

**F.No-21/6/2017-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**  
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2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 2<sup>nd</sup> February, 2018  
SM

**OFFICE MEMORANDUM**

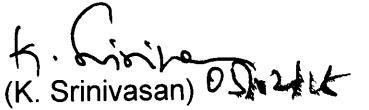
Subject:- Filling up of posts in various Ministry/Department on deputation basis.

The undersigned is directed to circulate herewith under mentioned four vacancy circulars received from various Ministries/Departments along with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post	
1.	Ministry of Women and Child Development (NNRC-CPMU)	Project Manager	
2.	Ministry of Women and Child Development (NNRC-CPMU)	Project Officer	
3.	UPSC	Linguistic Administrator	
4.	Ministry of External Affairs	Passport Officer	

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

  
(K. Srinivasan)

Under Secretary to the Government of India  
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

**F.No. NNM/23/2018-CPMU**  
**Government of India**  
**Ministry of Women and Child Development**  
**(National Nutrition Resource Centre-Central Project Management Unit)**

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*3<sup>rd</sup> Floor, Jeevan Vihar Building,  
Sansad Marg, New Delhi  
Dated the 25<sup>th</sup> January, 2018*

**Vacancy Circular**

**Filling up four posts of Project Manager by transfer on deputation basis in the National Nutrition Resource Centre-Central Project Management Unit (NNRC-CPMU), under the IBRD assisted National Nutrition Mission.**

Ministry of Women and Child Development has set up National Nutrition Mission (NNM) with a three year budget of Rs. 9046.17 crore commencing from 2017-18. There are a number of schemes directly/indirectly affecting the nutrition status of children (0-6 year's age) and pregnant women and lactating mothers. In spite of these, level of malnutrition and related problems in the country is high. There is no dearth of schemes but lack of creating synergy and linking the schemes with each other to achieve common goal. The NNM through robust convergence mechanism and other components would strive to create the synergy, ensure better monitoring, issue alerts for timely action, and encourage States/UTs to perform, guide and supervise the line Ministries and States/UTs to achieve the targeted goals.

2. Malnutrition is multi-dimensional and inter-generational in nature. There are complex factors that affect the nutritional status of people and in particular children. Being multi-factorial in nature, well-coordinated efforts are necessary for making an impact on nutrition outcomes. In order to ensure regular monitoring and review of all the sectoral programmes, especially those directly affecting malnutrition and to provide knowledge management on nutrition actions, a single unified technical set-up, namely a National Nutrition Resource Centre – Central Project Management Unit (NNRC-CPMU) has been set up at national level within the Ministry of Women and Child Development led by the Executive Director.

3. Four vacant posts of Project Managers are to be filled up by transfer on deputation basis in the NNRC-CPMU from among the officers of Central Governments, Autonomous bodies, PSUs, etc. The period of deputation will be upto 31.03.2020. The pay of officer selected for the posts will be regulated in accordance with DoPT OM No. 06/08/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from time to time.

USCA)

20/1/18

20/1/18  
5-06/1

4. Details of the post along with pay scale, eligibility criteria responsibilities, etc. are given below:-

- |      |                       |   |
|------|-----------------------|---|
| I.   | Name and the post     | Project Manager   |
| II.  | Group                 | Group 'A' Central Service   |
| III. | Pay Scale of the post | Pay Level-11  |
| IV.  | Eligibility criteria  | Holding analogous posts on regular basis in the Central Government/Public sector Organizations/Autonomous Bodies;<br><br>Or with five year's regular service in the post in the scale of pay Rs. 15600-39100 and grade pay of Rs.5400 (pre-revised)<br><br>Preference will be given to the Officers having:<br><br>i. 3-4 years' experience of handing IT related Project and or Financial management/procurement etc;<br>ii. Experience of working in an externally aided project;<br>iii. Professional qualifications and training, preferably having IT background;<br>iv. Capacity of working in a multi-disciplinary teams; and<br>Knowledge of health and nutrition sector. |
| V.   | Responsibility:       | The Project Manager will be in charge of some of the core functions of the project, viz Project management and evaluation, finance and accounting and procurement so as to execute the project in a time bound manner.  |

5. The maximum age limit for appointment by transfer on deputation basis shall not be exceeding 56 years as on the closing date of receipt of the applications.

6. Application from willing and eligible officer who can be spared immediately, may be forwarded through proper channel in the enclosed pro-forma (**Annexure-I**) to the Deputy Director (WB), **National Nutrition Resource Centre-Central Project Management Unit, National Nutrition Mission, Ministry of Women and Child Development, 3<sup>rd</sup> Floor, Jeevan Vihar Building, Sansad Marg, New Delhi 110001**. Duly filled up application form along with relevant documents shall be submitted within one month from the date of its publication in the Employment News.

7. The integrity certificate, vigilance clearance certificate, details of punishment awarded, if any, in the last 10 years and duly attested copies of ACRs/APARs for the last five years should be forwarded along with the application.

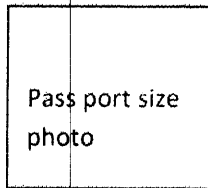
8. Applications received incomplete in any respect or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The MWCD reserves the right to reject any or all applications without assigning any reason.

*Prabha Arora*  
26.01.15  
(Dr. Prabha Arora)  
Deputy Director (WB)  
Tel: 2336 2376/8202

To

1. All Ministries/Departments of Government of India.
2. Director (Technical), NIC, MWCD for uploading the circular on the Ministry's website.
- ✓ 3. Deputy Secretary (CS Division), Department of Personnel & Training, Khan Market, Lok Nayak Bhawan, New Delhi with a request to kindly upload the circular on DoPT's website.

