

No. Q/PA.III/575/7/2017
Ministry of External Affairs
[Administration Division]

New Delhi
August 01, 2017

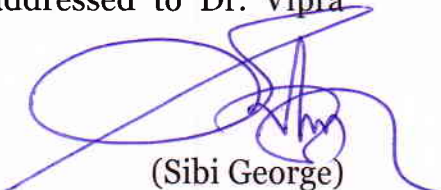
VACANCY CIRCULAR

Applications in the prescribed proforma (as per annexure of the advertisement) are invited from eligible officers for filling up of the post of Deputy Secretary(Hindi) 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	:	Deputy Secretary (Hindi) – Level 12 of the Pay Matrix
2.	Period of Deputation	:	Initially for 3 years; could be extended as per extant rules prescribed by DoPT on the subject.
3.	Age Limit	:	The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.
4.	Job Description	:	To work in a certain specialized Division at MEA Headquarters, New Delhi.
5.	Eligibility	:	Officers working in Central Government Offices holding analogous posts on regular basis or with 5 years' regular service in the posts in Level 11 of the Pay Matrix
6.	Essential Qualifications and Experience	:	<p><u>Educational Qualifications:</u></p> <p>i. Master's degree of a recognised University or equivalent in Hindi with English as a subject at degree level [OR]</p> <p>ii. Master's degree of a recognised University or equivalent in English with Hindi as a subject at degree level [OR]</p> <p>iii. Master's degree of a recognised University or equivalent in any subject with Hindi and English as subjects at degree level</p> <p><u>Experience</u></p> <p>i. 10 years experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature. [OR]</p> <p>ii. 10 years experience of teaching, research, writing or journalism in Hindi.</p>

7.	Desirable Qualifications/ Experience	:	<ul style="list-style-type: none"> i. Ph.D Degree in the relevant subject. ii. Experience of working in Hindi Newspaper Organisation/News agency/ Cultural Organisation. iii. Should have studied one or more Indian languages other than Hindi at graduation level. iv. Experience in dealing with establishment matters. v. Sanskrit as one of the subjects at graduation level.
8.	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> <ul style="list-style-type: none"> a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officers. b) Cadre Clearance c) Vigilance Clearance d) Details of minor/major penalty imposed on the officer by the Competent Authority, if any
9.	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.
10.	Accommodation	:	Residences will be allotted strictly according to availability/vacancy in accordance with extant Rules/Guidelines in the Ministry.

2. Applications of the willing and eligible officers may be forwarded to the undersigned latest by August 31, 2017. Cadre Controlling Authorities are requested that the applications of only those officers are forwarded who can be spared on being selected. Any queries regarding the application may be addressed to Dr. Vipra Pandey, Under Secretary (Cadre) at uscadre@mea.gov.in.


 (Sibi George)
 Joint Secretary(Admn)

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. XP Division (for uploading the circular on MEA website).

Annexure

APPLICATION PROFORMA FOR THE POST OF
DEPUTY SECRETARY (HINDI)
IN THE MINISTRY OF EXTERNAL AFFAIRS
(ON DEPUTATION)

Paste your
passport size
photo here

1. Name & Designation:

2. Date of Birth:

3. Gender

4. Educational Qualifications:

5. Mobile No.:

6. Email ID:

7. Service/ Batch:

8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Institution/ Organisation	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed

9. Details of current deployment:

10. Basic Pay, Pay Scale & Grade Pay:

11. Details of courses/ training programmes attended, if any:

12. Details of publication, if any:

13. Languages known:

14. Details of previous ex cadre deputation, if any:

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be

16. Remarks

(Signature of candidate)

Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head of Department
(with Stamp)