

No. A-12026/33/2000-E.III/Admn.III
Government of India
Ministry of Statistics & Programme Implementation

Sardar Patel Bhavan, Sansad Marg,
New Delhi-110001 dated 19.10.2020.

OFFICE MEMORANDUM

Subject:- Filling up the post of Assistant Director(Official Language) in Field Operations Division, NSSO, New Delhi by Composite method (Deputation plus Promotion).

In supersession of this Ministry's O.M of even Number dated 16.10.2019, the undersigned is directed to say that it is proposed to fill up one post of Assistant Director(Official Language), (**Group 'A'–Gazetted–Non-Ministerial**) i.e **Rs.15600-39100 + grade pay Rs.5400/- PB.3** (pre-revised as per 6th CPC) by Composite Method (Deputation plus Promotion) basis in Field Operations Division, NSSO, New Delhi a Subordinate Office of the Ministry of Statistics & Programme Implementation. The details regarding eligibility criteria, etc. for the post are given in Annexure-I. Duties to the post of Assistant Director (OL) are given in Annexure-II. The pay and other terms of deputation will be regulated under the provisions contained in the Department of Personnel& Training's O.M. No.6/8/2009-Estt.(Pay-II) dated 17.6.2010, as amended from time to time.

2. It is requested that the above post may be circulated in the Ministries/Departments including Attached & Subordinate Offices and the applications in duplicate of eligible and interested officers, in the enclosed Proforma (Annexure-III) may be forwarded alongwith the following documents within 60 days from the date of publication in the Employment News to the Under Secretary (Admn.III) M/o Statistics & P.I., Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.

- i) Attested photocopies of the ACRs/APARs for the last five years i.e. w.e.f.2015-16 to 2019-2020(each page attested by an officer not below the rank of an Under Secretary to the Govt. of India)
- ii) Integrity Certificate.
- iii) Vigilance Clearance.
- iv) A certificate that no Major/Minor penalty has been imposed on the concerned officer during the last 10 years.

3. Applications/CVs not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

Sanjay Kumar

(Sanjay Kumar)
Under Secretary to the Govt. of India.
Tel. No. 23747356.

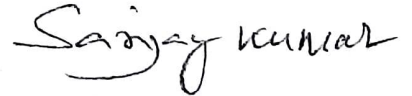
JD (ASD)
N.R.
03.11.2020
This pertains to placing on website please.
03/11/20
JD(AD)

To

1. All Ministries/Departments of Govt. of India(as per list attached)with the request that the vacancy may please be given wide circulation.
2. All attached/subordinate Offices of Ministry of Personnel, Public grievances & Pensions.
3. The Secretary, Union Public Service Commission, New Delhi.
4. Cabinet Secretariat/Central Vigilance Commission/President Secretariat/Vice Presidents Secretariat/Prime Minister's Office/Planning Commission.
5. Central Board of Direct Taxes/Central Board of Excise & Customs.
6. National Human Rights Commission, New Delhi.
7. DoP&T(Estt-B), North Block, New Delhi/DoP&T(CS-I(U), Lok Nayak Bhavan, Khan Market, New Delhi **with the request to place the circular on DoP&T website.**
8. Director General, DAVP, Ministry of Information and Broadcasting, 10th Floor, Soochana Bhavan, Phase-IV, CGO Complex, Lodhi Road, New Delhi-110003 with the request to publish this circular in the ensuing issue of Employment News/Rozgar Samachar.
9. Circulating-cum-advertising Manager, Employment News, East Block-IV, R.K. Puram, New Delhi with the request to publish this circular in the ensuing issue of Employment News/Rozgar Samachar.
10. All Regional/Sub-Regional Offices of SSC.
11. Hindi Section with the request that soft copy and hard copy of Hindi version may be forwarded for onward transmission to Web Cell, SSC and Rozgar Samachar.
12. Web Cell, SSC.

Copy also forwarded to:-

1. Additional Director General, Field Operations Division, NSSO, Sankhiyiki Bhawan, GPOA Building at CBD Shahdara, Near Karkardooma Court, Delhi-110032.
2. Deputy Director General, Data Quality Assurance Division, National Sample Survey Organisation, Mahalanobis Bhavan 164, GLT Road, Kolkatta-700108.
3. Deputy Director General, Survey Design & Research Division, National Sample Survey Organisation, Mahalanobis Bhavan 164, GLT Road, Kolkatta-700108.
4. Director (Admn.) CSO (I.S Wing), 1-Council House Street, Kolkata-700001.
5. Deputy Director General, Computer Centre, R K Puram, New Delhi-110022 for placing on website of the Ministry.



(Sanjay Kumar)
Under Secretary to the Govt. of India.

