

## Committee of Parliament on Official Language

11, Teen Murti Marg, New Delhi-110011

**Subject : Filling up the ex-cadre posts of Research Assistant, Sr. Hindi Translator, Stenographer Grade "C", Stenographer Grade "D" and Lower Division Clerk in the Secretariat of the Committee of Parliament on Official Language on deputation basis.**

1. Services of suitable employees are required on deputation basis for the ex-cadre posts of Research Assistant, Sr. Hindi Translator, Stenographer Grade "C", Stenographer Grade "D" and Lower Division Clerk in the Secretariat of the Committee of Parliament on Official Language.

2. Applications of only those candidates who fulfill the requisite qualification and experience as given in Annexure-I will be entertained duly filled in as per Annexure I, II and III. The Officials who volunteers for the post will not be allowed to withdraw their names later on. The scale of pay and eligibility conditions for the above are given in Annexure-I.

3. It is requested that the applications of the willing officers who fulfill the prescribed requisite qualifications and conditions of eligibility and whose services can be spared immediately may be forwarded within **60 days** to the Under Secretary (Adm.), Committee of Parliament on Official Language, 11, Teen Murti Marg, New Delhi-110011. The applications must be completed in all respects and should be accompanied by the character roll dossiers of the officers concerned and with a certificate that "No disciplinary case is pending or contemplated against the applicant and no major/minor penalty has been imposed during the last 5 years". Applications received after the due date or without the CR will not be considered. Incomplete applications will not be considered. Before forwarding the applications the particulars of the applicants may be carefully checked so as to ensure that the candidates fulfill the conditions of eligibility. While on deputation, the official will be governed by the normal terms of deputation, as laid down in the Ministry of Personnel, Public Grievances and Pension O.M. No. 2/29/91/-Estt.(Pay-II), dated 5th January, 1994 and O.M. No. AB-14017/30/2006- Estt.( RR) dated 29.11.2006.

4. All the Ministries, Departments etc, are also requested to circulate the Vacancy to all the attached offices under them as well.

(Dr. L.R. Yadav)  
Under Secretary (Adm.)  
Tel. No. 23014187  
Enclosure – I

Sl. No.	Post	Scale of Pay	Terms of eligibility/Transfer on deputation
1.	Research Assistant	Rs. 5500-175-9000/(Pre-revised)* PB-2 Rs. 9300-34800/-Grade Pay- Rs. 4200/-	Employees under the Central Government : (a) (i) Holding analogous posts on regular basis; <b>or</b> (ii) With 3 yrs. Regular services in the posts in the scale of Rs. 5000-8000 (Pre-revised) or equivalent; <b>or</b> (iii) With 6 years regular service in the scale of Rs. 4500-7000/5000-8000 or equivalent; <b>or</b> (iv) With 10 years regular Service in posts in the Scale of Rs. 4000-6000 (Revised) or equivalent posts; <b>and</b> (b) Possessing 2 years experience of noting, drafting and preparation of position papers in Hindi relevant to the Official Language policy of the Government. (Period of deputation including period of deputation in another ex-post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).
2.	Senior Hindi Translator	Rs. 5500-175-9000/(Pre-revised)*PB-2 Rs. 9300-34800/- Grade Pay- Rs. 4600/-	Officer of the Central Government: (1) Holding analogous posts on regular basis; <b>or</b> (2) With five years regular service in post in the post of Junior Translator (Hindi) in the scale of Rs. 5000-8000. (Period of deputation including period of deputation in another ex-post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).
3.	Steno-grapher Gr. "C"	Rs. 5000-150-8000/(Pre-revised)*PB -2 Rs. 9300-34800/-Grade Pay - 4200/-	Employees under the Central Government; (i) Holding analogous posts on regular basis; <b>or</b> (ii) Stenographers in the pay scale of Rs. 4000-100-6000/- (Pre-revised) with five years regular service and having speed of 100 w.p.m. in Hindi or English stenography. (iii) Preference will be given to those knowing Hindi Stenography. (Period of deputation including period of deputation in another ex-post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).
4.	Steno-grapher Gr. "D"	Rs. 4000-100-6000/(Pre-revised)*PB-1 Rs. 5200-20200/-Grade Pay- 2400/-	Employees under the Central Government (i) Holding analogous posts on regular basis; <b>or</b> (ii) Lower Division clerks who have two years regular service in the grade and have speed of 80 w.p.m. in English or Hindi Stenography. (iii) Preference will be given to those knowing Hindi Stenography. (Period of deputation including period of deputation in another ex-post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).
5.	Lower Division Clerk	3050-75-3950-80-4590/(Pre-revised) Rs. 5200-20200/-Grade Pay-1900/-	Employees under the Central Government (i) Holding analogous posts on regular basis. (ii) Preference shall be given to those having a speed of 25 w.p.m. in Hindi typewriting and 30 w.p.m. in English typewriting. (Period of deputation including period of deputation in another ex-post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).

\* Revised Pay scales according to Sixth Pay Commission recommendations

Enclosure - II

Application for the post of \_\_\_\_\_

- Name
- Date of Birth
- Permanent post held and the full name and address of the office and whether it is a cadre post or ex-cadre post.
- Date of first appointment in Govt. Service
- Date of appointment in the present grade
- Present pay and the scale of pay.
- Whether permanent/Quasi-permanent/temporary
- Educational & other special qualifications, if any,
- Brief service particulars.

Min/Deptt/Office	Post held from to	Scale of pay	Nature of duties

10. Whether the 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.)

11. Qualification/experience possessed by the Officer

12. Please state clearly whether in the light of entries made by you above you meet the requirements of the post.

13. Hindi Typing Typing  
(Where not applicable) Hindi English

14. Date of return from the last ex-cadre post, if any

15. Whether belongs to SC/ST

16. Any other particulars, if any

17. Present Residential Address

18. Name of Office/Deptt./Ministry

(Signature of the applicant)

Date:

Tel. :

Enclosure-III

### Certificate

(To be filled in by the Authority forwarding the application)

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.

2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular/ advertisement.

3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified and no penalty has been imposed during the last 5 years.

4. Up-to-date CR dossier of the applicant or attested photocopies of ACRs for last five years are enclosed.

Signature of the forwarding Officer  
Office Stamp  
EN 4/51

davp 10201/11/0001/1112