

Tapal No. 2905/Secy/Rev/10

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F.No. A-12026/4/2011-Ad.IIB
 Government of India
 Ministry of Finance
 Department of Revenue
 Central Board of Excise & Customs

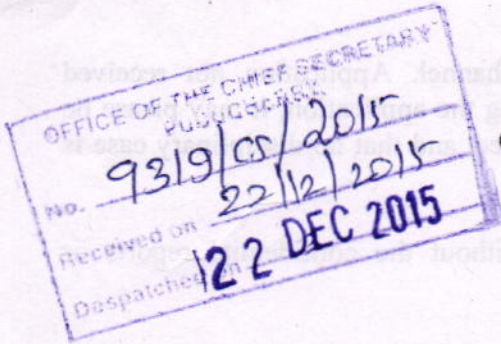
New Delhi, the 3rd December, 2015OFFICE MEMORANDUM

Subject: Filling up of 20 (twenty) posts of Assistant Director (Official Language), Group 'A' Gazetted in the pay scale PB-3 (Rs. 15600 – 39100/-; Grade Pay Rs. 5400/-) in various sub-ordinate offices under the administrative control of Central Board of Excise and Customs, Department of Revenue, on deputation basis.

The undersigned is directed to say that 20 (twenty) posts of Assistant Director (Official Language), Group 'A' in the pay scale of PB-3 (Rs. 15600 – 39100/-; Grade Pay Rs. 5400/-) in various sub-ordinate offices under the administrative control of Central Board of Excise and Customs, Department of Revenue are required to be filled up by deputation (including short-term contract) from amongst the officers possessing the qualification and experience as indicated in Annexure – I.

2. The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
3. The period of deputation 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. The terms and conditions of appointment will be regulated in terms of instructions contained in the DoPT's O.M No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.
4. All the Ministries / Departments of the Government of India are requested to circulate these posts amongst the officers working under their charges and the applications in the enclosed proforma (Curriculum Vitae) along with complete and up-to-date confidential reports of the applicants, who could be spared in the event of their selection, may be sent so as to reach Shri A. K. Qasim, Deputy Secretary, Department of Revenue, Ministry of Finance, Room No.274-A, North Block, New Delhi, within 60 days from the date of publication in the Employment News. The following documents are required to be enclosed with the application:
 - (i) Photocopies of up-to-date APAR/ CR dossiers duly attested by an officer not below the rank of Under Secretary.
 - (ii) Vigilance clearance certificate.
 - (iii) Integrity certificate.
 - (iv) No penalty certificate for the last 10 years.
5. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to posts on deputation basis.

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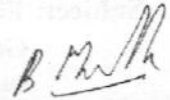
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6. The applications should be sent through proper channel. Application not received through proper channel will not be considered. While forwarding the application, it may please be certified that the particulars furnished by the applicants are correct and that no disciplinary case is pending or contemplated against the officer concerned.

7. The applications received after the last date or without the confidential reports or otherwise found incomplete will not be considered.

8. It should be made clear to the candidates that if, after selection, they are offered appointment, they will not be allowed to withdraw their names and they will be required to report for duty at a short notice.



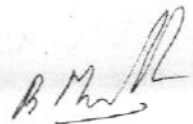
(B. K. Manthan)

Under Secretary to the Govt. of India

Encl: As above.

To

1. All Ministries/Departments of the Government of India.
(The concerned Ministries/ Departments are also requested to circulate these posts to Public Undertakings/ Universities/ Research Institute/ Government/ Autonomous Organizations under their administrative control.)
2. Chief Secretaries of all State Governments and Union Territories. It is requested that the post may be circulated and particulars of willing candidates sent by due date.
3. The Director, DAVP, Ministry of Information and Broadcasting, 3rd Floor, P.T.I. Building, Parliament Street, New Delhi (for publishing the same in the Employment News).
4. All Officers/ Sections in the Department of Revenue.
5. Ad.I Section.



(B. K. Manthan)

Under Secretary to the Govt. of India

ANNEXURE-I

1. Designation of the post : Assistant Director (Official Language)
2. Pay Scale : PB-3 (Rs. 15600 - 39100/-); Grade Pay Rs. 5400/-

3. Eligibility Condition : **Deputation (including short-term contract):**

Officers under the Central or State Government or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Autonomous or Statutory Organizations:

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

(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 Rs. 9300-34800/- with grade pay of Rs. 4800/- or equivalent in the parent cadre or Department; or

(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 Rs. 9300-34800/- with grade pay of Rs. 4600/- or equivalent in the parent cadre or Department; and

(B) Possessing the following educational qualifications and experience:

Essential:

Master's degree of a recognised 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 recognised 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 recognised 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 recognised 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 of a recognised University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at 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 Government or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognised 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 or Universities or recognised research or educational institutions.

Desirable:

Studied one of the languages other than Hindi included in the Eighth Schedule to the Constitution at Tenth level from a recognised Board.

ANNEXURE A

CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block Letters)
2. Date of Birth
(in Christian era)
3. 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	Qualifications/ Experience possessed by the officer
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- | | |
|-----------|-----|
| Essential | (1) |
| | (2) |
| | (3) |
| Desired | (1) |
| | (2) |

6. Please State clearly whether in
the light of entries made by
you above, you meet the
requirement of the post