

Government of India
MINISTRY OF DEFENCE

Applications are invited for filling up of eleven (11) posts of Assistant Director (Official Language) in Army Ordnance Corps (AOC) under Ministry of Defence in the Level 10 (Rs. 56,100-1,77,500) of Pay matrix as per 7th CPC recommendations on Deputation (including short term contract) basis. The eligibility conditions for applicants are as under:-

Deputation (Including Short Term Contract):-

Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous Organisations:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (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; or
- (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
- (b) Possessing the following educational qualifications and experience, namely:-

Essential:

- (i) Master's degree of a recognized University or equivalent 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 or equivalent 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 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 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 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 Organisations or Public Sector Undertakings or Universities or recognised Research or educational Institutions;
or
- (iii) Three years' experience of teaching Hindi and English or research in Hindi and English under Central Government or State Governments or Autonomous Body or Statutory Organisations or Public Sector Undertakings or Universities or recognised Research or educational Institutions.

Contd./....

Desirable:

Studied one of the languages other than Hindi included in the 8th Schedule of the constitution at 10th level from a recognised Board.

Note 1:- The Departmental Officers in the feeder grade 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.

Note 2:- Period of deputation (including short term contract) including the 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 year. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.

2. The appointment shall be governed by Department of Personnel & Training OM No. 2/22(B)/2008-Estt(Pay-II) dated 03.09.2008 and instructions issued from time to time.

3. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and upto date confidential reports/APARs of the officers who could be spared in the event of their selection duly countersigned by the employer may be sent to the office of the **Director, OS(Pers), MGO Branch, IHQ of MoD(Army), 'B' Wing, Sena Bhawan, New Delhi-110105 within 60 days** of the issue of this advertisement. Applications received after the last date or without the confidential reports or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending. The details of major/minor penalties imposed on the officer during the last 10 years may also be furnished.

4. As regards qualification asked for vide para 1(a) & (b) above is concerned, a certificate from the competent authority will be attached giving the details of experience.

5. It may be noted that candidate who once apply for the post and selected will not be allowed to withdraw his/her candidature or revert to their parent cadre without completing the period of deputation.


18/1/18

(Biswajit Guha)

Under Secretary to Government of India

**APPLICATION FOR APPOINTMENT TO THE POST OF ASSISTANT
DIRECTOR (OFFICIAL LANGUAGE) ON DEPUTATION BASIS
INCLUDING SHORT TERM CONTRACT IN ARMY
ORDNANCE CORPS, MINISTRY OF DEFENCE**

- 1. Name of applicant :
- 2. Present office address (with Tele No.) :
- 3. Name & Address of parent organization (with Tele No) :
- 4. Date of Birth (Christian Era) :
- 5. Date of Superannuation
- 6. Whether Central Government Governments or Union Territories or Public Sector Undertakings or recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous Organisations:

7. Educational and Professional Qualifications :

Sl No.	Name of the Board	Exam Passed	Year	Subjects Main/Compulsory/ Elective
(i)				
(ii)				
(iii)				
(iv)				

- 8. Experience, if any, relating to Hindi/English translation work:
- 9. Whether the eligibility conditions prescribed for the post are satisfied:
- 10. Whether Temporary or Permanent (If on Deputation, since when) :
- 11. Details of the previous employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Office/ Organisation	Post held	From	To	Level in the Pay Matrix and Basic Pay	Nature of Duties

UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief.

I, _____ undertake that in the event of my selection to the post of Assistant Director (Official Language) in Army Ordnance Corps on transfer on deputation basis or short term contract, I will not withdraw my candidature.

Place : _____

Signature of the Candidate

Date: _____

Note: No column of the proforma should be left blank. Incomplete applications are liable to be rejected.

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CERTIFICATE BY THE ADMINISTRATIVE AUTHORITY

1. Certified that the particulars furnished by the officer have been checked from available records and found correct.
2. Certified that the applicant is eligible for the post applied for as per terms and conditions mentioned in the circular/advertisement.
3. Integrity of the applicant is certified as 'Beyond Doubt'.
4. Certified that no vigilance/disciplinary case is either pending or contemplated against the applicant.
5. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Up-to-date APAR dossier of the applicant/photocopies of APARs for the last 5 years duly attested by an officer of the rank of Under Secretary/equivalent or above are enclosed for assuming the deputation post by the due date.
7. In case of selection of the officer, he/she will be relieved of duties from this office.

Signature :

Name :

Designation :

(Not below the rank of Under Secretary)

Date :

Tele No :

Place :

(Office Stamp)