

VACANCY CIRCULAR

Sub: Filling up of the posts of Deputy Secretary, Asstt. Secretary. Section Officer and Stenograher (Group C Posts) in Urdu Academy, Govt. of NCT of Delhi on Deputation (ISTC) basis.

Sir,

It is proposed to fill up the following Group – B Posts of Deputy Secretary, Asstt. Secretary. Section Officer and Stenograher (Group C Post) in Urdu Academy, Govt. of NCT of Delhi on Deputation (ISTC) **on deputation basis (Including Short Term Contract) basis in Urdu Academy**, , an autonomous body under Art, Culture and Languages Department, Govt. of NCT of Delhi:-

S.No.	Name of the Post	No. of Post	Classification	Pay Matrix as per the 7 th CPC
1.	Dy. Secretary	1	Category "B"	Pay Level 9 (Rs.53100-167800)
2.	Asstt. Secretary	2	Category "B"	Pay Level 8 (Rs.47600-151100)
3.	Section Officer	1	Category "B"	Pay Level 7 (Rs.44900-142400)
4.	Stenographer	1	Category "C"	Pay Level 4 (Rs.25500-81100)

2. Applications are invited from officers from the Central Government/State Governments/Union Territory Administrations/Public Sector Undertaking/Statutory or Autonomous Bodies/Recognized Universities/Recognized Research Institutes.
3. 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 by transfer on deputation (including short term contract)/transfer shall be not exceeding fifty six years, as on the closing date of the receipt of applications.
4. The recruitment criteria of the above posts are detailed at Annexure "A".
5. Applications of willing and eligible officers/officials with their bio-data in the enclosed Proforma at Annexure "B" may please be forwarded to this Department (Through Proper Channel) in triplicate, within 30 days from the date of publishing of Vacancy Notice in the Employment News alongwith the following documents:-
 - i) Up-to-date CR/APAR for the last five years in original or photocopies attested by an officer not below the rank of Under Secretary /Head of India.
 - ii) Cadre Clearance, Integrity Certificate and Vigilance Clearance and details of major/minor penalties imposed on the applicant during the last ten years in original duly signed and stamped by not below the rank of the Under Secretary/Head of Office.
6. The vacancy circular, advertisement, application form and other requisite information regarding posts are available herewith.

RECRUITMENT CRITERIA

Deputation (Including Short Term Contract)

Name of the Post	:	DEPUTY SECRETARY
No. of Post	:	One (1 No.)
Pay Matrix as per the 7 th CPC	:	Pay Level 9 (Rs.53100-167800)
Category	:	"B"

Eligibility

1. Officers from the Central/State Govts./UTs/Autonomous Bodies/PSUs/Research Institutions/Universities;
 - (a) (i) holding analogous posts on regular basis; or
(ii) with 2 years regular service in posts in Level - 8 (Rs. 47600 - 151100) ;
or
(iii) with 3 years regular service in posts in Level - 7(Rs. 44900 - 142400);
and
 - (b) possessing the following educational and experience:

Essential Qualification:

Bachelor Degree in Urdu (Hons) OR Bachelor Degree in any subject with Urdu as a subject from any recognized University.

Experience:

1. Experience in organizing mega cultural events in Govt.
2. Five year administrative experience.

Note :- 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 Govt. shall ordinarily not to exceed three years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be, not exceeding 56 years, as on the closing date of receipt of applications.

Name of the Post : **ASSITANT SECRETARY**
No. of Post : Two (2 Nos.)
Pay Matrix as per the 7th CPC : Pay Level 8 (Rs.47600-151100)
Category : "B"

Eligibility

1. Officers from the Central/State Govts./UTs/Autonomous Bodies/PSUs/Research Institutions/Universities;
 - (a) (i) holding analogous posts on regular basis; or
 - (ii) with 2 years regular service in posts in Level -7(Rs. 44900 - 142400) ; or
 - (iii) with 3 years regular service in posts in Level - 6(Rs. 35400 - 112400);
and
- (b) possessing the following educational and experience:

Essential Qualification:

Bachelor Degree in Urdu (Hons) OR Bachelor Degree in any subject with Urdu as a subject from any recognized University.

