

No. A-32013/07/2018-NTH  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Consumer Affairs  
(National Test House Division)

Gallery No. 12/2, Jam Nagar House,  
Shahjahan Road, New Delhi - 110011  
Dated the 05<sup>th</sup> February, 2018

To,  
The Chief Secretaries  
(All State Governments)

**Subject:- Filling up of the post of Assistant Director (Official Language) in National Test House (ER) at Kolkata in Level-10 ( Rs.56100-Rs.1,77,500) in the National Test House on deputation basis.**

Sir,

I am directed to say that it has been decided to fill up one post of Assistant Director (Official Language) in National Test House, Eastern Region at Kolkata in the Level-10 (Rs.56,100-Rs.1,77,500) in the National Test House a subordinate Office under the Department of Consumer Affairs on deputation basis from the :-

Officers under the Central Government or State Government:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or  
(ii) with three years' service in the grade rendered after appointment thereto on regular basis in the level-7 in the pay matrix (Rs.44,900-Rs.1,42,400/-) or equivalent in the parent cadre or department; or  
(iii) with eight years' service in the grade rendered after appointment thereto on regular basis in the level-6 in the pay matrix (Rs.35,400-1,12,400/-) or equivalent in the parent cadre or department; and
- (b) possessing the essential qualifications and experience as under:

**Essential:**

(i) Master's degree of a recognised University or equivalent in Hindi with English as a subject at the degree level ; or

Master's degree of a recognised University or equivalent in English with Hindi as a subject at the degree level ; **or**

Master's degree of a recognised University or equivalent in any subject with Hindi and English as subject at the degree level ; **or**

Master's degree of a recognised University or equivalent in any subject with Hindi Medium and English as a subject at the degree level ; **or**

Master's degree of a recognised University or equivalent in any subject with English Medium and Hindi as a subject at the degree level.

(ii) Three years' experience of using or applying (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature in a Central or State Government Office or Undertaking or in any recognised Institution;

**OR**

Three years' experience of teaching in Hindi and English at 10+2 level in a recognised educational Institute.

**Desirable :**

- (i) Studied at the level of Matriculation of a recognised Board any one of the language other than Hindi included in the Eight Scheduled of the Constitution ;
- (ii) Degree or Diploma in translation from Hindi to English and vice-versa from any recognised University or Institute.

The Departmental Officers in the feeder cadre who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

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

Note : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2016 or the date from which the revised level in the pay matrix based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scales of pay into one grade with a common level in the pay matrix and where this benefit will extend only for the post(s) for which that level in the pay matrix is the normal replacement grade without any upgradation.

**The Place of posting : Kolkata**

**Brief Duties of the Post:**

Assistant Director(Official Language) is handling matters related to translation work from English to Hindi and vice-versa and vetting thereof. 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. 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 National Test House and its subordinate offices. To work as the Secretary of the Official Language Implementation Committee of National Test House and to convene its meeting from time to time, to prepare the agenda and minutes of the meetings and co-ordinate the action taken on the decisions taken in the meetings.

**Contd.....2/-**

2. It is requested that the applications in the enclosed proforma (**Appendix – I**) from officers who are willing and fulfilling the above qualification and experience and whose service can be spared immediately on his/her selection to the post, may kindly be forwarded to the **Deputy Director, Department of Consumer Affairs, 12/2, Jam Nagar House, Shahjahan Road, New Delhi -110011, within 60 (Sixty days) from the date of issue of advertisement in the Employment News/Rozgar Samachar**, along with attested copies of latest 5 years' Annual Performance Assessment Report (APARs) (each page attested by an officer not below the rank of under Secretary) Vigilance Clearance, No Penalty statement during the last 10 years, Integrity Certificate and Cadre Clearance (As per proforma enclosed). Incomplete application without above mentioned documents will not be entertained. Application received after the closing date will not be entertained/considered.

Yours faithfully,

[D.K. Sonker]  
Deputy Director (NTH)  
Tel./Fax .No 011- 2307 3612

Copy to:

1. All Ministries/ Departments to the Government of India.
2. NIC, Department of Consumer Affairs, Shastri Bhawan, New Delhi with the request to place this vacancy circular on the website <http://consumeraffairs.nic.in> for wide circulation.

[D.K. Sonker]  
Deputy Director (NTH)  
Tel./Fax .No 011- 2307 3612

**Proforma**

Application for the post of Assistant Director (Official Language) , National Test House

1. Name and Address (In Block Letters) (Complete postal address official and residential)
2. Date of Birth (in Christian era)
3. 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)

|                           |               |
|---------------------------|---------------|
| Qualifications/Experience | Qualification |
| /Experience               |               |
| Required                  | possessed by  |
| the officer               |               |
| Essential (1) (2) (3)     |               |
| Desired (1) (2) (3)       |               |

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

| Official/Institution | Post held | From | To | Scale of Pay and Level in Pay Matrix | Nature of duties (In detail) |
|----------------------|-----------|------|----|--------------------------------------|------------------------------|
|                      |           |      |    |                                      |                              |

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent
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 you belong.
10. Additional details about present Employment  
Please state whether working under (Indicate the name of your employer relevant column):
  - (a) Central Government
  - (b) State Governments
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in Revised Scale or pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn.

14. Additional Information, if any, which you would like to mention in support of your suitability/ for the post (This among other things may provide information with regard to :-

- (i) Additional academic qualification
- (ii) Professional training and
- (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement).

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

15. Whether belongs to SC/ST

I have carefully gone through the Vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post.

Date :

Signature of the Candidate  
Address  
Telephone No.

Countersigned

(Employer with seal and telephone number)

Note: whenever there is a change of address or change in telephone number, the candidates/ Employer should intimate the same.

## **Integrity Certificate**

After scrutinizing the service records of Shri /Smt./Ms.....working as ....., it is certified that there is no doubt about his/her integrity.

Name and Designation of the Officer with Stamp  
(to be signed by the Officer) not below  
the rank of Deputy Secretary level

## **Major /Minor Penalties Certificate**

This is certified that no major/minor penalties have been imposed on Shri/Smt./Ms.

.....

Working as ..... During the last ten years.

Name and Designation of the Officer with Stamp  
(to be signed by the Officer) not below  
the rank of Deputy Secretary level

## **Vigilance Clearance Certificate**

This is to certified that neither Vigilance case/disciplinary/criminal proceedings are pending nor contemplated against Shri/Smt./Ms. ....working as ..... He/She is clear form Vigilance angle.

Name and Designation of the Officer with Stamp  
(to be signed by the Officer) not below  
the rank of Deputy Secretary level

## **Cadre Clearance Certificate**

This is to certify that the competent authority has granted Cadre Clearance to Shri /Smt.....  
for applying to the post of Deputy Director (Admn.) on deputation basis

Name and Designation of the Officer with Stamp  
(to be signed by the Officer) not below  
the rank of Deputy Secretary level