

Email

S. B. Deepak Kumar

Fwd: To fill up one (01) vacant post of Assistant Director (Official Language) by Composite Method-reg.

2868
10/02/22

From : Shri Vijay Kumar Dev <csdelhi@nic.in>

Wed, Feb 09, 2022 05:41 PM

Subject : Fwd: To fill up one (01) vacant post of Assistant Director (Official Language) by Composite Method-reg.

2 attachments

To : S. B. Deepak Kumar <secservices@nic.in>

From: "MANISH KUMAR" <hoo-dgcis@gov.in>

To: "K D Tripathi" <secy.president@rb.nic.in>, "I V Subbarao" <secyvp@nic.in>, "Sanjay Agarwal" <Secy-agri@nic.in>, "Jatindranath Swain" <secy-fisheries@nic.in>, csguj@gujarat.gov.in, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, "Ms Leena Nandan" <secy-moef@nic.in>, "Dammu Ravi" <secyer@mea.gov.in>, "Secy DPIIT" <secy-ipp@nic.in>, "K Rajaraman" <secy-dot@nic.in>, "ROHIT KUMAR SINGH" <secy-ca@nic.in>, "Raj Kumar" <sdpns@nic.in>, "Shri B. Anand" <secyesw@nic.in>, "Ms. Vini Mahajan" <secydws@nic.in>, "Shri Vijay Kumar Dev" <csdelhi@nic.in>, "Praful Patel" <l-admin@nic.in>, cs-pondicherry@nic.in, "admr adranagar" <admr.adranagar@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Shri H K Dwivedi" <cs-westbengal@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, "DEFENCE SECRETARY" <defsecy@nic.in>, "T.V. Somanathan" <secyexp@nic.in>, "Ms. Anjali Bhawra" <secretaryda-msje@nic.in>, "Dr(Mr) G P Samanta" <secretary@mospi.gov.in>, "Jishnu Barua IAS" <cs-assam@nic.in>, "DG CSIR" <dg@csir.res.in>, "Mr Ajay Tirkey" <secy-dolr@nic.in>, "Mr Nagendra Nath Sinha" <secyrd@nic.in>, "SECRETARY MORTH" <Secy-road@nic.in>, "Gyanesh Kumar" <secympa@nic.in>, "Arun Goel" <shioff@nic.in>, "Prof. Balram Bhargava" <balram.bhargava@gov.in>, "Secretary MoFPI" <secy.mofpi@nic.in>, "Dr.V.P.Joy IAS" <chiefsecy@kerala.gov.in>, chiefsecy@maharashtra.gov.in, "Aparva Chandra" <secy.inb@nic.in>, "Manoj Joshi" <secyurban@nic.in>, "Dr. Dharmendra Singh Gangwar" <secybm@nic.in>, "Shri Ali R. Rizvi" <secy-dpe@nic.in>, "Mr. Indu Shekhar Chaturvedi" <secy-mnre@nic.in>, "Alok Tandon" <secy-mines@nic.in>, "Shri Pankaj Kumar" <secy-mowr@nic.in>, "Secretary LD" <secyoffice-ld@gov.in>, "Barun Mitra" <secy-jus@gov.in>, "Secretary NCSC" <secretary-ncsc@nic.in>, "Secretary Iscs" <secy-iscs@nic.in>, "Mr R Subrahmanyam" <secywel@nic.in>, "Director General CSIR" <dgcsir@csir.res.in>, administrator-dd-dng@nic.in, admn-chandigarh@nic.in, "SUJATA CHATURVEDI" <secy-sports@nic.in>, "Mr Indevar Pandey" <secy.wcd@nic.in>, "Bidyut Behari Swain" <secretary-msme@nic.in>, "Lakshmi Naryain" <secy-tribal@nic.in>, "O/o Secy Labour Employment" <secy-labour@nic.in>, "Secretary Tourism" <sectour@nic.in>, "Secretary Textiles" <secy-textiles@nic.in>, "Dr. Sameer Sharma, IAS" <cs@ap.gov.in>, "Reenat Sandhu" <secywest@mea.gov.in>, "Secretary MCA" <secy.mca@nic.in>, "Shri Anoop Kumar Menditratta" <secylaw-dla@nic.in>, "Secretary Youth Affairs" <secy-ya@nic.in>, "Naresh Kumar" <cs-arunachal@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Ram Subhag Singh" <cs-hp@nic.in>, chairman@dae.gov.in, "RAJESH KOTECHA" <secy-ayush@nic.in>, "SECRETARY DST" <dstsec@nic.in>, "Anil Kumar Jain" <secy.moc@nic.in>, "Mr Rajesh Bhushan" <secyhfw@nic.in>, "Mr Lok Ranjan" <secydoner@nic.in>, "Ms S. Aparna" <secy-pharma@nic.in>, "Trilochan Mohapatra" <dg.icar@nic.in>, "Mr Atul Chaturvedi" <secyahd@nic.in>, "Office of Secretary (C&PC)" <sec.cpc@nic.in>, "secy moca" <secy.moca@nic.in>, "Commerce Secretary Office" <csoffice@nic.in>, "Mr S.C Gupta" <cs-skm@hub.nic.in>, csraj@rajasthan.gov.in, "Chief Secretary Punjab" <cs@punjab.gov.in>, "CHIEF SECRETARY GoUP" <csup@nic.in>, "Mr Sudhanshu Pandey" <secy-food@nic.in>, secretary-posts@indiapost.gov.in, "Suresh Chandra Mahapatra" <csori@nic.in>, "Mr JAN ALAM" <csngl@nic.in>, "CS Telangana" <cs@telangana.gov.in>, cs@tn.gov.in, "cso-meg" <cso-meg@nic.in>, "cs-manipur" <cs-manipur@nic.in>, "Iqbal Singh Bains" <cs@mp.nic.in>, cs@karnataka.gov.in, cs-haryana@gov.in, "Chief Secretary" <cs-go@nic.in>, "csoffice sq" <csoffice.sq@gov.in>, "Mayank Dwivedi" <diitm.hqr@gov.in>, "cs-tripura" <cs-tripura@nic.in>, "Secretary DoF" <fertsec@nic.in>, "Shri V. Srinivas" <secy-arp@nic.in>, "Office of Secretary, Personnel" <secy_mop@nic.in>, "Cabinet Secretariat" <cabinet@nic.in>, "Secy PNG" <sec.png@nic.in>.

