

Lucy Dot

# VACANCY CIRCULAR

"Har Kaam Desh Ke Naam"

No A/49804/D-2/CAO/R-1

GOVERNMENT OF INDIA

Ministry of Defence

Office of Joint Secretary & Chief Administrative Officer

Hall No.1, 1<sup>st</sup> Floor, 'A'-Block

Defence Offices Complex, Africa Avenue

(Near S.N. Depot), New Delhi – 110 023

Dated : 22 Oct 2024

To

All the Ministries/Depts of Govt. of India

All the Chief Secretaries of State Govts. and Union Territories

**Sub :** FILLING UP OF 01 VACANCY IN THE GRADE OF 'DIRECTOR (OFFICIAL LANGUAGE) IN ARMED FORCES HEADQUARTERS OFFICIAL LANGUAGE SERVICE, MINISTRY OF DEFENCE ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) BASIS.

Sir/Madam,

I am directed to say that **01** vacancy In the grade of 'Director (Official Language)' (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level – 13 in the pay matrix, is required to be filled in Armed Forces Headquarters Official Language Service, Ministry of Defence on Deputation (Including Short Term Contract) basis on the following conditions: -

### Deputation (Including Short Term Contract):

Officers under the Central Government or State Government or Union Territory administration or Universities or recognised Research Institutions or Public Sector Undertakings or statutory or autonomous Organisations:

- (a) (i) holding analogous post on regular basis in the parent cadre or Department ; **or**
- (ii) having five years service in the grade rendered after appointment thereto on regular basis in Level – 12 in the pay matrix in the parent cadre or department; **and**
- (b) possessing the following educational qualification and experience :-  
Essential:-
- (i) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or
- (ii) Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or
- (iii) Master's degree of a recognised 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
- (iv) Master's degree of a recognised 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

(जेड एस कोइरेण्ग / ZS KOIRENG)

उप निदेशक/अधीनस्थ ३

Dy. Director (A-3)

संयुक्त सचिव/सहायक सचिव कार्यालय

070 JS & 070

रक्षा मंत्रालय, नई दिल्ली-110011

Ministry of Defence, New Delhi-110011

22.10.24



(v) Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as a 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. and

(b) (i) Ten 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 Union territories or autonomous body or statutory organisations or public sector undertakings or universities or recognised research or educational institutions or

(ii) Ten years' experience of teaching in Hindi and English or research in Hindi or English under the Central Government or State Governments or Union territories or autonomous body or statutory organisations or public sector undertakings or universities or recognised research or educational institutions.

**Desirable**

(i) Studied one of the languages other than Hindi included in the Eighth Schedule of the Constitution at least in 10<sup>th</sup> class pass from a recognised Board.

2. **Job Profile** : Brief particulars of duties assigned to the post of Director (Official Language) are as under :-

- (a) Liaison with Service Headquarters and Inter Service Organisations for coining of Defence Terminology.
- (b) Control and direct Hindi Policy in terms of Official Languages Act, Presidential directives & Government Orders.
- (c) Control, manning, posting, transfer and sanction of entire Hindi staff of Lower formation.
- (d) To plan, execute and progress Hindi training scheme for officers, combatants and civilians.
- (e) To lay down policy in respect of Hindi training syllabi and preparation of text books.
- (f) To select, procure and supply reference and help literature.
- (g) To act as member Secretary of OLIC.
- (h) To represent Service Headquarters in high powered Committees on Official Language Policy.

3. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. The Period of deputation (including Short Term Contract) to the Grades of Director(Official Language) of the service including period of deputation in another ex-cadre post held immediately preceding appointment to these Grade in the same or some other organization or department of the Central Government shall ordinarily not exceed 05 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

22.10.24

(जेड एस कोइरंग / ZS WOIRENG)  
उप निदेशक/पं. 1 एवं 3  
Dy. Secy. (Official Language)  
संस्कृत विभाग, प्रकाशक कार्यालय  
0/0  
एन.डी.ओ. बंगला-110011  
Ministry of Defence, New Delhi-110011

