

P-1502/16/2013-P.I
Government of India
Department of Electronics & Information Technology
Ministry of Communication & Information Technology
Electronics Niketan, 6, CGO Complex, Lodhi Road

New Delhi-110003.
Dated 10.01.2014.

Office Memorandum

Subject: Filling up of one post of Joint Director (Hindi) in Pay Band-3; ₹ 15,600-39,100 plus Grade Pay of ₹ 7600/- p.m. on deputation basis in the Department of Electronics & Information Technology, DeitY -regarding.

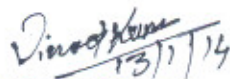
It is proposed to fill up one Post of Joint Director (Hindi) in the Pay Band-3 ₹ 15,600-39,100 plus Grade Pay of ₹ 7600/- p.m. in the Department of Electronics & Information Technology on deputation basis.

2. The eligibility criteria along with other details of post are given in Annexure-I. The period of deputation will be initially for a period of one year which can be further extended as per Government of India instructions on the subject. The person selected will be entitled to draw pay in accordance with the Department of Personnel & Training OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

3. Applications of eligible and willing person 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 on or before 04.03.2014 till 5:00 pm. The application should also be accompanied by photocopies of APARs/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 not accompanied with the photocopies of APARs/ACRs for the last five years and other relevant documents in support of age, educational qualifications, experiences etc. 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.


(Vinod Kumar)
Deputy Director
Tel.No. 24301237

To

1. All Ministries/Departments of Government of India.
2. DG(NIC)/DG(STQC)/CCA.
3. JS(Pers.)/DS(Pers.)/, DeitY.
4. PS to JD(Pers.) for Intra-DeitY/NIC Cell/DEITY Web-site.
5. Notice Board.

01. **Post** : Joint Director (Hindi)
02. **Number of Post** : 01 (One)
03. **Pay Scale** : PB-3: ₹ 15,600-39,100 plus GP of ₹ 7600/-
04. **Mode of Recruitment** : Deputation
05. **Eligibility** :

- (a) Officers of the Central Government or the State Government holding analogous post in the parent cadre or Department ; or (b) Senior Hindi Officer having five years regular service in the grade, failing which Senior Hindi Officer having eleven years combined regular service in the grade of Senior Hindi Officer and in the pay scale of Rs. 7500-12000 (pre-revised) failing both Senior Hindi Officer having thirteen years combined regular service in the grades of Senior Hindi Officer and in the pay scales of Rs. 7500-12000 and Rs. 6500-10500 (pre-revised) with a minimum of three years regular service in the grade of Senior Hindi Officer."

(The departmental Senior Hindi Officer in PB-3; ₹. 15600-39,100 plus Grade Pay of ₹.6600/- having five years regular service in the grade, failing which Senior Hindi Officer having eleven years combined regular service in the grade of Senior Hindi Officer and in the pay scale of Rs. 7500-12000 (pre-revised) failing both Senior Hindi Officer having thirteen years combined regular service in the Grade of Senior Hindi Officer and in pay scales or Rs. 7500-12000 and Rs. 6500-10500 (pre-revised) with a minimum of three years regular service in the grade of Senior Hindi Officer shall be considered alongwith those considered for deputation. In case the Departmental Senior Hindi Officer is selected for appointment, the post shall be deemed to have been filled by promotion).

Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organisation or Department of the Central Government shall ordinarily not exceed three years.

Note 2: The maximum age limit for appointment on deputation (including short term contract) shall not be 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. Date of retirement :
5. Educational Qualifications :
6. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Sl.No.	Office/Institution/Organization	Post held	From	To	Pay Band & Grade Pay with pay	Nature of duties
1.						
2.						
3.						

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post : YES/NO
8. Nature of present employment i.e. adhoc/temporary/permanent:
9. Please state whether working under Central Govt./State Govt./Public Sector Undertaking/ Autonomous Bodies/Universities/Others :
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 mention 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:

Place:

Signature of Head of Office _____

Name & Designation _____

Seal