

No. A-35012/1/2021-CHTI/ 2554

Government of India

M/o Home Affairs, Rajbhasha Vibhag

Central Hindi Training Institute

7<sup>th</sup> floor Antodya Bhavan, CGO Complex

Lodhi Road, New Delhi - 110003

Dated

18.10.2021

OFFICE MEMORANDUM

Sub:- Filling up of Post of Research Assistant (Language) & Research Assistant (Hindi Typing and Hindi Stenography) on deputation/Re-employment basis in the Central Hindi Training Institute, New Delhi, a subordinate office of the Department of Official Language, Ministry of Home Affairs.

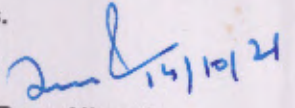
Following posts are urgently required to be filled up on deputation basis in Central Hindi Training Institute, New Delhi, a subordinate office of the Department of Official Language, Ministry of Home Affairs. The qualification and experience required for the post and other details are given in Annexure-I & Annexure-II. 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 17<sup>th</sup> June 2010, as amended from time to time.

S.No.	Name of the Post	Pay Scale	No. of Posts
1.	Research Assistant (Language) (Non-Gazetted Group 'B')	Level-6, Rs.35400-112400 (Pre-revised PB-2, Rs.9300-34800+GP Rs.4200/-)	01
2.	Research Assistant (Hindi Typing and Hindi Stenography) (Non-Gazetted Group 'B')	Level-6, Rs.35400-112400 (Pre-revised PB-2, Rs.9300-34800+GP Rs.4200/-)	02

2. It is requested that the application {in duplicate} in the enclosed proforma {Annexure-III} of suitable, willing and eligible officers and who can be spared immediately may be sent to the undersigned within 60 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 together with the following documents:-

- Clear Photostat copies of their ACR/APAR for last 5 years i.e. 2014-15 to 2018-19 duly attested by Group "A" Gazetted Officer.
- Integrity Certificate.
- Certificate confirming that no disciplinary/Vigilance case is either pending or being contemplated against the officer.
- A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.
- Cadre clearance in respect of the applicant.

2. 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 relieved of his duties.

  
(Ram Niwas)

Administrative Officer

To

1. All Ministry/Department of Government of India.
2. Election Commission of India.
3. Lok Sabha/Rajya Sabha Secretariat.
4. Union Public Service Commission.
5. Central Vigilance Commission.
6. Comptroller & Auditor General of India, New Delhi.
7. Assistant Director (Hindi Typing and Hindi Stenography), CHTI, New Delhi. The above mentioned circular may kindly be uploaded to website.
8. Guard file.

1	Name of the post	Research Assistant (Language)
2.	No. of posts	01 (One)
3.	Classification	General Central Service Group "B" Non-Gazetted, Ministerial
4.	Scale of Pay	Level-6, ₹35400-112400
5.	Period of deputation	The period of deputation including period of deputation 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 exceed three years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of application.
6.	Eligibility	<p>Deputation:-Officers under the Central Government:</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or Department; or  (ii) with six years' service in the grade rendered after appointment thereto on regular basis in post in the Level-5, ₹.29200-92300 or equivalent in the parent cadre or Department; or  (iii) with ten years' service in the grade rendered after appointment thereto on regular basis in post in the Level-4, ₹25500-81100 or equivalent in the parent cadre or Department; and</p> <p>(b) Possessing the following educational qualifications and experience:</p> <p>(i) Master's Degree of recognized University in Hindi with English as a subject at the degree level; or  Master's Degree of a recognized University in English with Hindi as a subject at the degree level; or  Master's Degree of recognized University in any subject with Hindi and English as subject at the degree level; or  Master's Degree of a recognized University in any subject with Hindi Medium and English as subject at the degree level; or  Master's Degree of a recognized University in any subject with English Medium and Hindi as a subject at the degree level.</p> <p>(ii) Two Years' experience in the terminological work in Hindi and/or translation work from English to Hindi or vice-versa preferably of technical or scientific literature or  Two years experience of teaching, research, writing or journalism in Hindi.</p> <p><b>For Armed Forces Personnel:</b>  <b>Deputation/Re-employment:</b>  The Armed Forces Personnel of the rank of Junior commissioned Officer in the Level-6 ₹35400-112400 or equivalent who are due to retire or to be transferred to reserve within a period of one year and possessing the educational qualifications and experience prescribed for deputationist shall also be considered and if selected, such officers shall be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter, they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment shall be on re-employment basis. (Re-employment up to the age of superannuation with reference to civil posts).</p>