- | | |
|--------------------------|---|
| 1. Name of the post | Assistant Director (Official Language) |
| 2. Number of post | One |
| 3. Scale of pay | (Rs.15600-39100 + grade pay Rs.5400/- PB.3) (Group 'A'–Gazetted–Non-Ministerial as per 6 th CPC). |
| 4. Method of recruitment | By composite method (Deputation plus Promotion). |

1. Officers under the Central Government:-

- (a) (i) holding analogous posts on regular basis in the parent cadre/Department; or
(ii) with three years service in the grade rendered after appointment thereto on a regular basis in posts in PB-2, Rs.9300-34800 plus grade pay of Rs.4600/- or equivalent in the parent cadre or Department; and
(b) possessing the following educational qualifications and experience:-

Essential:

(i) Master's Degree of a recognised University or equivalent in Hindi with English as a subject at Bachelor's degree level;

or

Master's Degree of a recognised University in English with Hindi as a subject at Bachelor's Degree level;

or

Master's Degree of a recognised University in any subject with Hindi and English as subjects at Bachelor's Degree level;

or

Master's Degree of a recognised University in any subject with Hindi medium and English as a subject at Bachelor's Degree level;

or

Master's Degree of a recognised University in any subject with English medium and Hindi as a subject at Bachelor's Degree level;

and

(ii) Three year's experience of Translation work from English to Hindi and vice-versa, preferably of Technical or Scientific literature.

Desirable :

(i) Knowledge at the level of Matriculation of a recognised Board or equivalent of Sanskrit and/ or any language other than Hindi mentioned in Eighth Schedule of the Constitution.

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(ii) One-year experience of organizing Hindi classes or workshops for noting and drafting.

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. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Period of deputation including period of deputation 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 shall not be exceeding 56 years as on the closing date of the receipt of applications.

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

Note 2: The departmental Senior Translator in Pay Band 2, Rs. 9300-34800/- with grade pay of Rs. 4600/- with three year's 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.

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The Duties of Assistant Director (OL) working at Hqr. Office New Delhi, NSSO(FOD)

1. Translation of administrative as well as technical materials from English to Hindi and vice-versa and vetting of the materials translated by Jr. Translators.
2. To apprise the officers/officials of the provisions of Official Language Acts and Rules and for the Implementation of Official Language and also of the provision of Training in Hindi/Hindi Typing and Hindi Stenography and assist in their implementation.
3. To organize Hindi workshops for imparting training to officials/officers in noting and drafting in their official work and take classes in these Hindi workshops. Also to prepare the course materials and reference literatures for these workshops.
4. To inspect the progress of Official Language in Hqr. Office as well as in field offices of the Division and get the follow-up action done on them.
5. To act as a member secretary of the Official Language Implementation Committee of the Hqr. Office New Delhi and do the needful for calling the meeting, issuing the agenda and prepare the minutes for approval and get it issued and also get the follow-up action done on them.
6. To participate in the meeting of Official Language Implementation Committee of the Ministry and get the follow-up action done on them in the FOD.
7. To co-operate and guide the Regional Offices during the time of inspections by the Committee of Parliament on Official Language.
8. To prepare and consolidate the quarterly reports of Hindi of Hqr. Office as well as those of regional offices and send it to Ministry and also issue instruction to increase the correspondence in Hindi. Similarly, to prepare the annual assessment report of Hindi and send it to Ministry.
9. To prepare and consolidate the half yearly reports of Hindi Teaching Scheme received from Regional Offices/Sections of Hqrs. and send them to Hindi Training Institute, Department of Official Language.
10. To issue the instructions for the Training of Hindi/Hindi Typing/Hindi Stenography and ask for the action report.
11. To take necessary action for constituting as well as organizing the meetings of Official Language of Implementation Committee in Regional as well as Sub Regional of the Division.
12. To supervise all other files of Hindi Section and get the necessary action done on them.

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BIO DATA/CURRICULUM VITAE PROFORMA

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|--|--|
| 1.Name and Address(In Block letters) | |
| 2.Date of Birth (in Christian era) | |
| 3.i)Date of entry into service | |
| ii)Date of retirement under Central/ State Govt.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 as mentioned in the advertisement/vacancy circular | Qualifications/Experience possessed by the officer |
| Essential | Essential |
| A)Qualification | A) Qualification |
| B)Experience | B) Experience |
| Desirable | Desirable |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.

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|---|--|
| 6.Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. | |
| 6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied | |

7.Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is in-sufficient.

| Office/Institution | Post Held on regular basis | From | To | *Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of duties(in detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|---|---|
| | | | | | |

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

| Office/Institution | Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|--------------------|--|------|----|
| | | | |

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|--|--|
| 8. Nature of present employment, i.e. adhoc 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/ Organisation to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation |
| | | | |
| <p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining alien in his parent cadre/organization.</p> | | | |

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| 10 | If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. | |
| 11 | <p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Govt. b) State Govt. c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p> | |
| 12 | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | |
| 13 | 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 | |
| 14. | Total emoluments per month now drawn. | |

| Basic Pay in the PB | Grade Pay | Total Emoluments |
|--|---|------------------|
| | | |
| <p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p> | | |
| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief/other Allowances etc. (with break-up details) | Total Emoluments |
| | | |

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| <p>16.A Additional information, if any, relevant to the post you applied for 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).</p> | |
| <p>16.B Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation. (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information <p>(Note: Enclose a separate sheet if the space is insufficient:</p> | |
| <p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisation are eligible only for Short Term Contract).</p> <p>#(The option of 'STC'/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p> | |
| <p>18. Whether belongs to SC/ST</p> | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address -----

Telephone No.-----

Date _____

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

Shri/Smt. _____

(ii) His/Her integrity is certified.

(iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to 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 the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

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