SS (Services) - II

DS-II

10/2/22
SO (CN)

Mr Yogul, S.O

11.2.22

Anita Karwal" <secy.sel@nic.in>, secretary@meity.gov.in, "SAURABH KUMAR" <secyest@mea.gov.in>, "SANJAY BHATTACHARYYA" <secycpv@mea.gov.in>, "K. Sanjay Murthy" <secy.dhe@nic.in>, cs-uttranchal@nic.in, "Office of Secretary Ports Shipping and Waterways" <secyship@nic.in>, "Secretary (Minority Affairs)" <secy-mma@nic.in>, "Mr Sunil Kumar" <secy-mopr@nic.in>, "Secretary DIPAM" <secydivest@nic.in>, chairman@isro.gov.in, "Sanjay Singh" <secy-steel@nic.in>, "Dr. Rajiv Kumar, Vice- Chairman" <vch-niti@gov.in>, "Ajay Kumar Bhalla" <hshso@nic.in>, "Shri Alok Kumar" <secy-power@nic.in>, "Rajesh Verma" <secy-fs@nic.in>, "Shri Ajay Seth" <secy-dea@nic.in>, "Secy-ol." <secy-ol@nic.in>, "Dr Rajesh S Gokhale" <secy@dbt.nic.in>, "Rajesh Aggarwal" <secy-msde@nic.in>
Cc: "Pally Kundu" <dg.dgcis@nic.in>, "Pally Kundu" <pally.kundu@gov.in>, "Atanu Kumar Chowdhury" <ak.chowdhury@gov.in>

Sent: Wednesday, February 9, 2022 5:27:17 PM

Subject: To fill up one (01) vacant post of Assistant Director (Official Language) by Composite Method-reg.

महोदय/ महोदया

Sir/ Madam,

The office of DGCI&S, Kolkata proposes to fill up one (01) vacant post of Assistant Director (Official Language) by Composite Method from amongst suitable and eligible officials working under the Central/State/U.T. Govts.

In this regard, an advertisement has been published in the Employment News issue dated 13/11/2021 inviting applications to fill up the afore-mentioned post. In this regard it may be pertinent to mention that, besides the advertisement in Employment News, a Vacancy Circular (attached herewith) needs to be circulated amongst all the Ministries and Departments under the Government of India as well as their attached and/or subordinate offices. The Circular also needs to be circulated amongst State Governments and Union territories and Universities and recognized research institutions and Public Sector Undertakings and semi-Government and statutory and autonomous organizations as well.

The last date of receipt of application in pursuance of the vacancy circular is 28/03/2022.

The eligibility, qualifications and experience required for the post along with details of functions and responsibilities and other details are given in Annexure-I and format of application is given in Annexure-II.

You are requested to ensure wide circulation of the vacancy circular and the Annexures forwarded herewith.

This is issued with the approval of competent authority.

Thanking you,

सादर/Regards,

पेड़ बचाओ ... कृपया इस ई-मेल को तब तक प्रिंट न करें जब तक आपको वास्तव में आवश्यकता न हो।
 Save a tree...please don't print this e-mail unless you really need to.

मनीष कुमार(आई.एस.एस.)/Manish Kumar (ISS)

कार्यालय प्रमुख/ H.O.O.

उप निदेशक/Deputy Director

वाणिज्यिक जानकारी एवं सांख्यिकी महानिदेशालय /Directorate General of Commercial Intelligence and Statistics

वाणिज्य विभाग/Department of Commerce



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- **Application for the post of Astt Dir (Official Language) DGCIS,Kol Bio-Data.pdf**
2 MB
 - **Vacancy Circular_22.pdf**
1 MB
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**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (OFFICIAL LANGUAGE) IN
DGCIS, KOLKATA**

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BIO- DATA/ CURRICULUM VITAE PROFORMA

1. Name (In Block Letters)	
2. Address (In Block Letters)	
3. Date of Birth (in Christian era)	
4. Date of entry into service	
5. Date of retirement under Central/ State Government Rules	
6. Educational Qualifications	
7. Whether Educational and other qualifications required for the post are satisfied by the applicant Official. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
8. Qualifications/ Experience possessed by the Official	Essential
	A) Qualification
	B) Experience
	Desirable
	C) Qualification
8.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RR for the same post hosted by this office on its website dgciskol.gov.in at the time of issue of this Circular.	
8.2 In the case of Degree and Post Graduate Qualifications Elective/ Main subjects and subsidiary subjects may be indicated by the Candidate.	
9. Whether in the light of entries made by the applicant Official above, the Borrowing Office confirms the possession of Essential & Desirable Qualifications/ Work Experience by the Official. Specific Comments/ Views are to be provided by the Borrowing Office.	

Tails 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	
Level in the Pay Matrix, Pay Band and Grade Pay/ Pay Scale of the post held on regular basis*			
Nature of Duties (in details highlighting experience required for the post applied for.			

* Pay Band and Grade Pay granted under ACP/ MACP are personal to the Official and therefore, should not be mentioned. Only Level of Pay Matrix, 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	Level in the Pay Matrix, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To

11. Nature of Present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
12. 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 organization.
<p>12.1 Note: In case of Officials already on Deputation, the application of such officials should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>12.2 Note: Information under Column 12 (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/ organization.</p>			
13. If any post had been held on			

reputation in the past by the applicant, date of return from the last deputation and other details.

