

No. A. 35011/1//2014- Admn.I (LD)  
Government of India  
Ministry of Law & Justice  
Legislative Department

New Delhi, the 05<sup>th</sup> November, 2015.

To,

The Chief Secretary to the  
Government of -----

Subject : Appointment to the post of Superintendent (Printing)(Hindi Branch) by  
deputation in the Official Languages Wing, Legislative Department, Ministry of  
Law & Justice.

Sir/Madam,

I am directed to say that one post of Superintendent (Printing)(Hindi Branch) in the Official Languages Wing, Legislative Department, Ministry of Law & Justice is required to be filled on deputation basis. The post of Superintendent (Printing) (Hindi Branch) belongs to General Central Service, Group 'B' (Gazetted) (Non-Ministerial) in the pay band of Rs.9300- 34,800/- with Grade Pay of Rs.4600/-. Deputation to the said post is to be made from amongst the officers of the Central/State Government: -

Officers under the Central Government or State Governments or Union Territories administration. or Public Sector Undertakings or Semi- Government or Autonomous and Statutory Organisations or Universities or Recognised Research Institutions or Councils.

**(a)(i)** holding analogous posts, or

**(ii)** with 5 years' service in the grade rendered after appointment thereto on regular basis in the pay band-2, Rs.9300-34800 with grade pay of Rs.4200/- or equivalent in the parent cadre or Department; and

**(b)** possessing the following educational qualifications and experience:

**(i)** Degree from a recognised University established or incorporated by or under a Central Act; Provincial Act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government;

**(ii)** Three years' experience of proof reading of Bills, Acts and Ordinances in a Central or State/Union Territory Administration Press;

**(iii)** Passed High School or any other higher examination from a recognised Board or University established or incorporated by or under a Central Act; Provincial Act or a State

Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government through Hindi medium or had offered Hindi as a subject in High School or any higher examination from a recognised board or University established or incorporated by or under a Central Act; Provincial Act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government.

**Desirable:**

**(i)** Diploma in Printing Technology from a recognised university established or incorporated by or under a Central Act; Provincial Act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government.

**(ii)** Bachelor's Degree in Law (LLB) from a recognised university established or incorporated by or under a Central Act; Provincial Act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government.

Note 1.-For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to 01.01.2006 i.e. the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the said Commission except where there has been merger of more than one pre-revised scale of pay into one grade with common grade pay or pay scale, and in the case of such merger this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement of the grade prior to 01.01.2006 without any upgradation.

Note 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.

Note:-3 Period of Deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by depositions shall be not exceeding 56 years, as on the closing date of the receipt of applications.

3. It is requested that applications from suitable Officers in the prescribed performa (enclosed), who possess the requisite qualifications and experience, and are willing to be considered for appointment to the post, may be forwarded to this Department together

with their up-to-date CR dossiers and vigilance clearance within 60 days from the date of publication of this vacancy circular in the Employment News.

Encl: As above.

Yours faithfully,

(B.M. Sharma)  
Deputy Secretary to the Govt. of India  
Tel.: 011- 23389014

Copy to: -

1. All Ministries/Departments of the Government of India.{for giving wide publicity}.
2. US (Official Languages Wing) / DS(Vidhi Sahitya Prakashan) [for giving wide publicity].
3. Shri Ayanedi Venkatappaiah, Editor, Employment News, East Block Level-III, R. K. Puram, New Delhi.  
[ It is requested that the vacancy may kindly be published in the Employment News in the forth- coming issue **and the time limit for submission of application may be given as 60 days from the date of publication of the said vacancy in the Employment News.** A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department at the address of Deputy Secretary (Admn.), Legislative Department immediately.]
4. In charge, NIC-Cell, M/o Law & Justice with request to upload the aforesaid circular on the website of this Ministry by way of giving a link “vacancy circular” on the Home page.
5. The Department of Personnel & Training with a request to upload the said vacancy circular on their website.

(R. K. Sharma)  
Section Officer.  
Tel. 011- 23385023.

**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

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

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Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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8. Nature of present employment i.e. Ad-hoc of Temporary or Quasi-Permanent or Permanent
9. In case the present employment is held on deputation/contract basis, please state:-
- The date of initial appointment.
  - Period of appointment on deputation/ contract.
  - Name of the parent office/organisation to which you belong.
10. Additional details about present employment  
Please state whether working under (indicate the name of your employer against the relevant column)
- Central Govt.
  - State Govt.
  - Autonomous Organisation
  - Government Undertaking
  - Universities
  - Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn
14. 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  
(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).

15. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis (Officers under Central/ State Governments are only eligible for "Absorption" Candidates of non-Government Organisations are eligible only for Short Term Contract).

16. Whether belongs to SC/ST

17. Remarks: (The candidates may 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)any other information

(Note: Enclose a separate sheet if the space is insufficient)

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 Candidates

Date\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_

(Employer with seal)