

No. Q/PA.III/575/1/2018
Ministry of External Affairs
[Administration Division]

New Delhi, 31st July, 2018

VACANCY CIRCULAR

Subject : Appointment for filling up the post of Under Secretary with specialization in Hindi on deputation basis in Ministry of External Affairs.

Applications in the prescribed proforma (as per annexure of the advertisement) are invited from eligible officers for filling up of the post of Under Secretary on deputation basis in the Ministry of External Affairs, New Delhi as per the details given below:

1. Name of the post with Pay Level	:	Under Secretary – Level 11 of the Pay Matrix
2. Period of Deputation	:	Initially for three years ; could be extended as per extant rules prescribed by DoPT on the subject.
3. Job Description	:	To work in a certain specialized Division at MEA Headquarters, New Delhi.
4. Eligibility	:	Officers working in Central Government Offices holding analogous posts on regular basis or with 5 years' regular service in the posts in Level 10 of the Pay Matrix
5. Essential Qualifications and Experience	:	<u>Educational Qualifications:</u> i. Master's degree of a recognised University or equivalent in Hindi with English as a subject at degree level [OR] ii. Master's degree of a recognised University or equivalent in English with Hindi as a subject at degree level [OR] iii. Master's degree of a recognised University or equivalent in any subject with Hindi and English as subjects at degree level.

		<p><u>Experience</u></p> <p>i. Six 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 style="text-align: center;">[OR]</p> <p>ii. Six years experience of teaching, research, writing or journalism in Hindi.</p>
6.	Desirable Qualifications	<p>i. Experience of working in Hindi Newspaper Organisation/News agency/Cultural Organisation.</p> <p>ii. One or more modern Indian languages other than Hindi at graduation level.</p> <p>iii. Experience in dealing with establishment matters.</p>
7.	How to apply	<p>Completed application should be sent through proper channel in the prescribed proforma to Joint Secretary (Administration), Room No. 149 C, South Block, Ministry of External Affairs, New Delhi. The duly completed application should be sent alongwith:</p> <p>a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officer.</p> <p>b) Cadre Clearance</p> <p>c) Vigilance Clearance</p> <p>d) Details of minor/major penalty imposed on the officer by the Competent Authority for the last 10 years, if any</p> <p>e) Statement of Bio-data in the prescribed proforma (as per Annexure) in duplicate copy signed by the volunteering officer and forwarded through proper channel.</p>

8. Pay & Allowance	:	Admissible as per guidelines of Department of Personnel & Training's O.M No: 6/8/2009-Estt. (Pay II) dated 17.06.2010 amended from time to time.
9. Accommodation	:	Residence will be allotted strictly according to availability/vacancy in accordance with extant Rules/Guidelines in the Ministry.

Note: It would be mandatory to serve the deputation term and premature relieving would not be considered except in rare or exceptional circumstances.

2. Applications of willing and eligible officers may be forwarded to the undersigned latest by **September 15, 2018**. Cadre Controlling Authorities are requested that the applications of only those officers are forwarded who can be spared on being selected.

Manusmriti

(Manusmriti)

Under Secretary (Cadre/PA-III)

Ministry of External Affairs

Room No-4086, B-wing,

Jawaharlal Nehru Bhawan,

Janpath, New Delhi.

Tel: 49015368

Enclosure: Proforma

To:

1. All Ministries/Departments of Central Government – with a request to circulate the vacancy to their entire field sources including attached/subordinate offices.
2. All Notice Boards in the Ministry of External Affairs.
3. XP Division (for uploading the circular on MEA website).

BIO-DATA PROFORMA
(to be submitted in duplicate through proper channel)

1. Name of the post applied for
2. Name and Address in block letters
3. Date of birth (in Christian era)
4. Date of retirement
5. Educational qualifications
6. 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).

	Qualification/ Experience (as prescribed)	Qualification/ Experience Possessed by the Officer
Essential		
Desirable		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
8. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Inst./ Organisation	Post held	From	To	Scale of Pay & Basic Pay *	Nature of appointment	Nature of duties performed in brief

* Basic Pay in the post being held on regular basis

9. Nature of present employment i.e., ad-hoc or temporary or permanent
a) If ad-hoc, please state name of post held on regular basis and payscale attached thereto

10. 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/organisation to which you belong
11. Additional details about present employment
- Please state whether working under
- a) Central Government
 - b) State Government
 - c) Autonomous organisation
 - d) Government undertakings
 - e) Universities
12. 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.
13. Are you holding a payscale under ACP? If yes, please state payscale attached to regular post held by you
14. Total emoluments per month now drawn :
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
16. Whether belongs to SC/ST/OBC :
17. Remarks :

(Signature of the applicant)

Name : _____
Address : _____
Tel : (O) _____
(R) _____
(M) _____

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Certificate to be furnished by the Employer/ Head of Office/ Forwarding Authority

1. Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.
2. Also certified that :
 - (i) There is no vigilance case pending/ contemplated against him/her
 - (ii) Attested copies of complete CR dossier for the last 5 years attested (on each page) by an officer not below the rank of Under Secretary to the Government of India are enclosed
 - (iii) His/ Her integrity is beyond doubt
 - (iv) No major/minor penalties has been imposed on him/her during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (Strike out whichever is not applicable)
 - v) Cadre Clearances Certificate from Cadre Controlling Authority is enclosed.

Date:

Signature:

Place:

Name & Designation