

No.A-12012/02/2021-Admn.II

Government of India
Ministry of Communications
Department of Telecommunications
415, Sanchar Bhavan, 20, Ashok Road, New Delhi-110001.

Dated the 03-01-2022

VACANCY CIRCULAR

Subject: Filling up the post of Assistant Director (Official Language), Wireless Monitoring Organisation, (Headquarter), New Delhi, Department of Telecommunications in the pay level 10 of Pay Matrix (pre-revised pay scale PB-3 of Rs.15600-39100/- plus the Grade Pay of Rs.5400/-) on deputation (including short term contract) basis.

It is proposed to fill up one post of Assistant Director (OL), General Central Service, Group 'A', Gazetted, Non Ministerial in the level 10 of Pay Matrix (pre-revised pay scale PB-3 of Rs.15600-39100/- plus Grade Pay Rs.5400/-) in Wireless Monitoring Organisation, (Headquarter), New Delhi, a subordinate office of Department of Telecommunications on deputation (including short term contract) basis.

2. The eligibility criteria is as follows:-

Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous Organisation;

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

(ii) With three years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 7 of Pay Matrix (Pre-revised PB-2, Rs.9300-34800/- plus Grade Pay of Rs.4600/-) or equivalent in the parent cadre or department; or

(iii) With eight years' service in the grade rendered after appointment thereto on a regular basis in post in Level 6 of Pay Matrix (Pre-revised PB-2, Rs.9300-34800 plus Grade Pay Rs.4200/-) or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:

Essential:

(I) Master's 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

Master's degree of a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

Or

Master's degree of 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

Master's 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 a medium of examination at the degree level;

Or

Master's degree of a recognised university in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects 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 the Central or State Governments or Autonomous Body or Statutory Organization or Public Sector undertakings or Universities or recognized Research or Educational Institutions; or three years' experience of teaching in Hindi and English or Research in Hindi or English under the Central or State 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 eighth Schedule of the Constitution at 10th level from a recognized Board.

Note 1: Period of deputation (including short-term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or department of the Central Government shall ordinarily not to exceed three years. The Maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay matrix extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit with extend only for the post for which that grade pay or pay matrix is the normal replacement grade without any upgradation.

Contd.....3.

A handwritten signature in blue ink, possibly reading 'S. P. S.', is written over the date '03/01/22'.

4. The pay of the Officers selected will be regulated in accordance with the Ministry of Finance OM No. 6/8/2009-Estt. (Pay II) dated 17th June 2010 read with OM No. 2/6/2018-Estt. (Pay II) dated 18.05.2018.

5. Applications, in duplicate, in the prescribed format given in the Annexure, from the interested officers who are eligible for consideration as per the requirements and can be spared in the event of their selection, may be sent to the undersigned along with photocopies of the following documents:

- i) ACRs for the last five years duly attested by an officer not below the rank of Under Secretary.
- ii) Vigilance Clearance,
- iii) Integrity Certificate,
- iv) Statement of Minor/Major Penalty, if any, imposed on the officer during the last ten years.

within a period of 45 days from the date of publication of Advertisement Notice in the Employment News/Rojgar Samachar. Officer who volunteer for the post will not be permitted to withdraw their names later. Incomplete applications or the applications received after the last date shall not be considered.



(Anil Kumar Singh)

Under Secretary to the Government of India

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To

1. All Ministries/Department of Government of India (for wide circulation).
2. All Sections/Units of Deptt. of Telecom through e office notice board.
3. Director (NK), DOT – for uploading the Vacancy Circular on the website of DOT.
4. Notice Board, DoT.

APPLICATION FORM

POST APPLIED FOR		
1.	a) Name of the candidate b) Present Designation c) Full Office Address d) Residential Address e) Telephone/Fax No.: f) Mobile Number g) E-mail ID: h) Name, Address and Designation of Head of Office.	
2.	i) Date of Birth (in Christian era)	
3.	Date of retirement(as per existing rules of the employer)	
4.	Educational Qualifications (photocopies of relevant certificates are to be attached).	
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification been treated as equivalent to the one prescribed in the rules, state the authority for the same).	
6.	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential	1. 2. 3.	
Desired	1. 2. 3.	

Contd.....2.

6.	Details of employment, in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.				
Office/Instt./Orgn.	Post Held	From	To	Scale of pay and basic pay (Pay in Pay Matrix or pay with Grade Pay.	Nature of duties
					(Use separate sheet if necessary)
7.	Nature of present employment, i.e. ad hoc or temporary or permanent or on deputation\.				
8.	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				
9.	Additional details about present employment:- Please state whether working under (a) Central Government (b) State Government (c) Autonomous Organizations (d) Government undertakings				

Contd.....3.

10.	Are you in Revised scale of Pay Matrix as per 7 th CPC. If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
11.	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 provided is insufficient).	
12.	Whether belongs to SC/ST/OBC (please specify)	
13.	Remarks (if any	

(Signature of the candidate)

Date:

Certificate by the employer

- a) The date of birth, qualifications, and experience and other details furnished by Shri/Smt. indicated at Sl. No. 1 to 13 in the Application form have been verified and found correct as per service records of the officer.
- b) The integrity of Shri/Smt. is beyond doubt.
- c) No vigilance or disciplinary case is either pending or contemplated against the officer concerned.
- d) This department will be informed at the earliest, if any disciplinary proceeding is initiated or contemplated against the officer after his/her application is forwarded.
- e) Up-to date ACRs/APARs dossiers of the concerned officer for the last five years is enclosed or would be forwarded within the due date.

(*Signature of the employer with stamp)

(* To be signed by an officer not below the rank of Under Secretary to the Government of India verifying the facts and figures contained in the bio data of the candidates.)