

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय, राजभाषा विभाग
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE
केंद्रीय हिंदी प्रशिक्षण संस्थान
CENTRAL HINDI TRAINING INSTITUTE

Dated the 16th February, 2016

OFFICE MEMORANDUM

Sub:- Filling up of Two Posts of Research Assistant {Hindi Typing and Hindi Stenography} on deputation basis in the Central Hindi Training Institute/Hindi Teaching Scheme, New Delhi, a subordinate office of the Department of Official Language, Ministry of Home Affairs.

The services of two suitable Officer are urgently required for appointment to the post of Research Assistant {Hindi Typing and Hindi Stenography}, Central Hindi Training Institute/Hindi Teaching Scheme, New Delhi, a subordinate office of the Department of Official Language, Ministry of Home Affairs on deputation/absorption (For Armed Forces Personnel, Deputation/Re-employment) basis, in the revised pay scale in PB-2, Rs.9300-34,800+Rs.4200 Grade Pay {Non-Gazetted Group-B}. The qualification and experience required for the post and other details are given in Annexure-I. The pay of selected officer will be regulated in accordance with the Department of Personnel & Training Office Memorandum No. 6/8/2009-Est.(Pay-II) dated 17th June 2010, as amended from time to time.

2. It is requested that the application {in duplicate} in the enclosed Performa {Annexure-II} of suitable, willing and eligible officers and who can be spared immediately may be sent to the undersigned within 60 days from the date of issue of the Office Memorandum OR from the date of publication of this Office Memorandum in Employment News/Rozgar Samachar, whichever is later together with the following documents:-


- (a) Clear photocopies of their ACR/APAR for last 5 years i.e. 2009-10 to 2013-14 duly attested by Group "A" Gazetted Officer.
- (b) Integrity Certificate.
- (c) Certificate confirming that no disciplinary/Vigilance case is either pending or being contemplated against the officer.
- (d) A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.
- (d) Cadre clearance in respect of the applicant.

सातवां तल, पर्यावरण भवन, केन्द्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली - 110003

7th Floor, Paryavaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi - 110003 टेलीफैक्स/Telefax : 011-24366794, 24365089

ईमेल/e-mail : dirchti-dol@nic.in/वेबसाइट/Website : http://rajbhasha.nic.in/rajbhashachti.htm

2. Application received after the closing date or without the attested photocopies of ACR/APAR or without recommendations of the concerned office or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties.


(Prabhat Kumar Singh)
Administrative Officer

To

1. All Ministry/Department of Government of India.
2. Election Commission of India.
3. Lok Sabha/Rajya Sabha Secretariate.
4. Union Public Service Commission.
5. Central Vigilance Commission.
6. Comptroller & Auditor General of India, New Delhi.
7. Guard file.

sample

1.	Name of the post	Research Assistant (Hindi Typing and Hindi Stenography)
2.	No. of posts	02 (Two)
3.	Classification	General Central Service Group "B" Non-Gazetted, Ministerial
4.	Scale of Pay	PB-2 Rs.9300-34,800+4200 Grade Pay.
5.	Period of deputation	The period of deputation including period of deputation in another ex-cadre 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 on deputation shall not be exceeding 56 years as on the closing date of receipt of application.
6.	Eligibility	<p>Deputation:-Officers under the Central Government:-</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with ten years' service in the grade rendered after appointment thereto on regular basis in post in the Pay Band - 1, Rs.5200 - 20200 plus Grade Pay of Rs.2400 or equivalent in the parent cadre or Department ; and</p> <p>(b) Possessing the following educational qualification and experience :</p> <p>(i) Bachelors degree in any subject from a recognized university</p> <p>(ii) Two years experience in Hindi Typing and Hindi Stenography.</p> <p>For Armed Forces Personnel :</p> <p>Deputation/Re-employment :</p> <p>The Armed Forces Personnel of the rank of Junior Commissioned Officer in the Pay Band - 2, Rs.9300 - 34800 plus Grade Pay of Rs.4200 or equivalent who are due to retire or to be transferred to reserve within a period of one year and possessing the educational qualifications and experience prescribed for deputationist shall also be considered and if selected, such officers shall be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter, they may be</p>

