/her selection to the post, kindly be forwarded to the Under Secretary, Department of School Education & Literacy, Ministry of Human Resource Development, Directorate of Adult Education, Gallery No.10, Jam Nagar House, Shahjahan Road, New Delhi-110011, within 60(sixty days) from the date of issue of this letter, along with latest Five years APAR/Confidential Reports duly attested each page by the gazetted officer, Vigilance Clearance, No Penalty statement during last Ten Years, Integrity Certificate, and Cadre Clearance. Incomplete application without above mentioned documents will not be entertained. Action on advance application/application received after closing date will not be taken.


Yours faithfully,

  
(ASHOK KUMAR)

UNDER SECRETARY TO THE GOVT. OF INDIA

Copy to

1. All Ministries/Departments of the Government of India.
2. All Public Sector Undertakings[through Department of Public Enterprises]
3. All Autonomous bodies
4. All the Laboratories/ Research Institutions [as per Appendix-1]
5. Secretary, University Grants Commission, Bhadurshah Zafer Marg, New Delhi-110002 with the request to forward to all the Heads of the Universities.
6. Deputy Secretary, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016, with the request to circulate to all the scientific Institutions under their administrative control.
7. Deputy Secretary(Administration), CSIR, Anusandhan Bhavan, Rafi Marg, New Delhi [with 10 spare copies]
8. Director, National Physical Laboratory, Dr. K.S.Krishnan Road, New Delhi-110012
9. Commissioner, Municipal Corporation of Delhi, Civic Centre, Minto Road, New Delhi.
10. Secretary, N.D.M.C, New Delhi
11. Copy to Director, Directorate of Adult Education,10, Jamnagar House, Shahjahan Road, New Delhi-110011
- ✓ 12. NIC, Department of School Education & Literacy, Ministry of Human Resource Development Shastri Bhavan, New Delhi for posting on the website.

  
(ASHOK KUMAR)

UNDER SECRETARY TO THE GOVT. OF INDIA

PROFORMA

[Application duly filled in should be forwarded through the employer who will certify that the information furnished is correct and also furnish all the information/documents while forwarding to the Under Secretary, Department of School Education, Ministry of Human Resource Development, Directorate of Adult Education Gallery No.10, Jam Nagar House, Shahjahan Road, New Delhi-110011]

1. Name and Addressed in Block Letters -----  
(With telephone number/Mobile No. if any)
2. Date of Birth (in Christian era) -----  
[DD-MM-YYYY]
3. Educational qualifications -----
4. Whether working under Central/State -----  
Governments/PSU/Autonomous Bodies/  
Laboratory/Institution/ University/Semi Govt/
5. Date of retirement under Central/State -----  
Governments/Public Sector Undertakings/  
Autonomous Bodies/ Laboratory/Institute/  
University/Semi Govt..
6. Post held in chronology order along with -----  
Pay scale
7. Details of experience as required in the enclosed Letter -----
8. Whether belongs to SC/ST -----
9. Whether at present on deputation if so -----  
From which date
10. Whether you return from deputation prior to this application if yes, the period from-
11. Remarks, if any,

Date:

Signature of the applicant

Place: