

SECRETARIAT OF THE ELECTION COMMISSION OF INDIA

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.

No. 182/12/1/2016

Dated: 03.08.2017

CIRCULAR

Sub: Filling up of 02 (two) posts of Assistant Director (Official Language) in the Election Commission of India in the Level 10 of the Pay Matrix {Pay Band-3, Rs. 15600-39100/- with corresponding Grade Pay of Rs. 5,400/- in pre-revised scale} in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up 02 (two) posts of Assistant Director (Official Language) in the Election Commission of India in the Level 10 of the Pay Matrix {Pay Band-3, Rs. 15600-39100/- with corresponding Grade Pay of Rs. 5,400/- in pre-revised scale} in the Secretariat of the Election Commission of India on deputation basis.

2. Officers holding analogous posts in Government of India/State Governments who are below 56 years of age as on closing date i.e. **17.09.2017** fulfilling the eligibility criteria and possessing qualifications/experience laid down as under are eligible to apply for the post: -

(A) (i) holding analogous post on a regular basis in the parent cadre or Department,

OR

(ii) With two years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 9300-34800 plus grade pay of Rs. 4800 in pay band-2 in the parent cadre or Department;

OR

(iii) With three years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 9300-34800 plus grade pay of Rs. 4600 in pay band-2 in the parent cadre or Department;

OR

(iv) with eight years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 9300-34800 plus grade pay of Rs. 4200 in pay band-2 in the parent cadre or Department; and

(B) Possessing the following educational qualifications and experience:

(I) Masters Degree of a recognized University in Hindi with English as a subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in English with Hindi as subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in any subject with Hindi and English as a subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in any subject with Hindi medium and English as a subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in any subject with English medium and Hindi as a subject at the Bachelor Degree level; and

(II) Five years experience of Terminological work in Hindi and /or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature in the Central Government Organisation;

OR

Five years experience of teaching, research, writing or journalism in Hindi in Central Government Organization.

3. The job profile for the post is as under: -

(i) The translation work from English to Hindi and vice-versa and vetting thereof.

(ii) To acquaint the officers and staff of the concerned departments with the provisions of the O.L Act, Government rules & orders relating to official language and Hindi training and to help them in implementing the same.

(iii) To ensure proper compliance of the provisions of the Official Languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in their departments and subordinate offices, sections, companies and corporations etc.

(iv) To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Department of Official Language through proper channel.

(v) To prepare reference and help literature to organize Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in official business.

(vi) The services of the Hindi Officers/Translators should, as far as possible, be utilized for translation and Official Language Implementation work only for which these posts have been created. In case in any office the required Hindi work is completed in accordance with the targets of the Annual programme only then the officers/employees working against Hindi

posts should, provided they get time, be entrusted any other work in addition to the work pertaining to translation and implementation of Official Language Policy.

4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the Election Commission of India or some other organization/ department of the Central Govt. shall not ordinarily exceed three years.
5. The applications in the enclosed proforma (Annexure-I), along with attested copies of ACR/APAR for the last 3 years of the officers who could be spared within 15 days in the event of his/her selection, may be forwarded to the Principal Secretary (Admn.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 on or before **17.09.2017**, strictly through proper channel. Applications received after the last date, not received through proper channel or otherwise found incomplete will not be considered.
6. The pay and terms of deputation of the Officer selected on deputation will be regulated under the provisions contained in the Deptt. of Personnel and Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.
7. The officers who apply for the post will not be allowed to withdraw their candidature subsequently.
8. The Commission reserves the right to withdraw the circular/cancel the appointment process at any time without assigning any reason.

(B. C. PATRA)
SECRETARY
Tel: 23052079

To : (i) All Ministries/Departments of Govt. of India with the request to circulate among subordinate offices/PSUs under them.

(ii) Chief Secretaries to all states/UTs

Bio-Data Proforma**Annexure-I**

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of Retirement
4. Educational Qualifications
5. Service to which belong
6. Whether belongs to SC/ST
7. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Office/Institution/Orgn. Post held From To Scale of pay & Basic Pay Nature of Duties

8. Nature of present employment i.e. ad-hoc or (Temporary) 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
10. Additional details about present employment. Please state whether working under:
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Government Undertaking
11. 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.
12. Existing total emoluments drawn per month
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Remarks

Signature of the candidate

Address:

Forwarding Note by the Employer:

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory
On behalf of the employer)

SECRETARIT OF THE ELECTION COMMISSION OF INDIA

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.

No. 182/12/1/2017

Dated: 03.08.2017

CIRCULAR

Sub: Filling up of Senior Hindi Translator in the Election Commission of India in Level 07 of the Pay Matrix {Pay Band-2, Rs. 9300-34800/- with corresponding Grade Pay of Rs. 4,600/- in pre-revised scale} in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up 01 (one) post of Senior Hindi Translator in the Election Commission of India in Level 07 of the Pay Matrix {Pay Band-2, Rs. 9300-34800/- with corresponding Grade Pay of Rs. 4,600/- in pre-revised scale} in the Secretariat of the Election Commission of India on deputation basis.

