

No. Q/CAD/578/08/2017
Ministry of External Affairs
(Cadre Cell)

March 15, 2018

Subject : Filling up of posts of Second Secretary (Hindi & Culture) in High Commissions of India at Suva, Port Louis and Port of Spain.

Three posts of Second Secretary (Hindi & Culture), one each in the High Commissions of India in Port Louis, Port of Spain and Suva are to be filled up on "deputation" basis.

2. Ministry's endorsement of even numbers dated 22nd January, 2018 on the aforementioned subjects both in Hindi and English are enclosed. The circulars will be published in the Employment News in the edition dated 17-23 March, 2018. As per the advertisement, the last date of application is six weeks from the date of publication i.e., 17th March, 2018.

New Delhi, 22 January 2018

C I R C U L A R

Subject :- Filling up of the posts of Second Secretary (Hindi & Culture) in the High Commissions of India in Port Louis , Port of Spain and Suva on "deputation" basis.

It is proposed to fill up three posts of Second Secretary (Hindi & Culture), one each in the High Commissions of India in Port Louis, Port of Spain and Suva on "deputation" basis. The vacancies are due as given below:-

- | | | |
|---|---|------------|
| 1. Second Secretary, (Hindi & Culture), HCI Port of Spain | - | 30.03.2018 |
| 2. Second Secretary, (Hindi & Culture), HCI Suva | - | 05.05.2018 |
| 3. Second Secretary,(Hindi & Culture), HCI Port Louis | - | 06.03.2018 |

The posts carry the payscale of Rs. 3000-100-3500-125-4500 [revised Level 11 of the Pay Matrix] and usual allowances as admissible to officers of equivalent rank posted to the above Missions, besides free furnished residential accommodation and passages to the Mission for the selected officer and entitled members of his family. Officers working in Central Government Offices holding analogous posts on regular basis or with 5 years of regular service in posts in the scale of Rs. 2200-4000 [revised Level-10 of the Pay Matrix] or equivalent; or with 8 years' regular service in posts in the scale of Rs. 2000-3500 [revised in Level 8 of the Pay Matrix] or equivalent; and possessing the following educational qualifications and experience are eligible to apply: -

Essential

1. Educational Qualifications

Master's Degree of a recognized University or equivalent in Hindi with English as a subject at degree level; or

Master's Degree of a recognized University or equivalent in English with Hindi as a subject at degree level; or

Master's Degree of a recognized University or equivalent in any subject with Hindi and English as subjects at degree level.

2. Experience

Six years' experience of terminological work in Hindi and/or translation work from English to Hindi and vice-versa, preferably of technical and scientific literature;

or

Six years experience of teaching, research, writing or journalism in Hindi.

.....2/-

Desirable

- i) Post Graduate Degree in Ancient Indian History and Culture/Philosophy
- ii) Sanskrit as one of the subjects at graduation level
- iii) One or more modern Indian languages other than Hindi as subjects at graduation level
- iv) Published work relating to India's cultural heritage/different forms of literary and cultural expressions in the country.

For Armed Forces Personnel: -

Deputation/Re-employment (for ex-servicemen)

The Armed Forces Personnel who are due to retire or to be transferred to reserve within a period of one year and having the requisite qualifications and experience prescribed for deputationists shall also be considered. Such officers will be given deputation terms upto the date on which they are due for release from the armed forces, thereafter, they may be continued on re-employment. (Re-employment upto the age of superannuation with reference to civil posts).

2. It is requested that above-mentioned requirement may please be circulated/ advertised to the entire field/ sources, including Attached/ Subordinate Offices (amongst all the eligible officers of various Ministries/ Departments) concerned and applications of willing and suitable officers forwarded in duplicate to the undersigned within 6 weeks from the date of publication of this circular in the Employment News. Applications received after the last date or otherwise incomplete are not likely to be considered.

3. The Period of deputation/ re-employment for ex-servicemen (posting) to the above Missions shall ordinarily not exceed 3 years. Persons above 55 years of age shall normally not be considered for the above posts.

4. Pay of the selected officers shall be fixed in the scale of the post in accordance with rules prescribed by the Government.

5. The following papers/ documents may also please be sent alongwith the nominations:-

- i) Statement of Bio-data in the prescribed proforma (as per Annexure) in duplicate duly signed by the volunteering officer and forwarded through proper channel.
- ii) Attested copies of the CR dossiers for the last five years attested (on each page) by an officer not below the rank of Under Secretary to the Govt. of India.
- iii) Vigilance Clearance Certificate.
- iv) Integrity Certificate.

- v) A statement of major/minor penalty, if any, imposed on the officer during the last 10 years.
- vi) Cadre Clearance Certificate.

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(Manusmriti)
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Enclosure : Proforma

To :-

1. All Ministries/Departments of Central Government(**)
2. All Notice Boards in the Ministry of External Affairs
3. Union Public Service Commission, Dholpur House, New Delhi
4. High Commission of India, Port Louis
5. High Commission of India, Port of Spain
6. High Commission of India, Suva
7. Branch Secretariat, Calcutta
8. Directorate of Audio and Visual Publicity, Sochna Bhawan, Phase-IV, C.G.O. Complex, Lodhi Road, New Delhi-110003

(**) All Ministries/Departments are requested to circulate the vacancies in their Attached/Subordinate Offices.

BIO-DATA PROFORMA
(to be submitted in duplicate through proper channel)

1. Name of the post applied for :
2. Name and Address in block letters :
3. Date of birth (in Christian era) :
4. Date of retirement :
5. Educational qualifications
6. 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).

	Qualification/ Experience (as prescribed)	Qualification/ Experience Possessed by the Officer
Essential		
Desirable		

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

Office/ Inst./ Organisation	Post held	From	To	Scale of Pay & Basic Pay *	Nature of appointment	Nature of duties performed in brief

* Basic Pay in the post being held on regular basis

9. Nature of present employment i.e., ad-hoc or temporary or permanent
a) If ad-hoc, please state name of post held on regular basis and paysacle attached thereto

10. 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/organisation to which you belong

11. Additional details about present employment

Please state whether working under

- a) Central Government
- b) State Government
- c) Autonomous organisation
- d) Government undertakings
- e) Universities

12. Are you in the Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

13. Are you holding a payscale under ACP? If yes, please state payscale attached to regular post held by you

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. Enclose a separate sheet, if the space is insufficient.

16. Whether belongs to SC/ST/OBC :

17. Remarks :

(Signature of the applicant)

Name : _____
Address : _____
Tel : (O) _____
(R) _____
(M) _____

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Certificate to be furnished by the Employer/ Head of Office/ Forwarding Authority

1. Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

2. Also certified that :
 - (i) There is no vigilance case pending/ contemplated against him/her
 - (ii) Attested copies of complete CR dossier for the last 5 years attested (on each page) by an officer not below the rank of Under Secretary to the Government of India are enclosed
 - (iii) His/ Her integrity is beyond doubt
 - (iv) No major/minor penalties has been imposed on him/her during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (Strike out whichever is not applicable)
 - v) Cadre Clearances Certificate from Cadre Controlling Authority is enclosed.

Date:

Signature:

Place:

Name & Designation