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		<p>continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment shall be on re-employment basis. (Re-employment up to the age of superannuation with reference to civil posts).</p>
7.	Job requirement	<ol style="list-style-type: none"> 1. Monitoring and analysis of data's relating to, various training programmes of Central Hindi Training Institute/Hindi Teaching Scheme. 2. Preparation and maintenance of data of Officers/Staff being given trainings. 3. Compile details of officers/staff yet to be trained in the Central Government and Corporation, Undertakings/Bodies of under its control. 4. Preparation and circulation of Annual target for various training programme to be organized at various training centers all over the country. 5. To prepare the material related to Central Hindi Training Institute and Hindi Teaching Scheme for inclusion in the Annual report published by the Department of Official Language. 6. Providing necessary support in organizing various meetings of Central Hindi Training Institute and Hindi Teaching Scheme and handled related correspondence. 7. Implementation of Policy matters. 8. Preparation of answers to Parliament Question received. 9. To provide necessary support in filling up of the questionnaire related to Parliamentary Committee on Official Language. 10. To provide necessary support in making amendments and proof reading of the text book/study material related to Hindi Typing and Hindi Stenography.

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ANNEXURE-II 12

APPLICATION FOR THE POST OF RESEARCH ASSISTANT (LANGUAGE) IN THE CENTRAL HINDI TRAINING INSTITUTE, DEPARTMENT OF OFFICIAL LANGUAGE, NEW DELHI.

1	Name and address in capital letters (with Telephone No./E-mail)	
2	Date of Birth (in Christian era)	
3	Date of retirement under Central Government Rules/State Government Rules	
4	Educational Qualification	
5	Whether Educational and other Qualifications required for the post are fulfilled. (If any qualification has been treated as equivalent to the One prescribed in the rules, state the authority for the same Qualification/experience required (i) (ii) (iii)	Qualification/Experience possessed by the officer
6	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	

7 Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Institute/ Organization	Post held and Service cadre to which it belong	From	To	Scale of pay, Classification (Group of the Post and basic pay drawn)	Nature of Service rendered to be clearly Indicated (adhoc/ Deputation/ Regular basis	Nature of Duties

8	Nature of Present employment (a) Adhoc basis (b) Regular/temporary basis (c) Permanent or quasi-permanent basis	
9	In case the present post 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 you belong	

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10	<p>Additional details about present employment. Please state whether working (indicate the name of your employer against the relevant column).</p> <p>(a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) University (f) Others</p>	
11	<p>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
12	<p>Are you in Revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre-revised scale</p>	
13	<p>Total emoluments per month now drawn</p>	
14	<p>Additional information, if any which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to)</p> <p>(i) Additional academic qualification (ii) Professional training and (iii) Work experience over and above prescribed in the vacancy circular /advertisement.</p> <p>Note:- Enclose a separate sheet, if the space is sufficient).</p>	
15	<p>Please state whether you are applying for deputation on/Re-employment basis.</p>	
16	<p>Whether belongs to SC/ST</p>	
17	<p>Remarks (The candidates may indicate information with regard to</p> <p>(i) Research publications and report and special projects. (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions Societies and (iv) Any other information .</p> <p>(Note Enclose a separate sheet if the space is insufficient)</p>	

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I have carefully gone through the vacancy circular/advertisement 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

Date

Address

Telephone

FOR OFFICE USE ONLY

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

1. Certified that the particulars furnished by Shri/Smt./Kum.....are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II above.
2. It is certified that there is no vigilance/Disciplinary case either pending or being contemplated against him/her.
3. His/Her integrity is beyond doubt.
4. No major or minor penalty was imposed on Shri/Smt./Kum.
.....during the last 10 years.
5. The attested photocopies of ACR/APAR in respect of Shri /Smt./Kum..... is enclosed herewith.

Signature

Name & designation.