Copy to: US (Admn.), MWCD



**Application for the post of Project Manager.**

- 1 Name and address (in block letters) :
  
- 2 Date of birth (in Christian era) :
  
- 3 Date of retirement as per Govt. Rules :
  
- 4 Educational Qualifications :
  
- 5 Experience possessed ::
  
- 6 Professional Training :
  
- 7 Please indicate the following particulars of the present post held:
  - e) Present post held with date :
  - f) Whether regular/ ad-hoc :
  - g) Pay level: :
  - h) Present basic: :

8. Details of previous employments (to be indicated in chronological order) with following details:

Name of office/organization where employed	Post held and service/ Cadre to which it belongs	From	To	Pay Scale/GP /Pay level	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)

11. Whether the applicant belongs to SC/ST:

12. Additional information, if any, which s/he would like to mention in support of his/her application.

(Signature of candidate)

Tel:.....

Email:.....

**(To be filled by the employer)**

6. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
7. Certified that no disciplinary proceedings are either pending or being contemplated against the officer.
8. List of Punishment awarded, if any, during last 10 years attached.
9. Integrity certificate is attached.
10. In the event of selection, s/he will be relieved of her/his duties immediately.

Signature: -----

Name and Designation of the forwarding Officer with seal

**F.No. NNM/23/2018-CPMU**  
**Government of India**  
**Ministry of Women and Child Development**  
**(National Nutrition Resource Centre-Central Project Management Unit)**

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*3<sup>rd</sup> Floor, Jeevan Vihar Building,  
Sansad Marg, New Delhi  
Dated the 25<sup>th</sup> January, 2018*

Vacancy Circular

**Filling up one post of Project Officer by transfer on deputation basis in the National Nutrition Resource Centre-Central Project Management Unit (NNRC-CPMU), under the IBRD assisted National Nutrition Mission.**

Ministry of Women and Child Development has set up National Nutrition Mission (NNM) with a three year budget of Rs. 9046.17 crore commencing from 2017-18. There are a number of schemes directly/indirectly affecting the nutrition status of children (0-6 year's age) and pregnant women and lactating mothers. In spite of these, level of malnutrition and related problems in the country is high. There is no dearth of schemes but lack of creating synergy and linking the schemes with each other to achieve common goal. The NNM through robust convergence mechanism and other components would strive to create the synergy, ensure better monitoring, issue alerts for timely action, and encourage States/UTs to perform, guide and supervise the line Ministries and States/UTs to achieve the targeted goals.

2. Malnutrition is multi-dimensional and inter-generational in nature. There are complex factors that affect the nutritional status of people and in particular children. Being multi-factorial in nature, well-coordinated efforts are necessary for making an impact on nutrition outcomes. In order to ensure regular monitoring and review of all the sectoral programmes, especially those directly affecting malnutrition and to provide knowledge management on nutrition actions, a single unified technical set-up, namely a National Nutrition Resource Centre – Central Project Management Unit (NNRC-CPMU) has been set up at national level within the Ministry of Women and Child Development led by the Executive Director.

3. One vacant post of Project Officer is to be filled up by transfer on deputation basis in the NNRC-CPMU from among the officers of Central Governments, Autonomous bodies, PSUs, etc. The period of deputation will be upto 31.03.2020. The pay of officer selected for the posts will be regulated in accordance with DoPT OM No. 06/08/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from time to time.

*25/1/18  
US (A)*

*30/1/18  
G.O.P.*

4. Details of the post along with pay scale, eligibility criteria responsibilities, etc. are given below:-

I.	Name and the post	Project Officer
II.	Group	Group 'B' Central Service
III.	Pay Scale of the post	Pay Level-8
IV.	Eligibility criteria	<p>I. Holding analogous posts on regular basis in the Central Government/Public sector Organizations/Autonomous Bodies; Or with five year's regular service in the post in the pay level 7 in the pay matrix of 7<sup>th</sup> CPC (pre-revised Rs. 9300-34,800/- with GP Rs. 4600/-).</p> <p>Preference will be given to the Officers having:</p> <ol style="list-style-type: none"><li>3-4 years' experience of working in IT related Project and or Financial management/procurement etc;</li><li>Experience of working in an externally aided project;</li><li>Professional qualifications and training, preferably having IT background;</li><li>Capacity of working in a multi-disciplinary teams; and</li></ol> <p>Knowledge of health and nutrition sector.</p>
V.	Responsibility:	Project Officer will be in-Charge of one or more core functions of the Project as well as establishment and administrative matter of NNRC-CPMU.

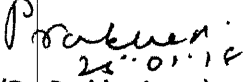
5. The maximum age limit for appointment by transfer on deputation basis shall not be exceeding 56 years as on the closing date of receipt of the applications.

6. Application from willing and eligible officer who can be spared immediately, may be forwarded through proper channel in the enclosed pro-forma (**Annexure-I**) to the Deputy Director (WB), **National Nutrition Resource Centre-Central Project Management Unit, National Nutrition Mission, Ministry of Women and Child Development, 3<sup>rd</sup> Floor, Jeevan Vihar Building, Sansad Marg, New Delhi 110001**. Duly filled up application form along with relevant documents shall be submitted within one month from the date of its publication in the Employment News.

7. The integrity certificate, vigilance clearance certificate, details of punishment awarded, if any, in the last 10 years and duly attested copies of ACRs/APARs for the last five years should be forwarded along with the application.



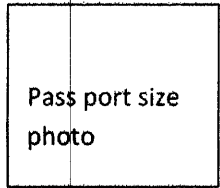
8. Applications received incomplete in any respect or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The MWCD reserves the right to reject any or all applications without assigning any reason.

  
(Dr. Prabha Arora)  
Deputy Director (WB)  
Tel: 2336 2376/8202

To

4. All Ministries/Departments of Government of India.
5. Director (Technical), NIC, MWCD for uploading the circular on the Ministry's website.
- ✓ 6. Deputy Secretary (CS Division), Department of Personnel & Training, Khan Market, Lok Nayak Bhawan, New Delhi with a request to kindly upload the circular on DoPT's website.

