

New Delhi, dated 26th Aug, 2015

OFFICE MEMORANDUM

Sub: Appointment to the 4 (Four) posts of Assistant Director (OL) in the Government of India Presses.

The undersigned is directed to say that 4 (Four) posts of Assistant Director (Group 'A' Gazetted) in the Pay Band Rs. 15600-39100/- plus Grade pay Rs. 5400/- in the Government of India Presses under this Directorate are required to be filled urgently on deputation basis. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same Organisation/ Department shall not exceed three years. The eligibility criteria, qualifications, experience etc. required for the posts are indicated in the Annexure-I.

2. Applications from only those officers, who satisfy the eligibility criteria, need to be forwarded by their offices. Application received direct from individuals will not be entertained. The applications should be accompanied by attested copies of the certificates in support of their claim that they fulfill the eligibility criteria. Applications which are not accompanied by attested copies of the certificates will not be entertained. Those who apply for the post will not be permitted to withdraw their candidature later. The incumbents are liable to be posted/ transferred to any of the Government of India Presses/ Branches located all over the country.

3. It is requested that the applications, in the enclosed proforma (Annexure-II), of eligible Officers who are willing to take up the appointment and can be spared very soon, may please be forwarded alongwith their C.R. Dossiers (containing up to-date C.Rs of last 5 years), Vigilance/ Disciplinary clearance and integrity certificate, to the undersigned (by name) within 60 days from the date of publication in Employment News.

4. The Pay and Allowances of the selected Officers will be regulated with reference to relevant Govt. of India orders on the subject, issued by DOP&T from time to time.

A. Radharani

(A.Radharani)

Deputy Director (A.I)
T.No. 23062965

To,

1. All Ministries/ Departments of the Government of India.
2. Secretaries (General Administrative Departments) of all State Governments.
- ✓ 3 - A.D (CDN) D O P

Copy forwarded for information and similar action to:-

1. Ministry of Urban Development, New Delhi
2. Directorate of Estates, Nirman Bhawan, New Delhi.
3. Director (Admn), CPWD, Nirman Bhawan, New Delhi.
4. Controller of Stationary, GISO, 3-Church Lane, Kolkata.
5. Controller of Publication, Department of Publication, Civil Lines, Delhi.
6. Director, NBO, Nirman Bhawan, New Delhi.
7. L&DO, Nirman Bhawan, New Delhi.
8. Chief Town Planner, Town & Country Planning Organization, Vikas Bhawan, I.P. Estate, New Delhi.
9. Heads of All Government of India Presses/ Branches.

Copy to:-

1. Comptroller & Auditor General of India, New Delhi.
2. Controller General of India, New Delhi.
3. Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.


(Nita Arya)

Asstt. Director (A.II)

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| 1. | Name of Post | Assistant Director (OL) Group 'A' (Gazetted)
General Central Service |
| 2. | Pay Scale | Pay Band Rs. 15600-39100/- plus Grade pay Rs. 5400/- |
| 3. | Eligibility | Officers of the Central Government or State Government or Union Territory Administrations. -
(A) (i) holding analogous posts 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 Pay Band-2 (Rs. 9300-34800/-) and 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 Pay Band-2 (Rs. 9300-34800/-) and 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 Pay Band-2 (Rs. 9300-34800/-) and Grade Pay of Rs. 4200/- or equivalent in the parent cadre or department; |
| 4. | Educational qualification and experience | <p>Essential:</p> <p>(i) Master's degree of 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 of 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 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 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 and English as compulsory or elective subjects or either of the two as a medium of examination and the other as compulsory or elective subject at the degree level; and</p> <p>(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 a State Government or an Autonomous Body or a Statutory Organization or Public Sector Undertaking or University or recognized research or educational institution; or
three years' experience of teaching in Hindi or English or research in Hindi or English under the Central Government or a State Government or an Autonomous Body or a Statutory Organization or Public Sector Undertaking or University or recognized research or educational institution.</p> <p>Desirable:
Studied any one of the languages other than Hindi included in the Eighth Schedule to the Constitution at 10th level from a recognized Board.</p> |

Note: The Departmental Officers in the feeder grade 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.

(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications)

Duties:-

- (i) The translation work from English to Hindi and *vice-versa* and vetting thereof.
- (ii) To acquaint the Officers and staff of 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 mark as the Secretary of the Official Language Implementation Committee of their department/ office and to convene its meetings 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.

CURRICULUM VITAE PRO FORMA

1. Name and Address (in Block letters)
2. Date of Birth (in Christain era)
3. Date of recruitment under the Central/State Government rules
4. Educational Qualifications
5. Whether Educational and other Qualifications are 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 possessed required		Qualifications/ Experience possessed required by the officer
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	
	(2)	

6. Please state clearly whether in the light of the entries made by you above, you meet the requirement of the post

7. Details of employment in chronological order Enclose a separate sheet , duty authenticated by your signature , If the space below is insufficient -----

Office/Institute Post held	From	To	Scale of pay and basis pay	Name of duties(in detail)
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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 the (indicate the name of your employer against the relevant column)

- (a) Central Government
- (b) State Government
- (c) Autonomous Organization
- (d) Government Under Taking
- (e) Universities
- (f) Others.

11. Please State whether you are working in the same department and are in the feeder grade to feeder grade.

12. Are you revised Scale of pay? If yes gives the date from which revision took place and also indicate the pre-revised scale.

13. Total emolument per month now drawn

14. Additional information, if any, which you would like to mention in the support of your suitability for the post
(this among other things may provide information with regards to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement).

(Note- Enclose the separate sheet , if the space is insufficient).

15. Please state whether you are applying for the Deputation (ISTC)/Absorption /Re-employment Basis. (Officer under Central /State Governments are only eligible for "Absorption ". Candidates of non Government Organization are eligible only for short term contract.)

16. Whether belongs to SC/ST.

17. Remarks

(The candidate may indicate information with regard to the (i) Research publications and reports and special projects (ii) Awards/scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/ societies and (any other information .

(Note- Enclose the 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 also be assessed by the Selection Committee at the time of selection for the post).

Date

Signature of the candidate

Address -----

Countersigned

(Employer with Seal)