

F.No.21/01/2021-CS.I (Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

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2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 25<sup>th</sup> August, 2021.

**OFFICE MEMORANDUM**

**Subject:– Filling up the posts of Under Secretary on deputation (Including short term contract) basis and Hindi Translator on deputation basis in Central Information Commission regarding.**

The undersigned is directed to circulate the Advertisement no. F.No. Admn-15014/1/2021-ADMN-CIC dated 05<sup>th</sup> August, 2021 (along with enclosures) received from Central Information Commission, who proposed to fill up the posts of Under Secretary on deputation (Including short term contract) basis and Hindi Translator on deputation basis in Central Information Commission – reg.

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department who has advertised the circular.

3. 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.



(Zachariah Thomas)

Under Secretary to the Govt. of India

Tel.No.24629412

To All Ministries/ Departments (through DOPT's website)

File No: Admn-15014/1/2021-ADMN-CIC

केन्द्रीय सूचना आयोग

Central Information Commission

बाबा गंगनाथ मार्ग/Baba Gangnath Marg

मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi -110067

Dated: 05.08.2021

**Advertisement**

**Subject: Filling up the posts of Under Secretary on deputation (Including short term contract) basis and Hindi Translator on deputation basis in Central Information Commission.**

Applications, in the prescribed Performa as per Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015, are invited from eligible persons for filling up the posts of Under Secretary on deputation(ISTC) basis and Hindi Translator on deputation basis in Central Information Commission.

The eligibility criteria, qualifications and particulars to be submitted with the application regarding the above posts are given in enclosed circular.

2. It is requested that applications of such eligible persons, who are desirous of being considered for the posts mentioned above in CIC and can be relieved immediately on selection, may be forwarded along with their complete and up to date APAR Dossiers for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate, Certificate towards Major/Minor Penalties imposed, if any during the period of last 10 years, to Central Information Commission within a period of 45 days from the date of publication of this circular in Employment News. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up to date APAR Dossiers, cadre clearance, Vigilance Clearance and Integrity Certificate (duly attested by the officer not below the rank of Under Secretary) will not be entertained. The details regarding the eligibility criteria, educational qualification etc. and Bio-data/Curriculum Vitae Proforma, as mentioned above, can be downloaded from the Central Information Commission's website [www.cic.gov.in](http://www.cic.gov.in).

*Rabbani*  
(S.K.Rabbani)

Deputy Secretary (Admn.)

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केन्द्रीय सूचना आयोग

Central Information Commission

बाबा गंगनाथ मार्ग/Baba Gangnath Marg

मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi -110067

Dated:05.08.2021

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

The Central Information Commission, quasi-judicial authority, requires **Under Secretary** on deputation(including short term contract) basis and **Hindi Translator** on deputation basis.

The required qualifications and eligibility criteria for the posts mentioned above have been indicated below against each of them :-

- (1) **Name of the Post** : **Under Secretary**
- a) No. of Post(s) : 06 (Six)
- b) Level in the pay matrix : Level 11 in the pay matrix
- c) Eligibility : Officers of the Central Government or State Government/ Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:-

(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 regular basis in posts in Level-10 in the pay matrix or equivalent in the parent cadre or department; or

(iii) With eight years service in the grade rendered after appointment thereto on regular basis in Level-8 in the pay matrix or equivalent in the parent cadre or department; and

(b) Possessing the following Educational Qualifications and experience, namely :-

(i) Graduation from a recognized University; and

(ii) Five years experience in the field of Administration or Finance or in dealing with Right to Information matters.

**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 short term contract including 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 to exceed four years.

*Rahmani*

**Note 3 :** The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

**(2) Name of the Post : Hindi Translator**

- a) No. of Post(s) : 02 (Two)  
b) Level in the pay matrix : PB-2 Rs. 9300-34800 plus Grade Pay Rs. 4200 (Level-6 in the Pay Matrix as VIIth CPC)  
c) Eligibility : From amongst Officers of the Central

Government:

(a)(i) Holding analogous posts on regular basis in the parent cadre or department;

OR

ii. With six years' service in the grade rendered after appointment thereto on regular basis in Pay Band 1, Rs. 5200-20200 plus Grade Pay of Rs. 2800 (Level-5 in the Pay Matrix as per VII CPC) - or equivalent in the parent cadre or department;

OR

iii. With ten years' service in the grade rendered after appointment thereto on regular basis in Pay Band 1, Rs. 5200-20200 plus Grade Pay of Rs. 2400 (Level-4 in the Pay Matrix as per VII CPC) or equivalent in the parent cadre or department;

(b) Possessing the following Educational and other qualifications, namely

**Essential:**

(i) Masters Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level ;

OR

Masters Degree of a recognized University or equivalent in any subject other than Hindi or English with English or Hindi as a compulsory or elective subjects or either of the two a medium of examination and the other as a compulsory or elective subject at degree level.

OR

Masters Degree of a recognized University or equivalent in any subject other than Hindi or English with English or Hindi medium and English or Hindi as a compulsory or elective subjects or a medium of examination at degree level; and

(ii) Recognized Diploma or Certificate course in Translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government Offices including Government of India Undertakings.

*Rahman*

**Desirable:**

Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.

**Note :** period of deputation including the 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 Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

2. Application must be sent in the Bio-data/Curriculum Vitae Proforma as per **Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015** to **Shri S.K. Rabbani, Deputy Secretary (Admn), Room No. – 507, 5<sup>th</sup> Floor, Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi-110067.** This proforma can be downloaded from Central Information Commission's website [www.cic.gov.in](http://www.cic.gov.in)

3. The envelope contains the application duly filled in and supported by all relevant documents should be superscribed: **"Application for the post of \_\_\_\_\_ on deputation (including short term contract) /Deputation basis."**

4. While forwarding applications, the Confidential Reports (Photocopies of the CRs/APARs with each page duly attested by the officer not below the rank of Under Secretary to the GOI) for the last five years, Cadre clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.

6. The Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.

7. The last date of receipt of application in the Commission is **45 days from the date of publication** of the advertisement in Employment News.

*Rabbani*