Copy to: US (Admn.), MWCD



**Application for the post of Project Officer.**

- 1 Name and address (in block letters) :
  
- 2 Date of birth (in Christian era) :
  
- 3 Date of retirement as per Govt. Rules :
  
- 4 Educational Qualifications :
  
- 5 Experience possessed :
  
- 6 Professional Training :
  
- 7 Please indicate the following particulars of the present post held:
  - i) Present post held with date :
  - j) Whether regular/ ad-hoc :
  - k) Pay level: :
  - l) Present basic: :

8. Details of previous employments (to be indicated in chronological order) with following details:

Name of office/organization where employed	Post held and service/ Cadre to which it belongs	From	To	Pay Scale/GP /Pay level	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)

13. Whether the applicant belongs to SC/ST:

14. Additional information, if any, which s/he would like to mention in support of his/her application.

(Signature of candidate)

Tel:.....

Email:.....

(To be filled by the employer)

- 11. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- 12. Certified that no disciplinary proceedings are either pending or being contemplated against the officer.
- 13. List of Punishment awarded, if any, during last 10 years attached.
- 14. Integrity certificate is attached.
- 15. In the event of selection, s/he will be relieved of her/his duties immediately.

Signature: -----

Name and Designation of the forwarding Officer with seal

Fax: 011-23098552

**MOST IMMEDIATE**



F.No.A-35018/01/2018-Admn. II  
संघ लोक सेवा आयोग  
Union Public Service Commission

Dholpur House, Shahjahan Road  
New Delhi-110069  
Dated: 29/01/2018

To

The Secretary to the Govt. of India,  
Ministry of Personnel, P.G. & Pension,  
Department of personnel and Training,  
North Block, New Delhi.

(Kind attention: Ms. Rajul Bhatt, Director (CS.I), DoP&T)

**Sub: Filling up the post of Linguistic Administrator (General Central Service, Group-'A' Gazetted, Non-Ministerial) [Level-13 in the pay matrix] by Composite Method [Deputation (including short-term contract) plus promotion] basis in the O/o UPSC-reg.**

Sir,

I am directed to forward herewith Commission's Vacancy Circular of even no. dated 19/01/2018 for filling up the post of Linguistic Administrator (General Central Service, Group-'A' Gazetted, Non-Ministerial) [Level-13 in the pay matrix] by Composite Method [Deputation (including short-term contract) plus promotion] basis in the O/o UPSC and to request that the aforesaid Vacancy Circular may please be uploaded on the official website of DoP&T in "what is new" section under intimation to this Office.

Encl: As above

Yours faithfully,

(S. Padmanabha)  
Under Secretary (Estt.)  
Tel. No.- 011- 23389078

29/1/18

U.S.(A)

29/1/18  
S. Padmanabha

1/2/18

Sh. Karan



**No.A-35018/01/2018-Admn.II  
Union Public Service Commission  
(संघ लोक सेवा आयोग)**

**Dholpur House, Shahjahan Road  
New Delhi-110069  
Dated: 19/01/2018**

**VACANCY CIRCULAR**

**Subject : Filling up the post of Linguistic Administrator (General Central Service, Group-'A' Gazetted, Non-Ministerial) [Level-13 in the pay matrix] by Composite Method [Deputation (including short-term contract) plus promotion] basis in the O/o UPSC-reg.**

It is proposed to fill up one post of Linguistic Administrator (General Central Service, Group-'A' Gazetted, Non-Ministerial) [Level-13 in the pay matrix] by Composite Method [Deputation (including short-term contract) plus promotion] basis in the O/o UPSC.

**2. Eligibility Conditions: Deputation (including short-term contract):**

"Officers of the Central Government or State Government or Union territories or Semi-Government or Recognized Research Institutions or Universities or Public Sector Undertakings or Autonomous or Statutory Organizations,-

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or

(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in posts in level-12 (Rs.78800-209200/-) in the pay matrix or equivalent in the parent cadre or Department; and

(b) Possessing following educational qualification and experience:-

**Essential:**

(i) Master's Degree from a recognized University in Linguistics;

**OR**

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 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 and English as a 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) Ten years experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, of the texts of academic and technical content, in different disciplines of humanities, social sciences, science and technology including experience of handling examination work under Central Government or State Government or Union territories or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or recognized Research or Educational Institutions.

*S. S. D. M. 12*

**Desirable:**

- (i) Three years of experience in organizing or associating in national or international conference or seminars of academicians or experts.
- (ii) A Doctor of Philosophy awarded in Hindi or published work in linguistic research.
- (iii) Studied one of the languages other than Hindi included in the Eighth Schedule to the Constitution of India at 10<sup>th</sup> level from a recognized Board.

**Note:** The Departmental Senior Research Officer (Language Medium) in level-11 (Rs.67700-208700/-) in the pay matrix with ten years of regular service in the grade and having same essential and desirable qualification as prescribed for deputationists shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

**3. List of duties / responsibilities attached to the post of Linguistic Administrator:**

- (i) Work related to scientific and technical terminology, translation from English to Hindi and vice-versa.
- (ii) Linguistic research relevant to scientific and technical terminology.
- (iii) To coordinate and interact with senior academicians in discharging his duties.
- (iv) Any other work assigned by the Senior Officers.

**4. Regulation of pay and other terms of deputation :-**

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended time to time.

**5. Age-limit :-**

The maximum age-limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

**6. Period of deputation :-**

Period of deputation (including short-term contract) including the period of deputation (including short-term contract) 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 exceed **five years**.

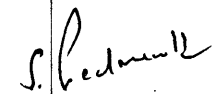
**7.** Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

- (i) Integrity certificate
- (ii) List of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the APARs for the last five years (2012-13 to 2016-17) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to Sh. S. Padmanabha, Under Secretary (Estt.), Room No. 218 AB, Union Public Service Commission, Dhoolpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of the publication of the circular in the Employment News/ Rozgar Samachar. *Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.*

**8.** The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

**"Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply".**

  
(S. Padmanabha)  
Under Secretary(Estt.)  
Union Public Service Commission  
Tel. No. 011-23388476

**Copy forwarded to :-**

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Governments/ Union Territories, Cadre Controlling Authorities of Universities/ Recognised Research Institutions/ public sector undertakings/Semi-Government/statutory and autonomous organizations (as per list attached); with a request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
4. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
5. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular (indicative) in the ensuing issue of Employment News/रोजगार समाचार.
6. The Director (CS.I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
7. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.

