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File No. 21034/33/2025-OL(Trg)
GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA
DEPARTMENT OF OFFICIAL LANGUAGE/RAJBHASHA VIBHAG

NDCC-II Building, Jai Singh Road,
New Delhi-01,
Dated 24 July, 2025

OFFICE MEMORANDUM

Subject: Filling up of 01(One) Post of Assistant Director (Hindi Typing & Hindi Stenography) Level-10 Rs.56,100- 1,77,500 (Pre revised pay scale of PB-3 Rs.15,600-39,100 + Grade Pay Rs.5400) on deputation basis in Central Hindi Training Institute/Hindi Teaching Scheme, a subordinate office of Department of Official Language, Ministry of Home Affairs, New Delhi,.

The services of 01(One) suitable officers is urgently required for appointment to the post of Assistant Director, (Hindi Typing & Hindi Stenography) in Central Hindi Training Institute, a subordinate office of the Department of Official Language, Ministry of Home Affairs on deputation basis, in the Pay Matrix Level-10 Rs.56,100-1,77,500 (Pre revised pay scale of PB-3 Rs.15,600-39,100 + Grade Pay Rs.5400). After Selection on Deputation, the officer can be deputed at one place among Jammu, Thiruvananthapuram, Chennai and Bengaluru. The qualification 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 Department of Personnel & Training's Office Memorandum No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010, and as amended from time to time.

2. It is requested that the application (in duplicate) in the enclosed proforma (Annexure-II) of the suitable, willing and eligible officers, 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:-

- (i) Clear Photostat copies of their ACR/APAR for the last 5 years that is 2019-20 to 2023-24 duly attested by a Group "A" Gazetted Officer.
- (ii) Integrity Certificate.
- (iii) Certificate confirming that no disciplinary/Vigilance case is either pending or being contemplated against the officer.
- (iv) A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years. (If no penalty has been imposed, a 'NIL' certificate should be enclosed).

(v) 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.

Encl.: As above

Anil Kumar

(Anil Kumar)

Deputy Secretary to the Govt. of India

File No. 21034/33/2025-OL(Trg)

Dated 24 July, 2025

- 1) All Ministry/Departments 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), Dept. Of Justice and Deptt. of J&K Affairs & Deptt. of Official Language.
- 12) All Cadre Unit of Ministry of Home Affairs.
- 13) Director (Training/Policy/Technical/Implement), Department of Official Language.
- 14) Director, Central Hindi Training Institute, New Delhi.
- 15) Director, Central Translation Bureau, New Delhi
- 16) Senior Technical Director, NIC, Department of Official Language, New Delhi for placing this OM on the website of Department of Official Language.
- 17) Guard File
- 18) Spare copy 10

Anil Kumar

(Anil Kumar)

Deputy Secretary to the Govt. of India

Qualification, experience and other details required for the post of Assistant Director (Hindi Typing & Hindi Stenography), Central Hindi Training Institute/Hindi Teaching Scheme , Department of Official Language, Ministry of Home Affairs, New Delhi.

1	Name of the post	Assistant Director (Hindi Typing & Hindi Stenography)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group 'A' Gazetted Non-Ministerial.
4	Scale of Pay	Pay Matrix Level-10 Rs.56,100-1,77,500 (Pre revised pay scale of PB-3 Rs.15,600-39,100 + Grade Pay Rs.5400)
5	Period of deputation & age limit.	The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	<p>Officer under the Central Government or State Governments or Union territories:</p> <p>A. (i) holding analogous posts on regular basis in the parent cadre or department;</p> <p style="text-align: center;">OR</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-8 Rs.47,600-1,51,100 (Pre revised pay scale of PB-2 Rs.9,300-34,800 + Grade Pay Rs.4800) or equivalent in the parent cadre or department</p> <p style="text-align: center;">OR</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-7 Rs.44,900-1,42,400 (Pre revised pay scale of PB-2 Rs.9,300-34,800 + Grade Pay Rs.4600) or equivalent in the parent cadre or department</p> <p>B. possessing the following educational qualifications and experience:</p>

