

17 APR 2023

“हर काम देश के नाम”

कार्यालय रक्षा लेखा महानियंत्रक

उलान बटार मार्ग , पालम, दिल्ली छावनी-110010

OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS
ULAN BATAR MARG, PALAM, DELHI CANTT -110010

दूरभाष/Ph. 011-25665500/55, 25665702 ई-मेल/Email : cgda@delhi.nic.in

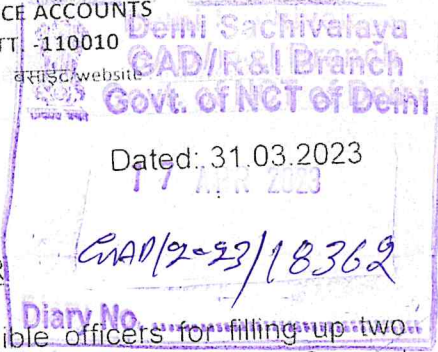
वेबसाइट/website : cgda.delhi.nic.in

DY. No.

No.AN/II/2151/AD(OL)/Deptn

Dated: 31.03.2023

VACANCY CIRCULAR



Applications are invited from the eligible officers for filling up two (02) vacancies to the post of Assistant Director (Official Language) a General Central Service, Group 'A' Gazetted, Non-Ministrial post in Level-10 of the Pay Matrix at Defence Accounts Department, Ministry of Defence, by Deputation (including short terms contract). Details of the post, eligibility conditions etc. are given in the **Annexure-I**.

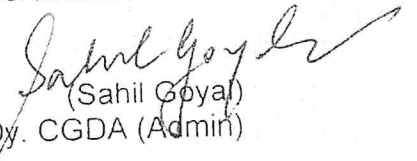
2. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied by:-

(i) Bio-data (as per the proforma given in **Annexure-II**) and Cadre clearance Certificate (as per the proforma given in **Annexure-III**) - Each page of the Bio-Data and all supporting documents viz. documents in support of Educational Qualifications etc. to be attested by an officer not below the rank of Under Secretary.

(ii) Photocopies of APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary.

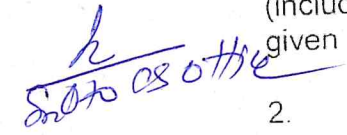
3. Applications of suitable and eligible officers, who can be spared immediately in the event of selection, may be sent to the undersigned within a period of 60 days from the date of publication/circulation of this advertisement in the Employment News.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/documents are liable to be rejected.


(Sahil Goyal)
Dy. CGDA (Admin)

To

All the Central Government Ministries/ Departments/ State Governments/
UT/ Universities/ Public Sector Undertakings/ Semi-Government/Statutory/
Autonomous Organisations

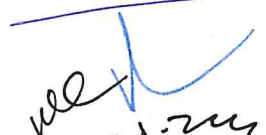

17.04.23

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DS-III(S)


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4.24
Dr. Ramesh

Annexure-I**Details in respect of the post of Assistant Director (Official Language) in Defence Accounts Department**

1.	Name of the post	Assistant Director (Official Language)
2.	No. of Posts	02
3.	Station for which required	Any of the following stations: Delhi, Prayagraj, Pune, Kirkee, Lucknow, Chennai, Meerut, Dehradun, Jaipur, Jabalpur, Chandigarh, Jammu, Nagpur, Kolkata, Mumbai, Secunderabad, Bengaluru, Nasik, Ahmednagar Note: However, the posting will be made as per the administrative requirement and decision of the Competent Authority will be final & binding on the selected candidate.
4.	Classification	General Central Services, Group'A' Gazetted; Non-Ministrial
5.	Level in pay matrix	Level-10 in the pay matrix (Rs.56100-177500)
6.	Eligibility conditions	Officer from the Central Government or State Governments or autonomous Body or statutory organisations or public sector undertakings or Universities or recognized research institution. (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7 in the pay matrix (Rs.44900-142400); Note 1: 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, the deputationists shall not be eligible for consideration for appointment by promotions.
7.	Educational qualifications and other qualifications	Essential qualifications: (i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or (ii) Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or

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	<p>(iii) Master's degree of recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>(iv) Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level; or</p> <p>(v) Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p><u>Desirable:</u></p> <p>Studied one of the language other than Hindi included in the 8th Schedule of the Constitution at 10th level from a recognized Board.</p> <p><u>Experience:</u></p> <p>(i) Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central Government or State Governments or autonomous body or statutory organizations or public sector undertakings or Universities or recognised research or education institutions.</p> <p>OR</p> <p>(ii) Three years' experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or autonomous body or statutory organizations or public sector undertakings or Universities or recognized research or education institutions.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.</p>
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		Note 2: The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes, if at any stage of, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8.	Period of deputation	The period of deputation including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.
9.	Terms of deputation	The terms of deputation will be regulated according to DOP&T O.M. No.6/8/2009-Estt.(Pay II) dated 17.06.2010.
10.	Maximum age-limit	The Maximum age-limit for appointment by deputation shall be not exceeding fifty six years as on the last date of receipt of applications.

11. Duties attached to the post:

- (i) The translation work from English to Hindi and vice-versa
- (ii) Official Language implementation work

Annexure-IIBIO-DATA / CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.i)	Date of entry into service	
ii)	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 as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
ESSENTIAL		ESSENTIAL
A)	<u>QUALIFICATIONS:</u> (i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or (ii) Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or (iii) Master's degree of recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or (iv) Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level; or (v) Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.	<u>QUALIFICATIONS</u>
B)	<u>EXPERIENCE:-</u>	<u>EXPERIENCE:-</u>
	(i) Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of	

Annexure-IIICertification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses 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 CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. 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)