

OFFICE OF THE CHIEF SECRETARY  
PUDUCHERRY

No. 3678/CS/G

Received on 25/8/2021

Despatched on 26 AUG 2021

NDCC-II Building, Jai Singh Road,  
New Delhi-1, Dated : 14 August, 2021

OFFICE MEMORANDUM

17 AUG 2021

**Subject : Filling up of thirteen Post of Assistant Director Level-10, Revised( Rs. 56,100- 1,77,500/-) on deputation basis in Central Translation Bureau a subordinate office of the Department of Official Language, Ministry of Home Affairs.**

Sey (Per)

The services of thirteen suitable officers are urgently required for filling up the post of Assistant Director in Central Translation Bureau a subordinate office of the Department of Official Language, Ministry of Home Affairs on deputation basis, in the revised pay scale pay Level-10, ( Rs. 56,100- 1,77,500). The qualifications and experience required for the post and other details are given in Annexure-I. The pay of the selected officer will be regulated in accordance with the instruction contained in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup> June, 2010, as amended from time to time.

2. Earlier also an Office Memorandum issued on 23.12.2019 to fill up 8 vacancies of Asstt. Directors in Central Translation Bureau on deputation basis in revised pay scale of level-10 (Rs56100-177500/-). Only 2 (Two) applications were received within the prescribed time limit.

It is therefore decided to re-advertise the aforesaid post but the number of post has been modified now to 13(thirteen). Applicants who have applied earlier in response to Office Memorandum dated 23.12.2019 need not to apply again. But for them also the condition mentioned in column 5 of Annexure-I of RR in advertisement of this office memorandum will be applicable. And they have also required to submit their latest APAR/Integrity/Vigilance Clearance etc as given below from 3(i)-3(v).

3. 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 on selection 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 along with the following documents :-

- Clear Photostate copies of their ACR/APAR for the last 5 years i.e. 2015-16 to 2019-2020 duly attested by Group "A" Officer.
- Integrity Certificate.
- Certificate confirming that no disciplinary/vigilance case is either pending or being contemplated against the officer.
- A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.
- Cadre clearance in respect of the applicant.

4. Application received after the closing date or without the photo state 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

SECRETARY TO GOVERNMENT  
(Personnel)

Tapal No: 1575/Pers.

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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.

5. In column 5 of Annexure-I of RR in Hindi advertisement issued earlier on 23.12.2019, the deputation period may please be read "ordinarily not exceed 4 years" in place of "ordinarily not exceed 3 years".

*Anand Kumar*  
16/8/21

(ANAND KUMAR)  
DIRECTOR (TRAINING & POLICY)  
Tele: 011-23438250

1. All Ministry/Department of Government of India.
2. The President's Secretariat, New Delhi
3. The Vice President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi
5. The Cabinet Secretariat, New Delhi
6. Election Commission of India, New Delhi
7. Lok Sabha/Rajya Sabha Secretariat
8. Union Public Service Commission.
9. Central Vigilance Commission.
10. Comptroller General of India, New Delhi
11. All Officers, Desks and Sections in the Ministry of Home Affairs (proper), Department of Justice and Department of J&K Affairs & Department of Official Language.
12. All Cadre Unit of Ministry of Home Affairs.
13. All State Government & UT's
14. Director(Training/Policy/Technical/Implementation), Department of Official Language.
15. Director, Central Hindi Training Institute, New Delhi.
16. Director, Central Translation Bureau, New Delhi.
17. Senior Technical Director, NIC, Department of Official Language, New Delhi for placing this OM on the website of Department of Official Language.
18. Guard File.
19. Spare Copy 20

*Anand Kumar*  
16/8/21

(ANAND KUMAR)  
DIRECTOR (TRAINING & POLICY)