

New Delhi, 22 February, 2024

C I R C U L A R

Subject :- Filling up of the post of Attache (Hindi & Culture) in the High Commission of India, London and the Consulate General of India, Durban on 'Deputation' basis.

Ministry of External Affairs invites applications from suitable candidates to fill up the post of Attache (Hindi & Culture) in HCI, London and CGI, Durban on deputation basis.

2. The post carries the pay scale of Level 8 (Rs.47600-151100) in the Pay Matrix and usual allowances as admissible, besides free furnished residential accommodation and passages to the Mission for the selected officer and entitled members of his/her family. Officers of the Central Government or State Government or Union territories or autonomous or statutory organisation or public sector undertakings or university or recognised research institutions holding analogous posts on regular basis in the parent cadre or department or with two years regular service in posts in the level-7 (Rs. 44900 – 142400) in the pay matrix or equivalent in the parent cadre or department and possessing the following educational qualifications and experience are eligible to apply: -

Essential

(a) Educational Qualifications-

Masters degree from a recognised university in Hindi with English as a compulsory or elective subject or as a medium of examination at degree level;

or

Masters degree from a recognised university in English with Hindi as a compulsory or elective subject or as a medium of examination at degree level;

or

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

(b) Experience-

Four years experience of terminological work in Hindi or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature in Central Government or State Government Offices including Government of India undertakings.

or

Four years experience in teaching, research, writing or journalism in Hindi from a recognised institution.

(c) Desirable-

(i) Post graduate degree in Indian History and Culture/Philosophy

(ii) studied Sanskrit as one of the subjects at graduation level.

(iii) should have studied one or more Indian Languages other than Hindi at graduation level.

For Armed Forces Personnel: -

Deputation/Re-employment (for ex-servicemen):

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualification 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.

3. The 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 four years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on closing date of receipt of applications considered for the post.

4. Pay of the selected officer shall be fixed in the scale of the post in accordance with the rules prescribed by the Government from time to time.

5. The following documents may be sent alongwith the nominations:-

i) Bio-data in the prescribed proforma (as per Annexure) duly signed by the volunteering officer and forwarded through proper channel.

ii) Attested copies of the CR/APAR 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.

6. Eligible candidates may forward their application, in duplicate, through proper channel, to the undersigned within **two months** from the date of publication of this circular in the Employment News. Applications received after the last date or otherwise incomplete shall not be considered.

(Ajith John Joshua)
Deputy Secretary(Cadre)
Ministry of External Affairs
Tel: 23085368
Room No-4086, B-wing,
Jawaharlal Nehru Bhawan,
Janpath, New Delhi.

Enclosure: Proforma

To
Directorate of Audio and Visual Publicity,
Soochna Bhawan, Phase-IV,
C.G.O. Complex, Lodhi Road,
New Delhi-110003

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/ Organisation	Inst./ 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) _____

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