*S. Padmanabha*

**(S. Padmanabha)  
Under Secretary(Estt.)**

**Proforma for application for the post of Linguistic Administrator on Composite Method [ Deputation (including short term contract) plus promotion] basis in the Office of UPSC.**

**BIO-DATA PROFORMA**

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications  
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
- 5(a). Do you hold analogous post on regular basis in the parent cadre or Department
- 5(b). Do you possess five years regular service in the grade rendered after appointment thereto on regular basis in posts in level-12 (Rs.78800-209200/-) in the pay matrix or equivalent in the parent cadre or Department.
- 6(a). Do you possess Master's Degree from a recognized University in Linguistics
- 6(b). Do you possess 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
- 6(c). Do you possess 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
- 6(d). Do you possess 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
- 6(e). Do you possess 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 the medium of examination at the degree level
- 6(f). Do you possess Master's Degree from a recognized University in any subject other than Hindi or English with Hindi and English as a 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

*S. P. d. m. 16*



7. Do you possess ten years experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, of the texts of academic and technical content, in different disciplines of humanities, social sciences, science and technology including experience of handling examination work under Central Government or State Government or Union territories or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or recognized Research or Educational Institutions.
- 8(a). Do you possess three years of experience in organizing or associating in national or international conference or seminars of academicians or experts
- 8(b). Do you possess a Doctor of Philosophy awarded in Hindi or published work in linguistic research
- 8(c). Have you studied one of the languages other than Hindi included in the Eighth Schedule to the Constitution of India at 10<sup>th</sup> level from a recognized Board
9. Details of employment, in chronological order (Starting from entry in Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Post held with scale of pay/ Level of pay in pay matrix	Period of service		Nature of appointment (regular/ ad- hoc/ deputation)	Basic Pay	Nature of duties with Brief Details of works performed during the appointment
		from	to			
1	2	3	4	5	6	7

10. Nature of present employment, i.e ad-hoc or temporary or permanent
11. In case the present employment is held on deputation please state
- (a) The date of initial appointment
- (b) Period of appointment on deputation
- (c) Name of Organization on deputation

*S. P. Sharma*

12. 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

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7 <sup>th</sup> CPC	Level of pay in 7 <sup>th</sup> CPC Matrix

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post.  
(Enclose a separate sheet if the space is insufficient)

15. Full postal address of forwarding authority with name & telephone number

16. Whether belongs to SC/ST

17. Remarks

Signature of the candidate  
Full office address

Tel. No.  
Email ID

Date :

*S. P. ...*

**(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 vacancy circular.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii. His/Her integrity is certified.
- iii. The photocopies of the APARs for the last 5 years (for the year from 2012-13 to 2016-17) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. \*No major/minor penalty has been imposed on him/her during the last 10 years.
- v. \*A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.\*

Signature :  
Name & Designation :  
Telephone No. :  
Fax No. :  
Office Seal :

**Place:**

**Dated:**

**List of enclosure:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(\*Strike out which is not applicable.)

*S. P. Arora*

सं. ए-35018/01/2018-प्रशा. II

संघ लोक सेवा आयोग

धौलपुर हाउस, शाहजहां रोड  
नई दिल्ली-110069

दिनांक : 19/01/2018

रिक्ति परिपत्र

विषय : संघ लोक सेवा आयोग कार्यालय में मिश्रित प्रणाली [प्रतिनियुक्ति (अल्पकालिक संविदा सहित) तथा पदोन्नति] के आधार पर भाषाई प्रशासक (सामान्य केन्द्रीय सेवा, समूह 'क', राजपत्रित, अननुसचिवीय) [वेतन मेट्रिक्स में स्तर-13] के पद को भरे जाने के संबंध में।

संघ लोक सेवा आयोग कार्यालय में मिश्रित प्रणाली [प्रतिनियुक्ति (अल्पकालिक संविदा सहित) तथा पदोन्नति] के आधार पर भाषाई प्रशासक (सामान्य केन्द्रीय सेवा, समूह 'क', राजपत्रित, अननुसचिवीय) [वेतन मेट्रिक्स में स्तर-13] के एक पद को भरने का प्रस्ताव है।

2. पात्रता की शर्तें :- प्रतिनियुक्ति (अल्पकालिक संविदा सहित) :

"केन्द्र सरकार अथवा राज्य सरकारों अथवा संघ शासित क्षेत्रों अथवा अर्ध-सरकारी संगठनों अथवा मान्यता प्राप्त अनुसंधान संस्थानों अथवा विश्वविद्यालयों अथवा सार्वजनिक क्षेत्र के उपक्रमों अथवा सांविधिक संगठनों के अधिकारी" :-

- (क) (i) जो मूल संवर्ग या विभाग में नियमित आधार पर सदृश पद धारण किए हुए हैं; अथवा  
(ii) जिन्होंने मूल संवर्ग या विभाग में वेतन मेट्रिक्स के स्तर-12 (78800-209200/- रु.) वाले पद अथवा समतुल्य पदों पर नियुक्ति के उपरांत नियमित आधार पर पांच वर्ष सेवा की है; तथा

(ख) निम्नलिखित शैक्षणिक तथा अन्य योग्यताएं रखते हों :-

अनिवार्य :

