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File No. 21034/17/2026-OL(Training)
GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA
DEPARTMENT OF OFFICIAL LANGUAGE/RAJBHASHA VIBHAG

NDCC-II Building, Jai Singh Road,
New Delhi-1, Dated 20/09/26

OFFICE MEMORANDUM

Subject : Filling up of one Post of Director Pay Matrix Level-13, ₹1,23,100-2,15,900 on Deputation/Absorption basis in Central Hindi Training Institute, New Delhi, a subordinate office of Department of Official Language, Ministry of Home Affairs.

The services of one suitable officer are urgently required for appointment to the post of Director, in Central Hindi Training Institute, a subordinate office of the Department of Official Language, Ministry of Home Affairs on Deputation/Absorption basis, in the revised pay scale Pay Matrix Level-13, ₹1,23,100-2,15,900. The qualification and experience required for the post and other details are given in Annexure-I. The pay of selected officer will be regulated in accordance with the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010, as amended from time to time.

2. It is requested that the application (in duplicate) in the enclosed proforma (Annexure-II) of suitable, willing and eligible officers and who can be spared immediately on selection may be sent to the undersigned within 30 days from the date of issue of the Office Memorandum or from the date of publication of this Office Memorandum in Employment News/Rozgar Samachar, whichever is later along with the following documents:-

- (i) Clear Photostat copies of their ACR/APAR for the last 5 years i.e. 2019-20 to 2023-24 duly attested by Group 'A' Gazetted Officer.
- (ii) Integrity Certificate.
- (iii) Certificate confirming that no disciplinary/Vigilance case is either pending or being contemplated against the officer.
- (iv) A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years. (If no penalty has been imposed, a 'NIL' certificate should be enclosed).
- (v) Cadre clearance in respect of the applicant.

3. Application received after the closing date or without the photostat copies of ACR/APAR duly attested by a Group 'A' officer or without recommendation of the concerned office or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be immediately relieved of his duties.

Prem Narain
(PREM NARAIN)
Deputy Secretary to the Govt. of India

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Dated: 20/05/2026

1. All Ministry/Department of Government of India.
2. The President's Secretariat, New Delhi
3. The Vice President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. Election Commission of India, New Delhi.
7. Lok Sabha/Rajya Sabha Secretariat .
8. Union Public Service Commission.
9. Central Vigilance Commission.
10. Comptroller General of India, New Delhi.
11. All officers, Desks and Sections in the Ministry of Home Affairs (proper), Deptt.of Justice and Deptt.of J&K Affairs & Deptt.of Official Language.
12. All Cadre Unit of Ministry of Home Affairs.
13. Director (Training/Technical/Implementation), Joint Director (Policy), Department of Official Language.
14. Director, Central Hindi Training Institute, New Delhi.
15. Director, Central Translation Bureau, New Delhi
16. Senior Technical Director, NIC, Department of Official Language, New Delhi for placing this OM on the website of Department of Official Language.
17. Media Executive, DAVP, Ministry of Information & Broadcasting, Soochna Bhawan, CGO Complex, Lodhi Rd, New Delhi.
18. Guard File
19. Spare copy 20

Prem Narain

(PREM NARAIN)

Deputy Secretary to the Govt. of India

Qualification, experience and other details required for filling up the post of Director on Deputation/Absorption basis in the Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, New Delhi.

1	Name of the post	Director
2	No.of Post(s)	01 (ONE)
3	Classification	General Central Service Group 'A' Gazetted Non-Ministerial.
4	Scale of Pay	Pay Matrix Level-13, ₹1,23,100-2,15,900
5	Period of deputation & age limit.	The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed five years. Note 1: 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 2: Only Officers of Central Government shall be considered for absorption.
6	Eligibility	Deputation: Officers under the Central Government or State Government or Union Territory Administrations,- (a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years' service rendered after appointment to the post on a regular basis in Level - 12(Rs.78800-209200) in the Pay Matrix or equivalent in the parent cadre or department and (b) possessing the following educational qualifications and experience, namely:- (i) Master's degree of a recognized University or Institute in Hindi with English as a subject at the degree level; or (ii) Master's degree from a recognized University or Institute in English with Hindi as a subject at the degree level; or (iii) Master's degree from a recognized University or Institute in any subject with Hindi medium and English as subject at the degree level; or (iv) Master's degree from a recognized University or Institute in any subject with English Medium and Hindi as a subject at the degree level; or (c)(i) Twelve years experience of Terminological work in Hindi or translation work from English to Hindi or vice-versa preferably of technical or scientific literature; or (ii) twelve years experience of teaching or research writing or journalism in Hindi; and (iii) ten years experience in administration, establishment and accounts matters.
7	Duty of Post	1. Director is the Chief Executive Officer of the Central Hindi Training Institute. The overall responsibility for implementing the Hindi Teaching rest on the Director who directly reports to the Department of Official Language. He is the Head of the Department in respect of both Central Hindi Training Institute and Hindi Teaching Scheme. He is appointing/disciplinary authority in respect of various Group "C" and Group 'B' posts. 2. To Implement the policy relating to Central Hindi Training Institute/Hindi Teaching Scheme.

		<ol style="list-style-type: none">3. To review the performance of full time and part-time training centres under their control and give recommendations regarding closing/opening of training centres.4. To call meetings of the officer in over all-charge of Hindi Teaching Scheme of the different centres and to establish regular contact with them and ensure sufficient enrolment and attendance in the classes5. To fully comply with the orders/Instructions given by the Joint Secretary (OL) and other higher officers of the Department of Official Language.6. To ensure full utilisation of the capabilities of Deputy Directors, Assistant Directors, Hindi Pradhyapak and other staff working under his charge.7. To control and oversee various examinations conducted under the Hindi Teaching Scheme as well as Central Hindi Training Institute.8. To formulate Five Year Plans for timely and effective implementation of the policies of Govt. of India with regard to Hindi Teaching .9. To exercise control over budgetary expenditure of the Central Hindi Training Institute as well as Hindi Teaching Scheme.10. To exercise the financial powers vested in him as Head of the Department, as per Delegation of Financial Power Rules 1978.
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ANNEXURE-II

BIO DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) (Mob. No. and E-mail Id)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service ii) Date of retirement under Central/State	
4. Educational Qualifications	
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 required as mentioned in the advertisement/vacancy circular.	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications, elective/main subject and subsidiary subjects may be indicated by the candidates.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant essential qualification/work experience possessed by the Candidate (as indicated in the Bio data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay	Nature of Duties (in detail) highlighting

				Scale of the post held on regular basis	experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme.	From	To

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity Certificate.			
9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment:			

Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basic Pay in the Pay Band	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scale, the latest salary slip issued by the Organisation showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc.,(with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (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)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i). Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		

<p>17 Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.</p> <p># (officers under Central/State Governments are only eligible for “Absorption”. Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> <p># (The option of ‘STC’/Absorption/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption’ or “Re-employment”).</p>	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld.

Signature of the Candidate

Address with E-mail

Date

Place:

CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....

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ii) His/ Her integrity is certified.

iii) His /Her ACR/APAR Dossier in original is enclosed/photocopies of the ACR/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.

iv). No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with
Seal)