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File No. 14034/19/2021-OL(Training)
GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA
DEPARTMENT OF OFFICIAL LANGUAGE/RAJBHASHA VIBHAG
NDCC-II Building, Jai Singh Road,
Delhi-1, Dated 25-11-2021

OFFICE MEMORANDUM

Subject : Filling up of one Post of Administrative Officer on deputation basis in the Central Hindi Training Institute, New Delhi a subordinate office of the Department of Official Language, Ministry of Home Affairs, New Delhi.

The services of one suitable officer are urgently required for appointment to the post of Administrative Officer, in Central Hindi Training Institute, a subordinate office of the Department of Official Language, Ministry of Home Affairs on deputation basis, in the revised pay scale Pay Matrix Level-11, ₹ 67,700-2,08,700 (Pre-revised PB-3, ₹15600-39100+Grade pay of ₹6600) 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-Estt (Pay-II) dated 17th June, 2010, as amended from time to time.

2. It is requested that the application (in duplicate) in the enclosed per forma Annexure-II) of suitable, willing and eligible officers and who can be spared immediately on selection may be sent to the undersigned within 60 days from the date of issue of this Office Memorandum or from the date of publication of this Office Memorandum in Employment News/Rozgar Samachar, whichever is later along with the following documents:-

- (a) Clear Photostat copies of their ACR/APAR for the last 5 years i.e. 2015-16 to 2019-20 (each page of the photo copy should be 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.(if no penalties has been imposed a "Nil" certificate may be enclosed).
- (e) Cadre clearance in respect of the applicant.

3. Application received after the closing date or without the Photostat copies of ACR/APAR duly attested by a Group 'A' officer or without recommendation 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 immediately relieved of his duties.

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25/11/21
(ANAND KUMAR)
DIRECTOR (TRG)