- (i) किसी मान्यताप्राप्त विश्वविद्यालय से भाषा-विज्ञान में मास्टर डिग्री अथवा डिग्री स्तर पर अनिवार्य अथवा ऐच्छिक विषय अथवा परीक्षा की भाषा के माध्यम के रूप में अंग्रेजी सहित किसी भी मान्यताप्राप्त विश्वविद्यालय से हिन्दी में मास्टर डिग्री अथवा डिग्री स्तर पर अनिवार्य अथवा ऐच्छिक विषय अथवा परीक्षा की भाषा के माध्यम के रूप में हिन्दी सहित किसी भी मान्यताप्राप्त विश्वविद्यालय से अंग्रेजी में मास्टर डिग्री अथवा डिग्री स्तर पर अनिवार्य अथवा ऐच्छिक विषय अथवा परीक्षा की भाषा के माध्यम के रूप में अंग्रेजी सहित किसी भी मान्यताप्राप्त विश्वविद्यालय से हिन्दी अथवा अंग्रेजी को छोड़कर किसी भी अन्य विषय में हिन्दी माध्यम में मास्टर डिग्री अथवा डिग्री स्तर पर अनिवार्य अथवा ऐच्छिक विषय अथवा परीक्षा की भाषा के माध्यम के रूप में हिन्दी सहित किसी भी मान्यताप्राप्त विश्वविद्यालय से हिन्दी अथवा अंग्रेजी को छोड़कर किसी भी अन्य विषय में अंग्रेजी माध्यम में मास्टर डिग्री अथवा डिग्री स्तर पर अनिवार्य अथवा ऐच्छिक विषय के तौर पर हिन्दी तथा अंग्रेजी या परीक्षा की भाषा के माध्यम के रूप में हिन्दी अथवा अंग्रेजी में से कोई एक भाषा तथा अनिवार्य अथवा ऐच्छिक विषय के तौर पर इनमें से दूसरी भाषा सहित किसी भी मान्यताप्राप्त विश्वविद्यालय से हिन्दी अथवा अंग्रेजी को छोड़कर किसी भी अन्य विषय में मास्टर डिग्री

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- (ii) केन्द्र सरकार अथवा राज्य सरकार अथवा संघ शासित क्षेत्र अथवा स्वायत्तशासी निकायों अथवा सांविधिक संगठनों अथवा सार्वजनिक क्षेत्र के उद्यमों अथवा विश्वविद्यालयों अथवा मान्यताप्राप्त अनुसंधान या शैक्षणिक संगठनों के अंतर्गत परीक्षा संबंधी कार्य करने के अनुभव सहित हिन्दी में शब्दावली के प्रयोग (शब्दावली कार्य), तथा मानविकी, सामाजिक विज्ञान, विज्ञान एवं प्रौद्योगिकी के विभिन्न विषयों की अकादमिक तथा तकनीकी सामग्री के अंग्रेजी से हिन्दी तथा विलोमतः अनुवाद का दस वर्ष का अनुभव।

**वांछनीय :**

- (i) शिक्षाविदों तथा विशेषज्ञों के राष्ट्रीय या अंतर्राष्ट्रीय सम्मेलनों या गोष्ठियों के आयोजन तथा इनमें सहयोग का तीन वर्ष का अनुभव।
- (ii) हिन्दी में पीएचडी अथवा भाषा-विज्ञान में शोध कार्य प्रकाशित
- (iii) हिन्दी को छोड़कर संविधान की आठवीं अनुसूची में शामिल किसी भी भाषा का, किसी मान्यताप्राप्त बोर्ड से 10वीं के स्तर का ज्ञान।

**नोट :** बाहरी उम्मीदवारों के साथ-साथ वेतन मेट्रिक्स के स्तर-11(67700-208700/- रु.) में कार्यरत तथा ग्रेड में दस वर्ष की नियमित सेवा कर चुके विभागीय वरिष्ठ अनुसंधान अधिकारी (भाषा माध्यम), जिनकी अनिवार्य तथा वांछनीय योग्यता वही है जो प्रतिनियुक्ति वाले उम्मीदवारों के मामले में निर्धारित है, पर भी विचार किया जाएगा और नियुक्ति हेतु यदि उनका चयन हो जाता है तो यह माना जाएगा कि यह पद पदोन्नति के माध्यम से भरा गया है।

**3. भाषाई प्रशासक के पद से जुड़े कार्यों/जिम्मेदारियों की सूची :-**

- (i) वैज्ञानिक एवं तकनीकी शब्दावली से संबंधित कार्य, अंग्रेजी से हिन्दी तथा विलोमतः अनुवाद कार्य।
- (ii) वैज्ञानिक एवं तकनीकी शब्दावली के दृष्टिकोण से संगत भाषाई शोध।
- (iii) अपने कर्तव्यों का निर्वहन करते हुए वरिष्ठ शिक्षाविदों से समन्वय स्थापित करना तथा संपर्क करना।
- (iv) वरिष्ठ अधिकारियों द्वारा प्रदान किया जाने वाला कोई भी अन्य कार्य।

**4. वेतन का विनियमन और प्रतिनियुक्ति की अन्य शर्तें :-**

चयनित उम्मीदवार का वेतन, कार्मिक एवं प्रशिक्षण विभाग के दिनांक 17.06.2010 के समय-समय पर यथासंशोधित का.ज्ञा. सं. 6/8/2009-स्था.(वेतन-II) में निहित उपबंधों के अधीन विनियमित होगा।

**5. आयु सीमा :-**

प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा (अल्पकालिक संविदा सहित) आवेदन प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।

**6. प्रतिनियुक्ति की अवधि :-**

केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य कैडर-बाह्य पद पर प्रतिनियुक्ति की अवधि सहित इस प्रतिनियुक्ति की अवधि (अल्पकालिक संविदा सहित) सामान्यतः पांच वर्ष से अधिक नहीं होगी।

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7. पात्र उम्मीदवारों के आवेदन पत्र (दो प्रतियों में), जिन्हें चयन होने पर तत्काल कार्यमुक्त किया जा सकता है, निर्धारित प्रपत्र (अनुबंध-I) में निम्नलिखित दस्तावेजों के साथ, अग्रेषण प्राधिकारी के प्रमाण-पत्र (अनुबंध-II में दिए गए प्रपत्र में) सहित अग्रेषित कर दिए जाएं।

