

भारत सरकार  
Government of India  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
Ministry of Electronics & Information Technology  
इलेक्ट्रॉनिक्स निकेतन, 6, सी जी ओ कॉम्प्लेक्स, नई दिल्ली-110003  
Electronics Niketan, 6, C G O Complex, New Delhi-110003  
Website: www.meity.gov.in

संख्या  
No. 2(2)/2021-Pers.I

दिनांक  
Date 16.07.2021

**OFFICE MEMORANDUM**

**Subject: Filling up of one post of Deputy Director (Official Language) in the Ministry of Electronics and Information Technology (MeitY) on deputation basis - regarding.**

It is proposed to fill up one post of **Deputy Director (Official Language) [DD(OL)]** at Level-11 of the Pay Matrix in the Ministry of Electronics and Information Technology on **deputation basis**. The appointment on deputation will initially be for a period of **two years**, extendable as per Government instructions and requirement. The eligibility criteria along with other details are given in **Annexure-I**.

2. Applications of eligible and willing persons who can be spared immediately may be forwarded through proper channel in the prescribed format (**Annexure-II**) to the undersigned at the above mentioned address so as to reach on or before 60 days from the date of publishing the advertisement in the Employment News. The application should also be accompanied by photocopies of ACRs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer (**Annexure-III**). It may also be confirmed that in the event of selection the officer concerned will be relieved of his duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.
3. Applications, which are incomplete or are not accompanied with the photocopies of ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.
4. Candidates once selected will not be allowed to withdraw his/her name on a later date.

  
(P. Victor Albuquerque)  
Joint Director (Pers.)  
Tel. No. 011-24364757

To,

1. All Ministries/Departments in the Government of India.
2. The Chief Secretaries of all State Governments.
3. Department of Personnel & Training: For uploading on their web portal,
4. Department of Public Enterprises: For uploading on their web portal
5. DG(NIC)/DG(STQC).
6. NIC Cell, MeitY: For uploading on the web portal of MeitY.

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### **Annexure-I**

<b>Post</b>	:	Deputy Director (Official Language) (Group 'A'-Gazetted) Non-Ministerial)
<b>Number of Post</b>	:	01 (One)
<b>Pay Scale</b>	:	Level-11 of the Pay Matrix (Rs. 67,700-2,08,700/-).
<b>Eligibility</b>	:	Officers from the Central Government or State Government Or Union Territories or Public Sector Undertaking:-

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

**OR**

(ii) with 05 years regular service in Level-10 in the Pay Matrix (Rs. 56,100-1,77,500/-);  
and

(b) Possessing the educational qualifications and experience as under:

#### **Essential:**

(i) Master's degree from 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 from 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 from 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 from 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 a examination at the degree level; **OR**

Master's degree from 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 a compulsory or elective subject at the degree level

(ii) Five 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 Central Government or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions. **OR**

(ii) Five years' experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.

**Note 1:** Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.

**Desirable:** Studied one of the languages other than Hindi included in the 8<sup>th</sup> Schedule of the Constitution at 10<sup>th</sup> level from a recognized Board.

**Note 2:** 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, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:** Period of deputation including the 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.

**Note 4:** The Maximum age-limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

**BIO-DATA PROFORMA**

1. Name of the Candidate (in Block Letters):
2. Address in Block Letters including Contact number :
3. Date of Birth (in Christian era) :
4. Age as on closing date :
5. Date of retirement :
6. Educational Qualifications :
7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.
- 8.

Sl. No.	Office/Institution/Organization	Post held	From	To	Pay Band & Grade Pay (Pay in Pay Matrix with level if applicable)**	Nature of duties
1.						
2.						
3.						

**\*\* Only service in regular scale will be considered and financial upgradation granted under ACP/MACPS will not be considered.**

9. Nature of present employment i.e. ad-hoc/temporary/permanent:
10. In case the present employment is held on deputation, please state
  - (i) The date of initial appointment :
  - (ii) Period of appointment on deputation:
  - (iii) Name of the parent organization/office to which you belong

11. Whether SC/ST/OBC :

12. Additional information, if any, which you would like to mentioned in support of your suitability for the post.

Dated:

Signature of candidate \_\_\_\_\_  
Name of the candidate \_\_\_\_\_  
Address of the candidate \_\_\_\_\_  
Mobile No.(if any) \_\_\_\_\_

**Annexure-III**

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

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

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

Dated:

Signature of Head of Office \_\_\_\_\_

Place:

Name and Designation \_\_\_\_\_

Seal

**PROFORMA FOR EDUCATIONAL QUALIFICATIONS, EXPERIENCE FOR THE POST OF  
DEPUTY DIRECTOR (OFFICIAL LANGUAGE)**

<b>Sl. No.</b>	<b>Essential Qualifications</b>	<b>Please tick the relevant qualification</b>	<b>List of supporting documents enclosed for relevant qualification (mark sheet, certificate etc.)</b>
1.	Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;		
2.	Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;		
3.	Master's degree from 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;		
4.	Master's degree from 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 a examination at the degree level;		
5.	Master's degree from 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 a compulsory or elective subject at the degree level		
	<b>EXPERIENCE</b>	<b>Please tick the relevant experience</b>	<b>List of supporting documents enclosed for relevant experience</b>
6.	Five 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 Central Government or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.		
7.	Five years' experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.		
<b>DESIRABLE QUALIFICATION</b>			
8.	Studied one of the languages other than Hindi included in the 8 <sup>th</sup> Schedule of the Constitution at 10 <sup>th</sup> level from a recognized Board.		