

No.F.36-11/08-A.E.6/A.E.1
Government of India
Ministry of Human Resource Development
(Department of School Education & Literacy
AE.1 Section

Shastri Bhawan, New Delhi

One post of Hindi Officer in the Directorate of Adult Education (DAE), New Delhi, a Subordinate Office of the Department of School Education and Literacy, Ministry of Human Resource Development is proposed to be filled up by deputation/absorption .

The duties of the Hindi Officer are as follows:

1. Overall supervision of the work relating to Hindi Translation and official language.
2. Implementation of Official Language Orders in the Directorate.
3. To act as the Member Secretary of the Departmental Official Language Implementation Committee.
4. Implementation of the decisions of the Departmental Official Language Implementation Committees.
5. To nominate officials of the Directorate for training under Hindi Teaching Scheme.
6. To see that the instructions of official language Department of the Ministry of Home Affairs are followed properly.
7. To send returns etc. relating to Progressive use of Hindi to the Ministry of Human Resource Development.

The requirements of the post of Hindi Officer are given under:

| S. No. | Name of the Post | Code No. | Pay Scale | Period of Deputation | Age | Eligibility/Educational Qualifications |
|--------|------------------|-----------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Hindi Officer | DAE/H O/1 | 6500-200-10500(Pre-revised) | The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or | For Deputation/Absorption: Age not exceeding 56 years as on the closing date of the receipt of application. | Essential : (1)From amongst Officers under the Central Government- (a)(i) holding analogous posts; or (ii) with 3 years regular service in posts in the scale of Rs.5500-175-9000 (pre-revised)or equivalent; and (b)(ii) Possessing the educational qualifications and experience as below: (i) Master's degree of a recognized University or equivalent in Hindi with English as a subject at degree level. Or |

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| | | | | <p>some other organization/department of the Central Govt. etc. shall not exceed 3 years.</p> | <p>Master's degree of a recognized University or equivalent in English with Hindi as a subject at degree level. Or Master's Degree of a Recognized University or equivalent in any subject with Hindi and English as subject at Degree level. Or Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at degree level. Or Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the Degree level.</p> <p>(ii) 5 years experience of terminological 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.</p> <p>Note1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise qualified.</p> <p>Note 2: The qualifications regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> <p>Desirable:</p> <p>i) Knowledge of Sanskrit or a modern Indian Language or both. ii) Experience of organizing Hindi classes or workshops for noting and drafting, iii) Administrative experience.</p> <p>Note: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation,</p> |
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| | | | | | | similarly deputationist shall not be eligible for consideration for appointment by promotion |
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The appointment on deputation shall be governed by O.M.No.2/29/91-Estt. (Pay II) dated 5.1.94 issued by Department of Personnel and Training as amended from time to time.

The candidates who have applied against the previous advertisement in Employment News dated 25-31 October,2008 will have to apply fresh. The applications in the prescribed proforma (in duplicate) indicating code No. of post applied for along with the complete and up-to-date last five years Annual Confidential Reports (ACRs) duly attested by an Officer not below the rank of Under Secretary to the Government of India may be sent through proper channel so as to reach this Ministry **within 45 days** of the date of publication of this advertisement to:

The Under Secretary, A.E.1 Section, Ministry of Human Resource Development, Department of School Education & Literacy, R.No.523 'C' Wing, Shastri Bhawan, New Delhi-110001.

(K.C.Meena)
Under Secretary to the Govt. of India
Tel No.23384897

CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters):
2. Date of Birth (in Christian era):
3. Date of retirement under Central/State 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 in the Rules state the authority for the same).

Qualifications/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/Institution | Post Held | From | To | Scale of Pay And basic 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. Additional details about present employment:
Please state whether working under (indicate the name of your employer against the relevant column)
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:
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.
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
 1. additional academic qualifications
 2. professional training and
 3. work experience over and above prescribed in the Vacancy Circular/Advertisement)
 (Note: Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation/absorption. (Officers under Central Government are only eligible for "Absorption").
16. Whether belongs to SC/ST.
17. Remarks (The candidates 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 _____

Countersigned

(Employer with Seal)

**Certificate to be furnished by the Employer/Head of the
Office/forwarding Authority**

Certified that the particulars furnished by Shri/Smt./Km.....
are correct and he/she possesses the required educational qualifications and experience
mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of an Under Secretary or above to the Govt. of India are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/Minor penalties have been imposed on him/her during the last 10 years is enclosed.
(Strike out which is not applicable).

Signature.....

Date:
Place.

Name & Designation with SEAL

The last date for receipt of applications is **45** days from the date of issue of this letter.

Yours faithfully,

(K.C.Meena)
Under Secretary to the Govt. of India