- (i) सत्यनिष्ठा प्रमाणपत्र।
- (ii) कर्मचारी पर पिछले 10 वर्षों के दौरान अधिरोपित दीर्घ/लघु शास्तियां, यदि कोई हों, की सूची (यदि कोई शास्ति नहीं लगाई गई है तो 'शून्य' प्रमाण-पत्र संलग्न किया जाए)।
- (iii) सतर्कता निर्वाहन प्रमाणपत्र।
- (iv) पिछले 5 वर्षों (2012-13 से 2016-17) की वार्षिक गोपनीय रिपोर्टों की अनुप्रमाणित फोटोप्रतियां (भारत सरकार के कम से कम अवर सचिव स्तर के किसी अधिकारी द्वारा प्रत्येक पृष्ठ पर विधिवत अनुप्रमाणित)।

अनुबंध के अंत में उल्लिखित आवश्यक दस्तावेज श्री एस. पद्मनाभा, अवर सचिव (स्था.), कमरा नं. 218 एबी, संघ लोक सेवा आयोग, धौलपुर हाउस, शाहजहां रोड, नई दिल्ली-110069 को इस परिपत्र के इम्प्लायमेंट न्यूज़/रोजगार समाचार में प्रकाशन की तारीख से 60 दिन के भीतर अग्रेषित कर दिए जाएं। ऐसे आवेदन-पत्रों पर विचार नहीं किया जाएगा, जो उचित माध्यम के द्वारा अग्रेषित नहीं किए गए हैं अथवा अपेक्षित प्रमाण-पत्र और आवश्यक दस्तावेजों के बिना अग्रेषित किए गए हैं।

8. इस पद के लिए आवेदन करने वाले उम्मीदवारों को बाद में उम्मीदवारी वापस लेने की अनुमति नहीं दी जाएगी।

**"सरकार ऐसी कार्मिक शक्ति तैयार करने के लिए प्रयासरत है, जो महिला और पुरुष कर्मियों के संतुलन को दर्शाती हो और महिला उम्मीदवारों को आवेदन करने के लिए प्रोत्साहित किया जाता है।"**

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(एस. पद्मनाभा)  
अवर सचिव (स्था.)  
संघ लोक सेवा आयोग

दूरभाष सं. 011-23388476

● प्रति प्रेषित :-

1. भारत सरकार के सभी मंत्रालय/विभाग (संलग्न सूची के अनुसार)।
2. राज्य सरकारों/संघ शासित क्षेत्रों के प्रधान सचिवों, विश्वविद्यालयों/मान्यता प्राप्त अनुसंधान संस्थानों/सार्वजनिक क्षेत्र के उपक्रमों/ अर्ध-सरकारी/सांविधिक एवं स्वायत्त संगठनों के संवर्ष नियंत्रण प्राधिकारियों (संलग्न सूची के अनुसार) को इस अनुरोध के साथ कि वे कृपया रिक्ति परिपत्र को व्यापक स्तर पर परिचालित करें।
3. संघ लोक सेवा आयोग के सभी नोटिस बोर्ड - पात्र और इच्छुक अधिकारी, अपने आवेदन अपने संबंधित प्रशासन अनुभाग के माध्यम से निर्धारित तारीख तक भेज सकते हैं।
4. वेब सेल, संघ लोक सेवा आयोग को इस अनुरोध के साथ कि इस रिक्ति परिपत्र को आयोग की आधिकारिक वेबसाइट पर अपलोड करें।
5. महाप्रबंधक-सह-प्रमुख संपादक, इम्प्लायमेंट न्यूज, सूचना एवं प्रसारण मंत्रालय, ईस्ट ब्लॉक-IV, 7वीं मंजिल, सूचना भवन, सीजीओ काम्प्लेक्स, नई दिल्ली को इस अनुरोध के साथ कि वे इस परिपत्र (सांकेतिक) को इम्प्लायमेंट न्यूज/रोजगार समाचार के आगामी अंक में प्रकाशित करें।
6. निदेशक(सीएस-1), कार्मिक एवं प्रशिक्षण विभाग- इस अनुरोध के साथ कि इस रिक्ति परिपत्र को कार्मिक एवं प्रशिक्षण विभाग की आधिकारिक वेबसाइट पर अपलोड किया जाए।
7. राष्ट्रीय करियर सेवा (एनसीएस) पोर्टल, श्रम एवं रोजगार मंत्रालय, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली- 110001 - रिक्ति परिपत्र को आधिकारिक वेबसाइट पर अपलोड करने हेतु।

2011. 448101/11/11  
(एस. पद्मनाभा)  
अवर सचिव (स्था.)

**संघ लोक सेवा आयोग कार्यालय में मिश्रित प्रणाली प्रतिनियुक्ति (अल्पकालिक संविदा सहित) तथा पदोन्नति के आधार पर भाषाई प्रशासक के पद के लिए आवेदन का प्रपत्र :**

**जीवन-वृत्त प्रपत्र**

1. नाम तथा डाक का पता (स्पष्ट अक्षरों में) दूरभाष :  
सं. सहित
2. जन्म तिथि (ईस्वी सन् में) :
3. केन्द्रीय सरकार के नियमों के अंतर्गत सेवानिवृत्ति :  
की तारीख
4. शैक्षिक योग्यताएं :  
(यदि नीचे दिया गया स्थान अपर्याप्त हो, तो  
अलग से एक पत्रक जोड़ें, जो आपके हस्ताक्षर  
द्वारा विधिवत् प्रमाणित हो)
- 5(क). क्या आप मूल संवर्ग अथवा विभाग में नियमित  
आधार पर सदृश पद धारण किए हुए हैं;
- 5(ख). क्या आपने मूल संवर्ग/विभाग में वेतन मेट्रिक्स  
के स्तर-12 (78800-209200/- रु.) वाले पद  
अथवा समतुल्य पदों पर नियुक्ति के उपरांत  
नियमित आधार पर पांच वर्ष सेवा की है
- 6(क). क्या आपके पास किसी मान्यताप्राप्त  
विश्वविद्यालय से भाषा-विज्ञान में मास्टर डिग्री  
है
- 6(ख). क्या आपके पास डिग्री स्तर पर अनिवार्य अथवा  
ऐच्छिक विषय अथवा परीक्षा की भाषा के  
माध्यम के रूप में अंग्रेजी सहित किसी भी  
मान्यताप्राप्त विश्वविद्यालय से हिन्दी में मास्टर  
डिग्री है

