

New Delhi, 14<sup>th</sup> May, 2024

**C I R C U L A R**

**Subject: Filling up of a post of Deputy Secretary (Hindi) on “deputation” basis.**

Applications are invited to fill up one post of Deputy Secretary (Hindi) in the Ministry of External Affairs on “deputation” basis. The post carries pay scale of Level-12 in the Pay Matrix as per 7<sup>th</sup> CPC (Grade Pay Rs. 7600).

2. Officers under the Central Government holding analogous posts on regular basis in the parent cadre or department or with five years regular service in posts in the level 11 in the pay matrix Rs. 67700-208700 or equivalent and possessing the following qualifications and experience, namely :-

**ESSENTIAL:**

- i. Master’s degree of a recognized University or equivalent in Hindi with English as a subject at degree level;

OR

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 subjects at degree level.

**EXPERIENCE:**

- ii. 10 years' experience of terminological work in Hindi or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.

OR

10 years' experience of teaching, research, writing or journalism in Hindi.

**DESIRABLE:-**

- i. Doctorate degree in the relevant subject.  
ii. Experience of working in Hindi Newspaper Organization/ News agency / Cultural Organization.  
iii. Should have studied one or more Indian languages other than Hindi at graduation level.  
iv. Experience in dealing with establishment matters.  
v. Studied Sanskrit as one of the subjects at graduation level.

**For Armed Forces Personnel: Deputation/ Re-employment (for ex-servicemen)-**

The Armed Forces Personnel who are due to retire or to be transferred to reserve within a period of one year and having the requisite qualifications and experience prescribed for deputationists shall also be considered. Such officers will be given deputation terms upto the date on which they are due for release from the armed forces, thereafter, they may be continued on re-employment. (Re-employment upto the age of superannuation

with reference to civil posts).

3. The period of deputation including 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. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on closing date of receipt of applications considered for the post.

4. Pay of the selected officer shall be fixed in the scale of the post in accordance with the rules prescribed by the Government from time to time.

5. The following documents may be sent alongwith the nominations:-

i) Bio-data in the prescribed proforma (as per Annexure) duly signed by the volunteering officer and forwarded through proper channel.

ii) Attested copies of the CR/APAR dossiers for the last five years attested (on each page) by an officer not below the rank of Under Secretary to the Govt. of India.

iii) Vigilance Clearance Certificate.

iv) Integrity Certificate.

v) A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.

vi) Cadre Clearance Certificate.

6. Eligible candidates may forward their application, in duplicate, through proper channel, to the undersigned within **two months** from the date of publication of this circular in the Employment News. Applications received after the last date or otherwise incomplete shall not be considered.

(Ajith John Joshua)  
Deputy Secretary (Cadre)  
Room No-4086, B-wing,  
Jawaharlal Nehru Bhawan, Janpath  
Ministry of External Affairs  
New Delhi-110011  
Tel: 23085368

Enclosure: Proforma

To  
Directorate of Audio and Visual Publicity,  
Soochna Bhawan, Phase-IV,  
C.G.O. Complex, Lodhi Road,  
New Delhi-110003

Copy to :-

1. All Ministries/Departments of Central Government(\*\*)
2. Joint Secretary (OL), Room No. 1 NDCC-II Bhawan B Wing, 4<sup>th</sup> Floor, Jai Singh Road, New Delhi
3. Retraining and Redeployment Division, Department of Personnel & Training, 3<sup>rd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi- 110003
4. Director General Resettlement, Ministry of Defence, West Block-V, R. K, Puram, New Delhi.

(\*\*) All Ministries/Departments are requested to circulate the vacancies in their Attached/Subordinate Offices.

**BIO-DATA/ CURRICULUM VITAE**  
**PROFORMA**

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 Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/Experience required as mentioned in the advertisement / vacancy circular</b>	<b>Qualifications / experience possessed by the officer (to be filled by the officer)</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification- please refer vacancy circular	A) Qualification
B) Experience-please refer vacancy circular	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification- please refer vacancy circular	A) Qualification
B) Experience- please refer vacancy circular	B) Experience
5.1 <b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> 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 <b>by the candidate.</b>	

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.	
<b>6.1 Note: Borrowing Departments are to provide their specific comment/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio- data) with reference to the post applied.</b>	

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 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

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

<p>9.1 <b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 <b>Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>								
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>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</p>								
<p>14. Total emoluments per month now drawn</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Pay Level (as per the 7<sup>th</sup> CPC)</th> <th style="width: 33%;">Basic Pay</th> <th style="width: 33%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Pay Level (as per the 7 <sup>th</sup> CPC)	Basic Pay	Total Emoluments			
Pay Level (as per the 7 <sup>th</sup> CPC)	Basic 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
<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)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
<p><b>16.B Achievements:</b>            The candidates are requested to indicate information with regard to;            (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.  <b>(Note: Enclose a separate sheet if the space is insufficient)</b></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 Organizations 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>		

18. Whether belongs to SC/ST	
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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 \_\_\_\_\_  
\_\_\_\_\_

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 of the Govt. 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)**