



No. 2-6/14-Admn.I
Government of India
Min. of H & Family Welfare
Office of Medical Superintendent
Safdarjung Hospital

New Delhi 110029.

Dated: 9-7-2020

Vacancy Circular

Subject: Filling up one post of Assistant Director (Official Language) in the Hindi Section in VMMC & Safdarjung Hospital, Ministry of Health & Family Welfare in Level 10 of pay Matrix (Rs.56100-177500/-) on deputation (including short term contract) plus promotion.

It is proposed to fill up one post of Assistant Director (official Language) (General Central Service, Group 'A', Gazetted, Non Ministerial) in the Hindi Section in Safdarjung Hospital, Ministry of Health & Family Welfare in Level 10 of pay Matrix (Rs.56100-177500/-) by Composite Method : Deputation (including short term contract) plus promotion.

2. **Eligibility Conditions** : Composite Method : Deputation (Including short term contract) plus Promotion

Officers under Central or State Government or Union Territories or Autonomous or Statutory Organizations or Public Sector Undertakings or Universities or recognized research Institutions:

- (a) (i) holding analogous posts on regular basis in the Parent cadre/department
Or

(ii) with three years service in the grade rendered after appointment thereto on a regular basis in Level 7 in the pay matrix or equivalent in the parent cadre or department;

And

- (b) Possessing the following education qualification and experience :

Essentials :-

- (I) Master 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
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

Master's degree of a 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 a examination at the degree level;

Or

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 a examination at the degree level;

Or

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:

- (II) Three years experience of using or applying terminology (terminological work) in In Hindi and translation work from English to Hindi or vice versa preferably of technical or scientific literature under Central or State Governments or Autonomous Body or Statutory Organizations or PSU or Universities or recognized research or educational institution.

Or

Three years experience of teaching in Hindi and English or research in Hindi or English under Central or State Governments or Uts. Or Autonomous Body or Statutory Organizations or PSU or Universities or recognized research or educational institution.

The Departmental Senior Translator in Level 7 in the pay matrix with 3 years regular service in the grade and possessing the educational qualification and experience prescribed for deputationists will also be considered along with the outsiders and in case he/she is selected for appointment to the post, the same shall be treated as having been filled by promotion

Note – 2: 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 organization/department shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications).

3. List of Duties/Responsibilities attached to the post of Assistant Director (Official Language) are as under:

- 1) The translation work from English to Hindi and vice versa and vetting thereof.
- 2) To acquaint the officers and staff of the concerned departments with the provisions of the O.L. Act Government rules & orders relating to official language and Hindi training and to help them in implementing the same.
- 3) To ensure proper compliance of the provisions of the Official Languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in their department and subordinate offices, Sections, companies and corporations etc.

- 4) To work as the Secretary of the Official Language Implementation Committee of their department/office 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 on the decisions taken in the meetings.
- 5) To make suggestions from time to time for promoting the progressive use of Hindi and to keep liasion with the Official Language Department through proper channel.
- 6) To prepare the reference and help literature, to organise Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in official, business.
- 7) The services of the Hindi Officers/Translators should, as far as possible, be utilised for translation and Official Language Implementation work only for which these posts have been created. In case in any office the required Hindi work is completed in accordance with the targets of the Annual Programme only then the Officers/employees working against Hindi posts should, provided they get time, be entrusted any other work in addition to the work pertaining to translation and implementation of Official Language Policy.

4. Regulation of pay and other terms of deputation :-

The pay of the selected candidate will be regulated under the provisions contained in the DOP&T O.M. No.6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended from time to time.

5. Age-limit :-

The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

6. Period of deputation :-

Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed 4(four) years.

7. Application (in triplicate) only in the prescribed proforma (Annexure-1) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) alongwith the following documents:

- (i) Cadre clearance ; (ii) Integrity Certificate (iii) List of major/minor penalties imposed if any, on the official during the last 10 years; **(if no penalty has been imposed a 'Nil' certificate should be enclosed)** (iv) Vigilance clearance Certificate. (v) Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Government of India).

Complete advertisement, Bio data format (Annexure-1) and certificate format for CC, IC, VC & MMO (Annexure-II) etc. can be downloaded from Safdarjung Hospital website www.vmmc-sjh.nic.in

The application alongwith required documents, may be forwarded to:
The Deputy Director Admn.
VMMC & Safdarjung Hospital,
New Delhi.
Room No.513, 516

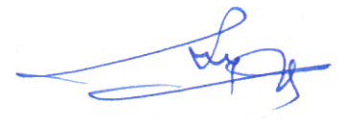
Within 60 days of the publication of the circular in the Employment News/Rozgar Samachar. Applications not forwarded through proper channel or those received with the requisite certificates and necessary documents will not be entertained.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.