4. Additional details about employment:
Please state whether working under (indicate the name of your employer against the relevant column)

- a. Central Government
- b. State Government
- c. Autonomous Organisation
- d. Government Undertaking
- e. Universities
- f. Others

15. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

16. Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

17. Total emolument per month now drawn

Basic Pay in the Pay Band/ Level and Cell no. in the Pay Matrix	Grade Pay (if applicable)	Total Emoluments
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18. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, 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
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19A. **Additional Information** if any relevant to the post you applied for in support of your suitability for the post.
(This among other things may be provided information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above what is prescribed in the Vacancy Circular / Advertisement.

(Enclose a separate sheet, if the space is insufficient)

19B. **Achievements:**

<p>candidates are requested to state information with regard</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards/ Scholarships/ Official Appreciation</p> <p>iii) Any other information.</p>	
<p>20. Please state whether you are applying for deputation or Short Term Contract (Officials under Central/ State Governments are only eligible for "Deputation". Candidates of non-Government Organizations are eligible only for Short Term Contract.</p>	
<p>21. Whether belongs to SC/ST/OBC</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 a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address _____

Date _____

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Certification by the Employer/ Cadre Controlling Authority

1. 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/ Advertisement. 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. / Kumari. _____
 - ii. His/ Her integrity is certified.
 - iii. His/ Her CR Dossier in original are enclosed/ photocopies of the ACRs for the last 5 years duly attested by an Official 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)

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (OFFICIAL LANGUAGE) IN
DGCIS, KOLKATA

BIO- DATA/ CURRICULUM VITAE PROFORMA

1. Name (In Block Letters)	
2. Address (In Block Letters)	
3. Date of Birth (in Christian era)	
4. Date of entry into service	
5. Date of retirement under Central/ State Government Rules	
6. Educational Qualifications	
7. Whether Educational and other qualifications required for the post are satisfied by the applicant Official. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
8. Qualifications/ Experience possessed by the Official	Essential
	A) Qualification
	B) Experience
	Desirable
	C) Qualification
8.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RR for the same post hosted by this office on its website dgiskol.gov.in at the time of issue of this Circular.	
8.2 In the case of Degree and Post Graduate Qualifications Elective/ Main subjects and subsidiary subjects may be indicated by the Candidate.	
9. Whether in the light of entries made by the applicant Official above, the Borrowing Office confirms the possession of Essential & Desirable Qualifications/ Work Experience by the Official.	
Specific Comments/ Views are to be provided by the Borrowing Office.	

10. 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	
Level in the Pay Matrix, Pay Band and Grade Pay/ Pay Scale of the post held on regular basis*			
Nature of Duties (in details highlighting experience required for the post applied for.			

* Pay Band and Grade Pay granted under ACP/ MACP are personal to the Official and therefore, should not be mentioned. Only Level of Pay Matrix, 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	Level in the Pay Matrix, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To

11. Nature of Present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
12. 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 organization.
12.1 Note: In case of Officials already on Deputation, the application of such officials should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
12.2 Note: Information under Column 12 (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/ organization.			
13. If any post had been held on			

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 14. Additional
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Deputation in the past by the applicant, date of return from the last deputation and other details.		
14. Additional details about employment: Please state whether working under (indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Autonomous Organisation d. Government Undertaking e. Universities f. Others		
15. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
16. Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
17. Total emolument per month now drawn		
Basic Pay in the Pay Band/ Level and Cell no. in the Pay Matrix	Grade Pay (if applicable)	Total Emoluments
18. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, 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
19A. Additional Information if any relevant to the post you applied for in support of your suitability for the post. (This among other things may be provided information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above what is prescribed in the Vacancy Circular / Advertisement. (Enclose a separate sheet, if the space is insufficient)		
19B. Achievements:		