*५६. ५५५५५५५५*



6(ग). क्या आपके पास डिग्री स्तर पर अनिवार्य अथवा ऐच्छिक विषय अथवा परीक्षा की भाषा के माध्यम के रूप में हिन्दी सहित किसी भी मान्यताप्राप्त विश्वविद्यालय से अंग्रेजी में मास्टर डिग्री है

6(घ). क्या आपके पास डिग्री स्तर पर अनिवार्य अथवा ऐच्छिक विषय अथवा परीक्षा की भाषा के माध्यम के रूप में अंग्रेजी सहित किसी भी मान्यताप्राप्त विश्वविद्यालय से हिन्दी अथवा अंग्रेजी को छोड़कर किसी भी अन्य विषय में हिन्दी माध्यम में मास्टर डिग्री है

6(ङ.). क्या आपके पास डिग्री स्तर पर अनिवार्य अथवा ऐच्छिक विषय अथवा परीक्षा की भाषा के माध्यम के रूप में हिन्दी सहित किसी भी मान्यताप्राप्त विश्वविद्यालय से हिन्दी अथवा अंग्रेजी को छोड़कर किसी भी अन्य विषय में अंग्रेजी माध्यम में मास्टर डिग्री है

6(च). क्या आपके पास डिग्री स्तर पर अनिवार्य अथवा ऐच्छिक विषय के तौर पर हिन्दी तथा अंग्रेजी या परीक्षा की भाषा के माध्यम के रूप में हिन्दी अथवा अंग्रेजी में से कोई एक भाषा तथा अनिवार्य अथवा ऐच्छिक विषय के तौर पर इनमें से दूसरी भाषा सहित किसी भी मान्यताप्राप्त विश्वविद्यालय से हिन्दी अथवा अंग्रेजी को छोड़कर किसी भी अन्य विषय में मास्टर डिग्री है

7. क्या आपको केन्द्र सरकार अथवा राज्य सरकार अथवा संघ शासित क्षेत्र अथवा स्वायत्तशासी निकायों अथवा सांविधिक संगठनों अथवा सार्वजनिक क्षेत्र के उद्यमों अथवा विश्वविद्यालयों अथवा मान्यताप्राप्त अनुसंधान या शैक्षणिक संगठनों के अंतर्गत परीक्षा संबंधी कार्य करने के अनुभव सहित हिन्दी में शब्दावली के प्रयोग (शब्दावली कार्य), तथा मानविकी, सामाजिक विज्ञान, विज्ञान एवं प्रौद्योगिकी आदि के विभिन्न विषयों की अकादमिक तथा तकनीकी सामग्री के अंग्रेजी से हिन्दी में तथा विलोमतः अनुवाद का दस वर्ष का अनुभव प्राप्त है

२२. ५ ५/१०/२०११

8(क). क्या आपको शिक्षाविदों तथा विशेषज्ञों के राष्ट्रीय/अंतर्राष्ट्रीय सम्मेलनों/गोष्ठियों के आयोजन तथा इनमें सहयोग का तीन वर्ष का अनुभव प्राप्त है

8(ख). क्या आपके पास हिन्दी में पीएचडी अथवा भाषा-विज्ञान में शोध कार्य प्रकाशित है

8(ग). क्या आपने किसी मान्यताप्राप्त बोर्ड से 10वीं के स्तर तक, हिन्दी को छोड़कर संविधान की आठवीं अनुसूची में शामिल किसी भी भाषा का अध्ययन किया है

9. रोज़गार का कालक्रमानुसार ब्यौरा (केन्द्रीय सरकार की सेवा में प्रवेश से आरंभ करते हुए)। यदि नीचे दिया गया स्थान अपर्याप्त हो, तो अलग से एक पत्रक जोड़ें, जो आपके हस्ताक्षर द्वारा विधिवत् प्रमाणित हो।

कार्यालय / संगठन	धारित पद तथा वेतनमान/ वेतन मैट्रिक्स में वेतन का स्तर	सेवा की अवधि		नियुक्ति की प्रकृति - (नियमित/तदर्थ/ प्रतिनियुक्ति)	मूल वेतन	नियुक्ति के दौरान किए गए कार्यों के संक्षिप्त विवरण सहित ब्यूटी का स्वरूप
		से	तक			
1	2	3	4	5	6	7

10. वर्तमान रोज़गार का स्वरूप अर्थात् तदर्थ या अस्थायी या स्थायी :

11. यदि वर्तमान रोज़गार प्रतिनियुक्ति आधार पर है, तो कृपया बताएं :

(क) आरंभिक नियुक्ति की तारीख :

(ख) प्रतिनियुक्ति पर नियुक्ति की अवधि:

(ग) प्रतिनियुक्ति वाले संगठन का नाम

2/10 6/10/11/11

12. क्या आप संशोधित वेतनमान ले रहे हैं? यदि हां, तो बताएं कि किस तारीख से संशोधन हुआ और संशोधन-पूर्व वेतनमान भी दर्शाएं।

तारीख	ग्रेड वेतन सहित वेतनमान (संशोधन-पूर्व)	मूल वेतन (संशोधन-पूर्व)	वेतन के संशोधन की तारीख	सातवें केन्द्रीय वेतन आयोग के अनुसार संशोधित मूल वेतन	सातवें केन्द्रीय वेतन आयोग के मेट्रिक्स में वेतन का स्तर

13. अब प्राप्त की जा रही कुल मासिक परिलब्धियां
14. ऐसी अतिरिक्त जानकारी, यदि कोई हो, जिसका उल्लेख आप इस पद हेतु अपनी उपयुक्तता के समर्थन में करना चाहते हैं, (यदि नीचे दिया गया स्थान अपर्याप्त हो, तो अलग से एक पत्रक संलग्न करें)।
15. अग्रगण्य प्राधिकारी का नाम, टेलीफोन नं. सहित पूरा डाक पता
16. क्या आप अ.जा./अ.ज.जा. से संबंधित हैं?
17. अभ्युक्तियां

आवेदक के हस्ताक्षर\_\_\_\_\_

कार्यालय का पूरा पता\_\_\_\_\_

टेलीफोन नं.