		<p>Essential:</p> <p>(i) Bachelors' degree from a recognized University with Hindi as one of the compulsory subject or with Hindi Medium;</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree from a recognised University with Hindi as one of the compulsory subjects at 10+2 level.</p> <p>(ii) Proficiency in Hindi Stenography with speed of 100 words per minute in Hindi shorthand and 40 words per minute in Hindi typewriting.</p> <p>(iii) One year diploma or certificate course in Hindi typewriting and Hindi stenography conducted by Industrial Training Institute or other institutions under the aegis of the National Council of Vocational Training (NCVT) or training imparted by the institute of State Governments of Union territories.</p> <p>(iv) Five years' experience in Hindi stenography including Hindi typewriting.</p> <p>Desirable:</p> <p>(i) Two years' experience in organising classes in Hindi stenography including Hindi typewriting in a recognised Institution.</p> <p>(ii) Working knowledge of computer including Hindi software relating to Hindi typing.</p> <p>Note 1: 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 to exceed three years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p> <p>Note 3: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendation of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one-pre-</p>
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		revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.
7	Duty of Post	<ol style="list-style-type: none"> 1. To undertake intensive liaison work for enrolment in the Hindi Typing/Hindi Stenography classes. 2. To constitute and conduct the Hindi Typing/Hindi Stenography classes. 3. To send the monthly progress reports to the Deputy Director by due date and keep all the records updated pertaining to the training. 4. To ensure proper maintenance of session report, performance report, fortnightly diary etc. and to send the same to the Deputy Director through Officer in overall charge by prescribed date. 5. To ensure proper maintenance of computers/typing machines with help of concerned Deputy Director a proper security arrangements are to be ensured and get the equipment serviced from time to time. 6. To identify yet to be trained employees by contacting offices before the beginning of the session and get them nominated for the training. To ensure their regular attendance in classes and ensure that they appear in the examination and send the fortnightly absentee report. 7. To get the examination forms filled and examinees data entered in Pranaali. 8. To comply with the orders/instructions issued by the Director/Deputy Director/Officer in overall charge and other higher officials of department from time to time. 9. To keep up-to-date information of names, addresses and telephone numbers of the offices associated with the Official Language and Liaison Officers in his/her allocated area and encourage the concerned officers to prepare roster. 10. To keep updated records and performance data pertaining to the training centre. 11. To submit the detailed report of liaison work carried out for conducting Hindi Typing/Hindi Stenography classes to the concerned Deputy Director.

ANNEXURE-II

BIO DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) (Mob. No. and E-mail Id)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service ii) Date of retirement under Central/State	
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 as mentioned in the advertisement/vacancy circular.	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/office at the time of issue of Circular and issue of Advertisement in the Employment News.	

5.2 In the case of Degree and Post Graduate Qualifications, elective/main subject and subsidiary subjects may be indicated by the candidates.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

6.1 **Note:** Lending Departments are to provide their specific comments/views confirming the relevant essential qualification/work experience possessed by the Candidate (as indicated in the Bio data) with reference to the post applied.

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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme.	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
9. In case the present employment 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity Certificate.</p> <p>9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
<p>11. Additional details about present employment: Please state whether working under (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) Universities f) Others</p>	

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12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basic Pay in the Pay Band	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scale, the latest salary slip issued by the Organisation showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc.(with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		

<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (officers under the Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> <p># (The option of 'STC'/Absorption/ 'Re-employment' is available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	
<p>19. Choose your posting preference among posting stations Jammu, Thiruvananthapuram, Chennai and Bangaluru.</p>	<p>1.Ist Preference.....</p> <p>2.IInd Preference.....</p> <p>3.IIIrd Preference.....</p> <p>4.IVth Preference.....</p>

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld.

Signature of the Candidate

Date

Place:

Address with E-mail Id.....

CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

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The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii) His/ Her integrity is certified.
- iii) His /Her ACR/APAR Dossier in original is enclosed/photocopies of the ACR/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iv). No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)