Dy. Director Admn.

Copy forwarded to:-

1. All Ministries/Department of Govt. of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices and Regional Research Institutions under their administrative control.
2. Secretary, Deptt. of Heavy Industry, M/O Heavy Industries & Public Enterprises, Udyog Bhawan, ND
3. Secretary, University Grants Commission, Bahadurshah Zafer Marg, New Delhi 110002 with the request to forward to all the Heads of the Universities.
4. The Secretary, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi.
5. Principal Secretary/Secretary (Health), all State Governments/ administration of all Union Territories.
6. Chief Managing Directors of all Public Sector Undertakings.
7. Vice-Chancellors of all Health Universities.
8. Heads of all Semi government/ Autonomous and Statutory Organizations/ Recognized Research Institutions.
9. All Organizations of the Deptt. of Health & Family Welfare.
10. Copy to NIC for uploading the above circular in Ministry of Health and Family Welfare's website.


Dy. Director Admn.

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2-7-2020

Proforma for application for the post of Assistant Director (Official Language) in Hindi Section in Safdarjung Hospital, Ministry of Health & Family Welfare in Level 10 of pay Matrix (Rs.56100-177500/-) on deputation (including short term contract) plus promotion.

BIO-DATA / CURRICULAM VITAE PROFORMA

1. Name and Address (in Block Letters with telephone number)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into Govt. Service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualification	
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)	
<u>Educational Qualification</u> (III) Masters 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 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 Master's degree of a 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 a examination at the degree level; Or 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 a examination at the degree level;

Or

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:

(IV) Three years experience or using or applying terminology (terminological work) in

In Hindi and translation work from English to Hindi or vice versa preferably of technical or scientific literature under Central or State Governments or Autonomous Body or Statutory Organizations or PSU or Universities or recognized research or educational institution.

Or

Three years experience of teaching in Hindi and English or research in Hindi or English under Central or State Governments or Uts. Or Autonomous Body or Statutory Organizations or PSU or Universities or recognized research or educational institution.

The Departmental Senior Translator in Level 7 in the pay matrix with 3 years regular service in the grade and possessing the educational qualification and experience prescribed for deputationists will also be considered along with the



<p>outsiders and in case he/she is selected for appointment to the post, the same shall be treated as having been filled by promotion</p> <p>Note – 2: 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 organization/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications).</p>	
<p>(i) Officers under the Central or State Government or Union Territories or Autonomous or Statutory Organizations or Public Sector Undertakings or Universities or recognized research institutions:</p> <p>(a)(i) Holding analogous posts on regular basis in the parent cadre / department;</p> <p>Or</p> <p>(ii) with three years service in the grade rendered after appointment thereto on a regular basis in Level 7 in the pay matrix or equivalent in the parent cadre or department</p>	
<p>(ii) Please state clearly whether in the light of entries made by you above, you meet the requisite essential Qualifications and experience of the post.</p>	



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

Office/Organization	Post held on regular basis	Period of service	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of appointment whether regular/adhoc /deputation	Nature of duties (in detail)

Important: Pay band and Grade pay granted under MACP/ACP are personal to the officer and therefore, should not be mentioned. Only 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 under:

Office/Organization	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent	
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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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.

- 9.1 Note : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith cadre Clearance, Vigilance Clearance and Integrity Certificate.



9.2 Note: Information under Column (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.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13. 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.		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization 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



<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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</p>	
<p>(Note) : Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements :</p> <p>The candidates are requested to indicate information with regard to ; (i) Research Publications and reports and special projects (ii)Awards/Scholarships/official Appreciation (iii)Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v)Any research/innovative measure involving official recognition (vi) any other information</p> <p>(Note : Enclose a separate sheet if the space is insufficient)</p>	
<p>17.Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term(Contract)</p> <p>(The option of 'STC'/'Absorption'/'re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18.Whether belongs to SC/ST</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-----

Countersigned

(Employer/Cadre Controlling Authority with seal)



Certification 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 qualification and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately

3. 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)

Place:
Dated:

Name & Designation
Telephone No:
Office Seal: