

दूरभाष011 : -23007298

फैक्स 23014576-011 :

भारत सरकार, रक्षा मंत्रालय
रक्षा अनुसंधान तथा विकास संगठन
कार्मिक निदेशालय, कार्मिक एए1
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Government of India

Ministry of Defence

Defence Research & Dev. Orgn.

Directorate of Personnel (Pers-AA1)

266 'A' Block, DRDO Bhawan,

Rajaji Marg, New Delhi - 110 011

DOP/AA1/68068/Depu/ADOL/2021

03 Feb 2022

To,

All Ministries/ Department of Govt of India

**SUB: FILLING OF ASSISTANT DIRECTOR (OFFICIAL LANGUAGE) IN
DRDO, MINISTRY OF DEFENCE ON DEPUTATION BASIS**

Sir,

Applications from eligible candidates are invited for filling up the 01 post of Assistant Director (Official Language) {AD(OL)}, General Central Service Group 'A' Gazetted, Ministerial in the pay level 10 on deputation basis.

2. The eligibility conditions for the above posts are :-

QUALITATIVE REQUIREMENTS:

(A) Deputation :-

Officers of the Central or State Government or Union Territory administration:

- (a) (i) holding analogous posts on a regular basis in the parent cadre or department; or

With three years of service in the grade rendered after appointment thereto on regular basis in Level-7 (Rs. 44900-142400) in pay matrix or equivalent in the parent cadre or department; and

- (b) possessing the following educational qualification and experience:-

- (i) Master Degree of a recognized university in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

Or

Masters degree of a recognized University in English with Hindi as compulsory or elective subject or as the medium of examination at the degree level;

Or

Masters degree of a recognized 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

Masters degree of a recognized 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

Masters degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

- (ii) Three 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 or State Governments or Autonomous Body or Statutory Organisation or Public Sector Undertakings or Universities or recognized research of educational institutions.

Or

Three years experience of teaching in Hindi and English or research in Hindi or English under Central or State or Governments or Autonomous Body or Statutory Organisations or Public Sector Undertakings or Universities or recognized research or educational institutions.

Desirable:

Studied one of the languages other than Hindi included in the 8th Schedule to the Constitution at 10th Standard from a recognized board.

Note 1: 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.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding, this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment on deputation shall not exceed fifty six years as on the closing date of receipt of applications.

3. The selected officers will be appointed under the normal terms and conditions prescribed in this regard by the Govt of India from time to time.

4. It is requested that application (counter-signed by the Cadre Controlling Authority), as per the enclosed (Annexure-I), alongwith photocopies of completed and up-to-date APARs for the last five years (2015-16 to 2019-20) of the officers who could be spared in the event of their selection may be sent to Shri Pravin Kumar Das, Deputy Director, Dte of Personnel (Pers-AA1), Room No. 266, 2nd Floor, DRDO Bhawan, New Delhi-110105, within a period of 60 days from the date of circulation /publication of this circular in Employment News/Rozgar Samachar. Photocopies of the APARs should be attested on each page by an officer not below the rank of Under Secretary or equivalent in the Central Govt, failing which the application of the candidate shall be summarily rejected. In the event of selection, the applicant will not be allowed to withdraw his candidature.

5. Applications received after the last date or without duly attested copies of ACRs/APARs as indicated above or without the counter-signature of the Cadre Controlling Authority, or otherwise incomplete, will not be considered. No action will be taken on advance copies of the applications or applications, which are not received through proper channel.


(Pravin Kumar Das)
Dy Dir.(Pers AA-1/ DOP)
for Chairman DRDO

Copy to: -

Asstt Director
Advt Section, Employment News
Ministry of Information & Broadcasting
Room No. 764
Soochna Bhawan
CGO Complex
Lodhi Road, New Delhi- 110003

:With a request to publish the indicative version of this vacancy circular in the ensuing issue of Employment News/Rojgar Samachar.

DRDO Official Website

Through Q & IT.

APPLICATION FOR APPOINTMENT TO THE POST OF
ASSISTANT DIRECTOR (OFFICIAL LANGUAGE) ON
DEPUTATION BASIS IN DRDO, MINISTRY OF DEFENCE

Space for
photograph

1.(i) Name and Address (in Block Letters)	
1.(ii) Complete Postal address of the applicant's present office: (with PIN, Tele/FAX)	
1.(iii). Complete Postal address of the Cadre Controlling Authority : (with PIN, Tele/FAX)	
2. Date of Birth (in Christian era)	
3.(i) Date of entry in service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualification	
5. Whether Educational and other qualifications required for the post are satisfied.	
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
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subject may be indicated by the candidate.	
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.	

7. Details of Employment, in chronological order. Enclosed 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 Level of the post held on regular basis	Nature of Duties (in detail) highlighting 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, Pay Level drawn under ACP/MACP	From	To

8. Nature of present employment i.e. Adhoc 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 organization.
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/organization.		
10. If any post held on deputation in the past by the applicant, date and 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 Organisation (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		
<u>Basic Pay in the Pay Matrix/ pay in pay cell</u>	<u>Pay Level</u>	<u>Total Emoluments</u>
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
<u>Basic Pay in the Pay Matrix</u>	<u>Dearness Pay/ Interim Relief/ Other Allowances etc. (with break-up details)</u>	<u>Total Emoluments</u>
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)		

<p>16 B. Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects; (ii) Awards/Scholarships/Official Appreciation; (iii) Affiliation with the professional bodies/ institutions/ societies; (iv) Patents registered in own name or achieved for the organization; (v) Any research/innovative measure involving official recognition; and (vi) Any other information. <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations 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>	
<p>18. Whether belongs to SC/ST</p>	
<p>19. Choice of Stations for posting.</p>	

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 a bearing on my selection has been suppressed/withheld.

Date:

(Signature of the Candidate)

Address with Mob No.: _____
e-mail _____

Countersigned
(employer with Seal)

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 possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that: -

(a) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms. _____.

(b) His/Her integrity is certified.

(c) His/Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.

(d) 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)