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<p>The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards/ Scholarships/ Official Appreciation</p> <p>iii) Any other information.</p>	
<p>20. Please state whether you are applying for deputation or Short Term Contract (Officials under Central/ State Governments are only eligible for "Deputation". Candidates of non-Government Organizations are eligible only for Short Term Contract.</p>	
<p>21. Whether belongs to SC/ST/OBC</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 a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address _____

Date _____

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Certification by the Employer/ Cadre Controlling Authority

1. 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/ Advertisement. 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. / Kumari. _____
 - ii. His/ Her integrity is certified.
 - iii. His/ Her CR Dossier in original are enclosed/ photocopies of the ACRs for the last 5 years duly attested by an Official 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)

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F.NO. 6(2)/2018- Estt-I
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE AND INDUSTRY
DEPARTMENT OF COMMERCE
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE AND STATISTICS
565, ANADAPUR, WARD NO. - 108, PLOT NO. - 22, SECTOR- 1,
KOLKATA- 700107

Dated: 27th January, 2022

VACANCY CIRCULAR

Subject: Filling up of one post of Assistant Director (Official Language) by Composite Method (Deputation Including Short-Term Contract plus Promotion) in DGCIS, Kolkata.

It is to inform that the Directorate General of Commercial Intelligence and Statistics (DGCIS), Kolkata proposes to fill up one (01) post of Assistant Director Official Language (ADOL) by Composite Method from amongst suitable and eligible officials working under the Central/ State/ U.T. Governments/. The eligibility, qualifications and experience required for the post along with details of functions and responsibilities and other details are given in Annexure I and the format of application is given in Annexure II.

If the post is filled up by Deputation, the period of deputation will be initially for three years including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government and shall be extendable as per DOP's guidelines in this regard. The deputation and its terms and conditions will be subject to various circulars of DOP's guidelines in this regard. The appointment will not bestow on the appointee on deputation any claim for regular appointment.

It is requested that applications (in quadruplicate) of suitable and eligible officials and whose service can be spared immediately in the event of selection may be sent along with attested copy of ACRs/APARs for the last 5 years and Vigilance Clearance/ Integrity Certificate and other requisite documents mentioned as under, through proper channel to **Head of Office, DGCIS, Vanijya Tathya Sadan, 565, Anandapur, Plot-22, Sector-I, Ward No. 108, Kolkata- 700107** within a period of 60 days from the date of this circular i.e. 28/03/2022.

Applicants may send advance copies of their applications by post at the aforesaid address/ e-mail id: hoo-dgcis@gov.in. However applications of only such officials/ candidates will be considered which are routed through proper channel by the due date and complete in all respects. A complete application shall consist of the following:

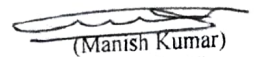
- (i) Bio-data (in quadruplicate) in the Proforma given in Annexure -II duly countersigned by the competent authority;
- (ii) Cadre Clearance Certificate issued by the competent authority;
- (iii) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department;
- (iv) Attested photocopies of the APARs Dossier for the last 5 years;
- (v) The details of major/ minor penalties imposed on the Official during the last 10 years;
- (vi) Any other relevant documents if any.

Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed Proforma are liable to be rejected. Officials in case of selection for the post will not be allowed to withdraw their candidature subsequently.

Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are verified with their Service record and found correct and should also countersign the application with the office seal. It may also be conformed that in the event of selection for appointment, the official concerned will be relieved of her/ his duties.

All the details in this regard may also be obtained from this office website <http://www.dgciskol.gov.in>, Ministry of Commerce's official website <https://commerce.gov.in> and National Career Service (NCS) Portal www.ncs.gov.in.