<p>7. Job requirement</p>	<p>1. Consolidation, collection and analysis of data relating to training in Hindi language in Central Hindi Training Institute/sub-Institute and Hindi Teaching Scheme.</p> <p>2. Compilation of monthly report, session report and progressive performance report pertaining to the Hindi Pradhyapak/ Assistant Director</p> <p>3. s working in Central Hindi Training Institute/Sub-Institute and Hindi Teaching Scheme and submitting the same for review.</p> <p>4. Compilation and updation of orders pertaining to the Hindi Training.</p> <p>5. To get Half yearly progressive report for ascertaining the exact numbers of employees left out for Hindi Language, Hindi Typing and Hindi Shorthand Training. To put up the files for correspondence with concerned department and then compile and update the data.</p> <p>6. To get the quarterly progress report regarding progressive uses of Hindi.</p> <p>7. To put up the consolidated report important activities pertaining to all regional offices.</p> <p>8. To put up the files for making available the information asked by various offices pertaining to Hindi Language, Hindi Typing and Hindi Shorthand Training.</p> <p>9. To assist the officers in the disposal of all type of statistical procedures in Research and Analysis section.</p>
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1.	Name of the post	Research Assistant (Hindi Typing and Hindi Stenography)
2.	No. of posts	02 (Two )
3.	Classification	General Central Service Group "B" Non-Gazetted, Ministerial
4.	Scale of Pay	Level-6, Rs.35400-112400
5.	Period of deputation	The period of deputation including period of deputation 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 exceed three years. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of application.
6.	Eligibility	<p>Deputation:-Officers under the Central Government:-</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or Department; or  (ii) with ten years' service in the grade rendered after appointment thereto on regular basis in post in the Level-4, ₹25500-81100 or equivalent in the parent cadre or Department ; and</p> <p>(b) Possessing the following educational qualification and experience :</p> <p>(i) Bachelors degree in any subject from a recognized university  (ii) Two years experience in Hindi Typing and Hindi Stenography.</p> <p>For Armed Forces Personnel :</p> <p>Deputation/Re-employment :  The Armed Forces Personnel of the rank of Junior Commissioned Officer in the Level-6, ₹35400-112400 or equivalent who are due to retire or to be transferred to reserve within a period of one year and possessing the educational qualifications and experience prescribed for deputationist shall also be considered and if selected, such officers shall be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter, they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment shall be on re-employment basis. (Re-employment up to the age of superannuation with reference to civil posts).</p>
7.	Job requirement	<ol style="list-style-type: none"> <li>Monitoring and analysis of data's of various training programmes of Central Hindi Training Institute/Hindi Teaching Scheme, relating to Hindi Typing and Hindi Stenography.</li> <li>Preparation and maintenance of data of Officers/Staff being given trainings.</li> <li>Compile details of officers/staff yet to be trained in the Central Government and Corporation, Undertakings/Bodies of under its control.</li> <li>Preparation and circulation of Annual target for various training programme to be organized at various training</li> </ol>

centers all over the country.

5. To prepare the material related to Central Hindi Training Institute and Hindi Teaching Scheme for inclusion in the Annual report published by the Department of Official Language.
6. Providing necessary support in organizing various meetings of Central Hindi Training Institute and Hindi Teaching Scheme and handled related correspondence.
7. Implementation of Policy matters.
8. Preparation of answers to Parliament Question received.
9. To provide necessary support in filling up of the questionnaire related to Parliamentary Committee on Official Language.
10. To provide necessary support in making amendments and proof reading of the text book/study material related to Hindi Typing and Hindi Stenography.

**ANNEXURE-III**  
**APPLICATION FOR THE POST OF RESEARCH ASSISTANT (LANGUAGE)/RESEARCH ASSISTANT (HINDI TYPING AND HINDI STENOGRAPHY) IN THE CENTRAL HINDI TRAINING INSTITUTE, DEPTT.OF OFFICIAL LANGUAGE, NEW DELHI.**

**CURRICULUM VITAE**

1	Name and address in capital letters (with Telephone No./E-mail)	
2	Post for which applied	
3	Date of Birth ( in Christian era)	
4	Date of retirement under Central Government rules/State Government Rules	
5	Educational Qualification	
6	Whether Educational and other Qualifications required for the post are fulfilled. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same	

Qualification/experience required	Qualification/Experience possessed by the officer
(i)	
(ii)	
(iii)	

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

Office/ Institution/ Organization	Post held and Service cadre to which it Belong	From	To	Scale of pay, Classification (Group of the Post and basis pay drawn	Nature of Service rendered to be clearly Indicated (adhoc/ deputation Regular basis	Nature of Duties

9	Nature of Present employment (a) Adhoc basis (b) Regular/ on temporary basis (c) Permanent or quasi-permanent basis	
10	In case the present post 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	
11	Additional details about present employment. Please state whether working ( indicate the name of your employer against the relevant column). (a) Central Govt. (b) State Govt. (c) Autonomous organization (d) Govt. Undertaking (e) University (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 date from which the revision took place and also indicate the pre-revised scale	
14	Total emoluments per month now drawn	
15	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) (a) Additional academic qualification (b) Professional training and (c) Work experience over and above prescribed in the vacancy circular /advertisement. Note:- Enclose a separate sheet, if the space is sufficient).	
16	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 assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date

Address

Telephone

**FOR OFFICE USE ONLY**

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt./Kum.....are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II above.
2. It is certified that there is no vigilance/Disciplinary case either pending or being contemplated against him/her.
3. His/Her integrity is beyond doubt.
4. No major or minor penalty was imposed on Shri/Smt./Kum. ....during the last 10 years.
5. The attested photocopies of ACR/APAR in respect of Shri /Smt./Kum..... Is enclosed herewith.

Signature

Name & designation.