Experience:

1. Experience in organizing mega cultural events in Govt.
2. Three year administrative experience.

Note :- 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 Govt. shall ordinarily not to exceed three years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be, not exceeding 56 years, as on the closing date of receipt of applications.

Name of the Post : **SECTION OFFICER**
No. of Post : One (1 No.)
Pay Matrix as per the 7th CPC : Pay Level 7 (Rs.44900-142400)
Category : "B"

Eligibility

1. Officers from the Central/State Govts./UTs/Autonomous Bodies/PSUs/Research Institutions/Universities;
 - (a) (i) holding analogous posts on regular basis; or
 - (ii) with 5 years regular service in posts in Level -6(Rs. 35400 - 112400);of the Pay Matrix as per 7th CPC) and
 - (b) possessing the following educational and experience detailed below:

Essential Qualification:

Bachelor Degree in any discipline subject with Urdu as an Electivesubject from recognized University.

Experience:

Certificate Course in Microsoft Office from recognized Institution.

Note:- 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 to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years, as on the closing date of receipt of applications).

Name of the Post : **STENOGRAPHER**
No. of Post : One (1 No.)
Pay Matrix as per the 7th CPC : Pay Level 4 (Rs.25500-81100)
Category : "C"

Eligibility

1. Officers from the Central/State Govts./UTs/Autonomous Bodies/PSUs/Research Institutions/Universities;
 - (a) (i) holding analogous posts on regular basis; or
 - (ii) with 5 years regular service in posts in Level -3(Rs.21700-69100); or
 - (iii) with 8 years regular service in posts in Level -2(Rs.19900-63200); and
 - (b) possessing the following educational and experience detailed below:

Essential Qualification:

- i) Senior Secondary or equivalent pass with Urdu as an elective subject from a recognized Board/ University.
- (ii) Speed of 80 WPM in Stenography (English)
- (iii) Transcription: 50 minutes (English) on computer.
- (iv) Typing speed 35 W.P.M in English on computer.

Note:- 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 to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years, as on the closing date of receipt of applications).

BIO-DATA/CURRICULUM VITAE PROFORMA

DEPUTATION ON THE POST : DEPUTY SECRETARY/ASSISTANT SECRETARY/

SECTION OFFICER/STENOGRAPHER

1.	Name and Address (in Block Letters)	
2.	Father's Name:	
3.	Date of Birth	
4.	Address for Correspondence:	
5.	Email Address and Mobile number:	
		Mobile:
6.	Date of Entry into Government Service	
7.	Date of retirement under Central/State Government	
8.	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
8.1	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,	

8.2	In the case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects may be indicated by the candidate.					
9.	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.					
9.1	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.					
10.	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	*Level in the Pay Matrix or Pre-revised Pay Band and Grade Pay / Pay Scale 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 drawn under ACP/MACP Scheme		From	To
11.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent					
12.	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 the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.		
12.1	Note : In case of Officers already on Deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.					
12.2	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/Organisation but still maintaining a lien in his parent cadre/organization.					

13.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
14.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Others</p>		
15.	Please state whether you are working in the same Department and are in the feeder grade or feeder grade.		
16.	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.		
17.	Total Emoluments per month now drawn		
	Basic Pay in the Pay Matrix	Level in the Pay Matrix	Total Emoluments
18.	In case, the applicant belongs to an Organization which is not following the Central Governing Pay-Scales, 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

19.	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)	
20.	Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis # (Officers under Central/State Governments are only eligible for "Absorption". Candidate of Non-Government Organizations are eligible only for Short Term Contract)	
	# (The option of "ISTC" / Absorption / Re-employment are available only if the vacancy circular specially mentioned recruitment by "ISTC" OR "Absorption" or "Re-employment").	
21.	Whether belongs to SC/ST	

DECLARATION : 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.

(Signature of the Candidate)

Address : _____

Contact No.: _____

E-Mail ID : _____

Date:

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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.

Also certified that:

1. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms. _____.
2. His/her integrity is duly certified by an Officer not below the rank of Deputy Secretary to the Government of India/State.
3. His/her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by HOD.
4. 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)

Date: _____