

## **Filling up of one post of Hindi Officer on deputation basis**

### **Eligibility criteria and application proforma for the post of Hindi Officer on deputation basis.**

(a) (i) Holding analogous posts on regular basis in the parent cadre or Department **or**

ii) With 3 years regular service in posts in the scale of pay of Rs. 5,500-9000/- (Pre-revised) or equivalent, **and**

(b) Possessing the educational qualifications and experience as under:-

i) **Qualifications:-** Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the 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 recognized University or equivalent in any subject with Hindi and English as subjects at degree level **or**

Master's Degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at Degree level **or**

Master's Degree of a recognized University or equivalent in a Subject with English Medium and Hindi as a subject at Degree level.

ii) 5 years' experience of terminological work in Hindi and or translation work from English to Hindi or vice versa preferably of technical or scientific literature or 5 years experience of Teaching, Research, Writing or Journalism in Hindi.

The period of deputation including period of deputation 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 to exceed three years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

The pay of the selected candidates will be regulated in accordance with the rules on the subject as amended from time to time.

It is requested that the applications of willing and eligible Officers in the Given proforma alongwith the complete and up-to-date Confidential Report Dossiers, Integrity Certificate, Vigilance Clearance who could be spared in the event of their selection may be forwarded to the **Dy. Controller of Stationery (Admn.), Govt. of India Stationery Office, Ministry of Urban Development, 3, Church Lane, Kolkata-700 001 latest by 6<sup>th</sup> July, 2012.** It may also be indicated whether any major/minor penalty was ever imposed on the applicants, if so, the details thereof may be given. While forwarding the applications, it may also be verified and certified that the particulars furnished by the Officers are correct and no vigilance case is either pending or contemplated against them. It may also be noted that applications received after due date or without Confidential Report or otherwise found incomplete will not be considered.

**(T.K. Mahapatra)**

**Dy. Controller, Stationery (Admn.)**

**PROFORMA**

1. Name :
2. Date of Birth :
3. Date of retirement :
4. Educational Qualifications :
5. i) Present post held :  
ii) Date from which held :  
iii) Scale of Pay :  
iv) Pay therein :  
v) Service to which belongs :
6. Whether applicant has adequate experience in terminological work in Hindi and or translation work from English to Hindi or vice versa
7. Details of service :

Name of the post	From	To	Scale of Pay	Nature of appointment i.e. whether adhoc/regular	Nature of duties performed

8. whether belongs to SC or ST :
9. Date of return from last deputation :
10. Remarks :

Place :

Date :

Signature of the candidate

**TO BE FILLED BY THE DEPARTMENT/OFFICE**

Certified that the particulars furnished by the Officer are correct and no disciplinary/vigilance case is pending or contemplated against him.

Place: