

FROM : DIG (Org) Dte

NO.D.I.1/2018-MIN .DA.6

Date : 03/08/2018

Subject :- Nominations for filling up one post of Hindi Instructor Grade-I, Group 'B' Non-Gazetted, Non-Ministerial in the Scale of Pay of PB-2, Rs.9300-34,800/- plus Grade Pay Rs.4200/- (level pay matrix-6) in the Bureau of Police Research and Development, Ministry of Home Affairs, New Delhi on deputation basis.

BPR&D vide their letter No. 15/97/2017-Dep/Estt dated 11/07/2018 has called nominations of eligible personnel for subject deputation (.) The details are as under:-

a)	No. of Post	01
b)	Place of posting	New Delhi
c)	Scale of Pay	PB-2 Rs.9300-34800/- GP Rs.4200/- (pre-revised) (Level pay matrix-6)
d)	Eligibility	On deputation basis Officers under the Central Government:- (a)(i) Holding analogous posts; or (ii) With five (5) years service in posts in the scale of pay of PB-1 Rs.5200-20200 GP Rs.2800 (level in pay matrix-5) or equivalent, and (b) Possessing the following educational qualifications and experience etc. as under:- <u>Essential:</u> (i) Master's degree of a recognised University or equivalent in Hindi with English as a subject at degree level or; Master's degree of a recognized university or equivalent in English with Hindi as a subject at the degree level OR Master's degree of a recognised university or equivalent in any subject with Hindi and English as a subject at the Degree level OR Master degree of a recognised University or equivalent in any subject with Hindi Medium and English as a subject at

		<p>the degree level.</p> <p>(ii) 3 years experience of terminological work in Hindi and/or Translation work from English to Hindi or vice-versa preferably of technical or scientific literature.</p> <p>OR</p> <p>3 years experience of teaching, research, writing or journalism in Hindi.</p> <p><u>Desirable:-</u></p> <p>(i) Knowledge of Sanskrit and or modern Indian language.</p> <p>(ii) Administrative experience.</p> <p>(iii) Experience of organizing Hindi Classes or workshop for noting and drafting.</p>
e)	Other conditions	<p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government 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.</p>

(.) Request following nominations of eligible/willing officials alongwith following documents so as to reach to this Dte by 25/08/2018 repeat 25/08/2018 positively:-

- i) Application in enclosed proforma duly countersigned by HOO.
- ii) Photocopies of APARS for the last five years (2013-14 to 2017-18) duly attested on both sides affixing rubber stamp.
- iii) Details of Major & minor penalties for the last 10 years.
- iv) Vigilance & Integrity certificate.

Para (.) Eligibility criteria for deputation issued vide standing order 7/2001 and its addendum issued vide this Directorate letter dated 20/02/2013 and 19/12/2013 and MHA letter No. I-21022/03/2016-Pers.II dated 22/11/2016 may also be kept in view while forwarding nominations of eligible personnel (.) **Correspondence in this regard between zone/sectors and lower formations need not repeat not be endorsed to this Dte////////**

Sd/- 03.08.2018

DIGCENT (Org)

Internal

All branches of Dte

Application for appointment of the post of Hindi Translator Grade-I on transfer on deputation basis in the BPR&D, New Delhi

1. Name and Address (In Block letters)
2. Date of birth (in Christian era)
3. Date of retirement under Central/State Govt Rules.
4. Educational qualification
5. Whether Education and qualification 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.)

Qualification/Experience
required Qualification/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 in sufficient.

Sl.No.	Name of office/Deptt.	Name of the post	From	To	Scale of pay and Basic Pay	Nature of Duties (in detail)

8. Nature of present employment i.e. Ad-hoc or Temp 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 you belong.
10. Additional details about present employment.

Please state whether working under (indicate the name of your employer against the relevant column.)

 - (a) Central Govt
 - (b) State Govt.
 - (c) Autonomous Organisation
 - (d) Government Undertaking
 - (e) Universities
 - (f) Other.
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 government are only eligible

for" Absorption". Candidates of Non- Government Organizations are eligible only for short term contract.)

16. Whether belongs to SC/ST/OBC.

17. Remarks (The candidates may be 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 Selection Committee at the time of selection for the post.

(Signature of the applicant)

Address

Telephone No./ Mobile No.

Countersigned

(Employer with Seal)

Certificate to given by Head of Office of the applicant:

- i. It is certified that the particulars furnished by the officer are correct.
- ii. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
- iii. His/ Her integrity is certified.
- iv. It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.
- v. His/ Her complete ACRs dossier/Attested photo copies of the ACRs(on each page) by and officer of the rank of Under Secretary to the Govt. of India are enclosed.
- vi. It is certified that no court case is pending against the applicant.
- vii. It is certified that officer, if selected, will be relieved immediately to join the post.
- viii. His APARs for the last 5 years are as under:-
 - a. 2013-14
 - b. 2014-15
 - c. 2015-16

d. 2016-17

e. 2017-18

(Head of Office)

Name

Telephone No. and Fax No.