2. Officers holding analogous posts in Government of India/State Governments who are below 56 years of age as on closing date i.e. **17.09.2017** fulfilling eligibility criteria and possessing qualifications/experience laid down as under are eligible to apply for the post: -

- (a) (i) Holding analogous posts on regular basis; or
- (ii) With three years' regular service in posts in the pre-revised scale of PB-2 Rs. 9,300-34,800 and Grade Pay Rs. 4200/- or equivalent or
- (iii) With six years' regular service in posts in the pre-revised scale of PB-1, Rs. 5200-20200 with grade pay of Rs. 2800/- or equivalent

AND

(b) Possessing the following educational qualification and experience prescribed as under:-

Essential:

- (A) (i) Master's degree of recognized University or equivalent in Hindi with English as a subject at the degree level or
- (ii) Master's degree of recognized University or equivalent in English with Hindi as a subject at the degree level or
- (iii) Master's degree of recognized University or equivalent in any subject with Hindi and English as subject at degree level or
- (iv) Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level or
- (v) Master's degree of recognized University or equivalent in any subject with Hindi Medium and English as a subject at degree level
- (B) (i) Three 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
- (ii) Three years experience of Teaching, Research, Writing or Journalism in Hindi

3. The job profile for the post is as under: -

- (i) The translation work from English to Hindi and vice-versa and vetting thereof.

- (ii) To acquaint the officers and staff of the concerned departments with the provisions of the O.L Act, Government rules & orders relating to official language and Hindi training and to help them in implementing the same.
- (iii) To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Department of Official Language through proper channel.
- (iv) To prepare reference and help literature to organize Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in official business.
4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the Election Commission of India or some other organization/ department of the Central Govt. shall not ordinarily exceed three years.
5. The applications in the enclosed proforma (Annexure-I), along with attested copies of ACR/APAR for the last 3 years of the officers who could be spared within 15 days in the event of his/her selection, may be forwarded to the Principal Secretary (Admn.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 on or before **17.09.2017**, strictly through proper channel. Applications received after the last date, not received through proper channel or otherwise found incomplete will not be considered.
6. The pay and terms of deputation of the Officer selected on deputation will be regulated under the provisions contained in the Deptt. of Personnel and Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.
7. The officers who apply for the post will not be allowed to withdraw their candidature subsequently.
8. The Commission reserves the right to withdraw the circular/cancel the appointment process at any time without assigning any reason.

(B. C. PATRA)
SECRETARY
Tel: 23052079

To : (i) All Ministries/Departments of Govt. of India with the request to circulate among subordinate offices/PSUs under them.

(ii) Chief Secretaries to all states/UTs

SECRETARIAT OF THE ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110001.

B. C. PATRA
SECRETARY

No.181/1/2016 (Requisition)

Dated: 17.08.2017

C I R C U L A R

Election Commission of India proposes to obtain the services of **02 (Two)** Assistant Section Officers in Level 7 of pay matrix [Rs. 44,900 – 88,700] [Group 'B', Non-Gazetted, General Central Service] on deputation basis from amongst the following: -

Officers under the Central Government: -

- a. (i) Holding analogous posts on regular basis; or
(ii) With five years' regular service in posts in Level 4 of Pay Matrix, [Rs. 25,500 – 50,400], (PB-1, Rs.5200-20200 GP of Rs.2400 – pre-revised).
and
- b. Having two years' experience in establishment or election matters.

2. The initial period of deputation will be for one year, which may be extended till the services are required in the Commission.

3. The pay and allowances of the selected persons will be regulated in accordance with the Department of Personnel and Training OM No. 6/8/2009-Estt. (Pay-II), dated 17.06.2010, as amended from time to time.

4. Eligible and interested persons and whose services can be spared immediately by their parent office may apply, through proper channel in prescribed format (Annexure-I), to the undersigned latest by **16.09.2017**.

5. While forwarding the application in the prescribed format, it may be ensured that following documents are enclosed with the application: -

- I. Attested copies of the Character Rolls of the person concerned for the last three years
- II. Vigilance clearance and Integrity Certificate.
- III. Statement of Penalties imposed, if any, during the last ten years.

6. Selection will be based on qualifying in the Interview/Personal Talk conducted by the Commission. The candidates selected will not be allowed to withdraw their candidature subsequently. No TA/DA or any other allowance shall be provided for Interview/Personal Talk.

7. Incomplete applications, in any form, will not be considered.

(B. C. PATRA)

All Ministries/Departments of Govt. of India