Yours faithfully,


(Manish Kumar)

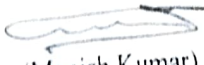
Deputy Director & Head of Office
Contact: 9711459895/ hoo-dgcis@gov.in

Copy to:

1. The Secretaries of all Departments of Government of India with the request to circulate it widely to all the officials under their control.
2. Dy. Secretary DOP&T, Lok Nayak Bhawan, Khan Market, with the request to circulate it widely to all the offices under their control.
3. Chief Secretary of every State and Union Territory Government with the request to circulate it widely to all the offices under the State or Union Territory Government.
4. IT Section, Ministry of Commerce and Industry for posting on the website <https://commerce.gov.in> at appropriate place.
5. IT Division, NCS for posting on the website www.ncs.gov.in at appropriate place.

01	Name of Post	Assistant Director (Official Language).
02	Number of Posts	01 (One)
03	Classification	General Central Service, Group 'A' Gazetted, Non-Ministerial
04	Pay in the Pay Matrix	Level 10 in the pay matrix (Rs. 56,100-Rs.1,77,500) corresponding to Pre-revised Pay Band-3 with Grade Pay Rs. 5400/-)
05	Period of Deputation	The period of deputation (including short term contract) including the period of deputation (including short term contract) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years.
06	Duties and Responsibilities of the Post	<ul style="list-style-type: none"> i) Translation work from English to Hindi and vice-versa and vetting thereof. ii) To acquaint the officers and staff of the concerned departments with the provisions of the O.L. Act, Government rules and orders relating to official language and Hindi Training and to help them in implementing the same. iii) To ensure proper compliance of the O.L. Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in the department. iv) To work as the Secretary of the Official Language Implementation Committee of the department and to convene its meetings from time to time, to prepare the agenda and minutes of the meetings and to co-ordinate the action taken in the meetings. v) To make suggestions from time to time for promoting the progressive use of Hindi and to liaison with the Department of Official Language through proper channel. vi) To prepare and organize Hindi workshops and to assist officers and staff in learning Hindi and using Hindi language in official business.
07	Pay and Allowances	A Deputationists shall be entitled to his/her basic pay in the Pay Level 10 (Rs. 56,100- 1,77,500) in the parent cadre drawn in his/her parent cadre/ organization and other admissible allowance as and at the rate as may be determined by the Government of India from time to time.
08	Qualifications, Experiences and Eligibility required for the post.	<p>Officials of the Central Government or State Government or Union territories or Universities or recognized research institutions or public sector undertakings or semi Government or statutory or autonomous organizations.</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department;</p> <p>or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level 8 in the pay matrix Rs. 47,600 – 1,51,100/- or equivalent in the parent cadre or department;</p> <p>or</p> <p>(iii) 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. 44,900 – 1,42,400/- or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p>Essential:</p> <p>(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;</p> <p>or</p> <p>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;</p> <p>or</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as compulsory or elective subject or as the medium of examination at the degree level;</p> <p>or</p> <p>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 the medium of examination at the degree level;</p> <p>or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject 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>(ii) three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or <i>vice-versa</i>, preferably of technical or scientific literature under the Central Government or State Governments or Universities or recognized research institutions or recognized educational institutions or public sector undertakings or statutory or autonomous organizations;</p> <p>Or</p> <p>Three years' of experience of teaching in Hindi and English or research in Hindi or English under the Central Government or State Governments or Universities or recognized research institutions or recognized educational institutions or public sector undertakings or statutory or autonomous organizations.</p> <p>Desirable:</p> <p>Studied one of the language other than Hindi included in the Eighth Schedule to the Constitution at 10th standard from a recognized Board.</p>

		<p>Note 1: The departmental Senior Translator in level 7 in the pay matrix Rs. 44,900 – 1,42,400/- with three years' regular service in the grade and have successfully completed the training of two-four weeks shall also be considered along with outside officials and in case, such person is selected, the post shall deemed to have filled by promotion.</p> <p>Note 2: The period of deputation (including short term contract) including the period of deputation (including short term contract) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years.</p>
09	Age	The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.


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