

No. A-12025/5/2020-SA
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Food & Public Distribution

DETAILED VACANCY CIRCULAR

Applications are invited from the eligible officers for filling up the post of **Assistant Director (Official Language)**, a General Central Service, Group 'A' Gazetted, Non-Ministerial post in Level-10 of the Pay Matrix at National Sugar Institute, Kanpur - a subordinate office of the Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, by Deputation. Details of the post, eligibility conditions etc. are given in the **Annexure-I**.

2. Applications of only such officers/ candidates will be considered as are routed through proper channel and are accompanied by:-

(i) Bio-data (as per the proforma given in **Annexure-II**) - Certification part to be filled up and countersigned by the Employer/ Cadre Controlling Authority. Each page of the Bio-Data and all supporting documents to be attested by an officer not below the rank of Under Secretary.

(ii) Photocopies of APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary.

3. Applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent directly to the Under Secretary (SA), Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution, (Room No. 291), Krishi Bhawan, New Delhi - 110 001 within a period of **60 days** from the date of publication of this advertisement in the Employment News.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/ documents are liable to be rejected. **Unemployed and private candidates are not eligible; therefore, they need not apply.**

(Mahender Singh)
Under Secretary to the Government of India
Tel. No.: 2338 2504

Annexure-I

1. Name of the post: Assistant Director (Official Language).
2. Number of posts: 1 (One)
3. Classification of post: General Central Service, Group 'A' Gazetted, Non-Ministerial post
4. Pay Scale: Level-10 of the Pay Matrix
5. Eligibility conditions for appointment on Deputation basis: Officers from the Central or State Governments or Union territories:-
 - (a)(i) holding analogous posts on regular basis in the parent cadre/ department; or
 - (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in Level-7 (Rs. 44,900-1,42,400/-) in the pay matrix; or
 - (iii) with eight years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 (Rs. 35,400-1,12,400/-) in the pay matrix; and

(b) Essential:-

 - (i) Master's degree of 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 of 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 of 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 of 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 of 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) Three 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 or State Governments or Autonomous Body or Statutory Organizations/

Public Sector Undertakings/ Universities or recognized research or educational institutions;

OR

Three years' experience of teaching in Hindi and English or research in Hindi or English under Central or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings/ Universities or recognized research or educational institutions.

(c) Desirable:-

Studied one of the languages other than Hindi included in the eighth Schedule of the Constitution of India at Tenth Class level from a recognized Board.

Note-1: Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.

Note-2: The qualification(s) regarding experience is relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Note-3: 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, the deputationists shall not be eligible for consideration for appointment by promotion.

Note-4: 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 Government shall ordinarily not exceed three years.

Note-5: The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

6. Place of Posting: The place of posting will be National Sugar Institute, Kanpur, Uttar Pradesh but liable to be posted anywhere in India.

7. Duties attached to the post:

- (i) Translation work from English, Hindi and vice-versa.
- (ii) Any other work assigned by Director/ CA&FO/ Senior Administrative Officer.

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. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
Essential		Essential
A)	<p><u>Qualification:-</u> Master's degree of 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 of 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 of 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 of 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</p>	A)
		<u>Qualification:-</u>

	Master's degree of 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)	<p><u>Experience:-</u> Three 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 or State Governments or Autonomous Body or Statutory Organizations/ Public Sector Undertakings/ Universities or recognized research or educational institutions;</p> <p>OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings/ Universities or recognized research or educational institutions.</p>	B)	<u>Experience:-</u>
Desirable		Desirable	
A)	<p><u>Qualification:-</u> Studied one of the languages other than Hindi included in the eighth Schedule of the Constitution of India at Tenth Class level from a recognized Board.</p>	A)	<u>Qualification:-</u>
B)	<p><u>Experience:-</u> N/A.</p>	B)	<u>Experience:-</u>
<p>5.1. Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2. In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>			
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.		
6.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the		

	Candidate (as indicated in the Bio-data) with reference to the post applied.
--	---

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/ 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 Band, Band Pay 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. Note: 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. Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still</p>				

	maintaining a lien in his parent cadre/ organization.		
10.	If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
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		
14.	Total emoluments per month now drawn		
	Basic Pay in PB	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)	Total Emoluments

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) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B.	Achievements: 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. (Note: Enclose a separate sheet, if the space is insufficient)	
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)	
	# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC/ ST	

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 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 enclosed application by Shri/ Smt. _____ 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)