ई-मेल आईडी

दिनांक :

२१/०५/२०१७

(नियोक्ता/कार्यालय प्रमुख/अग्रेषण प्राधिकारी द्वारा दिया जाने वाला प्रमाण-पत्र)

प्रमाणित किया जाता है कि ----- द्वारा दिया गया विवरण सही है और वे इस रिक्ति परिपत्र में उल्लिखित शैक्षिक योग्यताएं तथा अनुभव रखते/रखती हैं।

2. यह भी प्रमाणित किया जाता है कि:-

- i. श्री/श्रीमती----- के विरुद्ध कोई सतर्कता या अनुशासनिक मामला लंबित/विचाराधीन नहीं है।
- ii. उनकी सत्यनिष्ठा प्रमाणित है।
- iii. भारत सरकार के अवर सचिव स्तर के या उनसे उच्च स्तर के किसी अधिकारी द्वारा विधिवत अनुप्रमाणित की गई पिछले 5 वर्षों की वार्षिक गोपनीय रिपोर्टों (वर्ष 2012-13 से 2016-17 के लिए) की फोटोप्रतियां संलग्न हैं।
- iv. पिछले 10 वर्षों के दौरान उन पर कोई बड़ी/छोटी शास्ति नहीं लगाई गई है।
- v. पिछले 10 वर्षों के दौरान उन पर लगाई गई बड़ी/छोटी शास्तियों की सूची संलग्न है।

हस्ताक्षर :

नाम और पदनाम :

टेलीफोन नं. :

फैक्स सं. :

कार्यालय मुहर :

स्थान :

दिनांक :

अनुलग्नकों की सूची :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

2/11/2017

(\*जो लागू न हो उसे काट दें)।

No. V.IV/575/02/2018  
Government of India  
Ministry of External Affairs  
CPV Division

Patiala House Annexe,  
Tilak Marg, New Delhi-110001,  
Dated: 29.01.2018

**VACANCY CIRCULAR**

The Ministry of External Affairs (CPV Division) intends to fill the following post in Passport Office at station indicated below from amongst officers under the Central Government including officers of All India Services / Central Secretariat Services in the Ministries / Departments of the Government of India, on deputation basis:-

Post	Number of Post & Name of Passport Office	Scale of Pay	Eligibility
Deputy Passport Officer	1 (One): 1 Post -Passport Office, Amritsar	Pay Band 3, Rs. 15,600- 39,100 Grade Pay Rs. 6,600/- (Pre-revised)	Officers under the Central Government including officers of All India Services:  (a) (i) holding analogous Posts on regular basis in the parent cadre or department; or (ii) with five years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400 (Pre-revised) or equivalent in the Parent cadre or Department; and (b) possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.

**Note 1:** 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, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** 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.

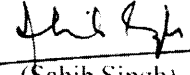
**Note 3:** The maximum age limit for appointment by deputation shall not be exceeding **fifty six** years as on the closing date of receipt of applications.

**Note 4:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 or 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 a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation

2. The selected officer will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply.

3. All Ministries/Departments of Government of India are requested to circulate the above post among the officers under the Central Government including officers of All India Services/ State Government, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned by **28<sup>th</sup> February, 2018**.

  
(Sahib Singh)

Deputy Passport Officer (PVE, PVA & Cadre)  
Ph. No. 011-23073259

To,

1. All Ministries/ Department of Government of India
2. All Chief Secretaries to the State Governments.

Copy to:-

1. Ministry of External Affairs-[Kind attn. to: Joint Secretary (Admn)].
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- **with the request to upload this circular on the MEA's website.**
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -**with the request to upload this circular on the Passport Seva website**
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with the kind request to upload this circular on DoPT's website for wider circulation.**
5. All Passport Offices.
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad.
7. Spokesman, JCM, MEA, New Delhi.
8. O/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.

**ANNEXURE - A  
CURRICULAM VITAE PROFORMA**

Affix  
Passport Size  
Photograph

1. Name (in Block letters) .....  
Designation (Batch) .....

2. Applied for the post of .....

(i) Place (Name of Station/s in order) (1).....  
(2).....  
(3).....

3. Date of Birth (in Christian era) .....

(i) Age as on 29.02.2018  
[closing date of circular] .....

4. Date of retirement under Central/  
State Government Rules .....

5. Educational Qualifications .....

6. Whether belongs to SC/ST .....

7 (a). Educational qualifications and experienced possessed

	Qualification/ Experience possessed by the officers
Essential	(1)
	(2)
	(3)
Desired	(1)

(b). Language Known (Mother Tongue):- .....

Contd.....2

8. Details of service, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient ...

Office/ Institution	Post held	From	To	Grade Pay/ Level	Scale of Pay and Basic Pay	Nature of Duties (in details)
1.						
2.						
3.						

9. Contact details:

(A) Present Add:-

.....  
 .....  
 .....

- (i) Tel. No.
- (ii) Mob. No.
- (iii) E-mail-

.....  
 .....  
 .....

(B) Office Add(with office name):-

- (i) Tel. No.
- (ii) Mob. No.
- (iii) E-mail-

.....  
 .....  
 .....

10. In case the present post is held on deputation / contract basis, please state

(a) Name of Office / Organization and address (with Tel. No.)

.....  
 .....

(b) The date of initial appointment

.....

(c) Period of appointment on deputation

.....

(d) Name of the parent office / organization to which you belong

.....

Contd....3



I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address.....

.....

.....

.....

Dated.....

.....

It is certified that Shri/Ms.....is clear from vigilance angle and in case of selection, he/she will be relieved.

.....  
(Signature of Head of Office / Cadre Controlling with Seal)