

**No.A-12025/14/2019-E-II**  
**Government of India**  
**Ministry of Jal Shakti**  
**Department of Water Resources, RD& GR**

**Shram Shakti Bhavan,**  
**Rafi Marg, New Delhi - 110001**

**ADVERTISEMENT**

One post of '**Assistant Director (Official Language)**' in the Central Water and Power Research Station, Pune in the scale of Pay Level 10 of Pay Matrix (Rs. 15,600-39,100 + Rs. 5,400 Grade Pay- Pre- Revised), Group 'A', Gazetted, Non-Ministerial, is required to be filled up by Composite method (**Deputation / Promotion**) :-

A. Officers of the Central Government or State Government:-

(i) holding analogous post on a regular basis in the parent cadre or Department,

OR

(ii) with two years service in the grade rendered after appointment thereto on regular basis in the Pay Level- 8 (Rs. 47600-151100 - Revised) (PB-2- Rs. 9300-34800 + GP 4800/- Pre-Revised) in the parent cadre or Department;

OR

(iii) with three years service in the grade rendered after appointment thereto on regular basis in the Pay Level- 7 (Rs. 44900 - 142400- Revised) (PB-2- Rs. 9300-34800 + GP 4600/- Pre-Revised) in the parent cadre or Department;

OR

(iv) with eight years service in the grade rendered after appointment thereto on regular basis in the Pay Level-6 (Rs. 35400-112400-Revised) (PB-2- Rs. 9300-34800 + GP 4200/- Pre-Revised) in the parent cadre or Department; and

B. Possessing the following educational qualifications and experience:

I. Masters degree of a recognized University in Hindi with English as subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in English with Hindi as subject at the

Bachelor Degree level;

OR

Masters degree of a recognized University in any subject with Hindi and English as a subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in any subject with Hindi medium and English as a subject at the Bachelor Degree level;

OR

Masters degree of a recognized University in any subject with English medium and Hindi as a subject at the Bachelor Degree level; and

(II) Five years experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature in the Central Government Organisation;

OR

Five years experience of teaching, research, writing or journalism in Hindi in Central Government Organisation.

2. The Departmental Senior Hindi Translator in the scale of PayLevel- 7 (Rs. 44900 - 142400-Revised) (PB-2- Rs. 9300-34800 + GP 4600/- Pre-Revised) with three years regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note-1 : The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration of appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note-2: The Period of deputation including period of deputation 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 exceed three years.

Note-3 : The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

3. The Assistant Director (OL), Central Water and Power Research Station, Pune will perform the following duties :

i) Proper functioning of the Hindi Unit at CW&PRS and connected duties therewith;

ii) Terminological work in Hindi and translation work from English into Hindi and vice versa;

- iii) Training of staff in Hindi;
- iv) Co-ordination, implementation for the spread of Hindi amongst the various divisions of the CW&PRS;
- v) Preparation and verification of Brochures/specific notes/reports and other allied matters in Hindi;
- vi) Planning and execution of duties connected with various committees involving the use of Hindi;
- vii) Supervision and guidance to the Hindi Unit Staff working under him/her
- viii) Promoting and implementation of Hindi Teaching Scheme for non-Hindi speaking employees at CWPRS as per Govt. directives from time to time;
- ix) Any other work that may be assigned by his/her superior officer from time to time.

4. The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training vide their O M No.2/29/91-Estt. (Pay II) dated 05.01.1994 as amended from time to time.

5. Interested and eligible officers may send their applications (in triplicate) in the prescribed proforma (Annexure-'A') to Ms. Sweta, Under Secretary, (Estt.- II) (E-Mail ID -use2-mowr@nic.in), Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, Room No. 626 (C), Shram Shakti Bhawan, Rafi Marg, New Delhi -110001, through proper channel, **within 60 days from the date of issue of this advertisement in the Employment News.**

The closing date of receipt of applications from candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Sikkim, Laddakh, J&K, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep or abroad will be 67 days from the date of publication of advertisement. While forwarding the applications, along with attested photocopies of ACRs for the last five years, Integrity certificate and No Penalty Certificate during the last ten years in respect of the officers, the Cadre/Administrative Authority should certify that the particulars furnished by the officers are correct and that no vigilance/disciplinary case is pending against the officer(s). Applications received after the last date or without copies of ACRs/Integrity Certificate/No Penalty Certificate/Vigilance Clearance Certificate or otherwise found incomplete will not be considered. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Annexure-A

#### PROFORMA

1.	Name and Address (in Block Letters)		
2.	Date of Birth (in Christian era)		
3.	Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	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)		
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post		
7.	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	From To Scale of Pay and Basic Pay Nature of duties (in detail)
8.	Nature of present employment i.e. Ad-hoc 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 you belong		
10.	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 Organization (d) Government Undertaking (e) Universities (f) Others		
11. _	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
12. _	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		
13. _	Total emoluments per month now drawn		
14. _	Additional information, if any, which you would like to mention 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).	
15. _	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 Organizations are eligible only for Short Term Contract.)	
16. _	Whether belongs to SC/ST	
17. _	Remarks ( The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Awards/ Scholarship/Official Appreciation(iii) Affiliation with professional bodies/ institutions/ societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient)	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address-----

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Date\_\_\_\_\_

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;

1) There Is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

- ii. His/ Her integrity is certified.
- iii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs 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.
- iv. 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)**