

New Delhi, 18th September, 2023

C I R C U L A R

Subject :- Filling up of the post of Second Secretary (Hindi & Culture) in the High Commission of India in Suva (Fiji) on deputation basis.

It is proposed to fill up one post of Second Secretary (Hindi & Culture) in the High Commission of India in Suva(Fiji) on deputation basis. The post carries the payscale of Level 11 in the Pay Matrix Rs. 67700-208700 and admissible allowances, besides free residential accommodation and passages to the Mission for the selected officer and entitled members of his/her family.

2. 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 institution; holding analogous posts on regular basis; or with 5 years of regular service in posts in the Level-10 of the Pay Matrix Rs. 56100-177500 or equivalent; and possessing the following educational qualifications and experience are eligible to apply: -

Essential

1. Educational Qualifications

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

or

Master's 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

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

or

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

.....2/-

2. Experience

Five years experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central Government or State Government or Union territories or autonomous or statutory organisation or public sector undertakings or university or recognised research institutions:

or

Five years experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Government or Union territories or autonomous or statutory organisation or public sector undertakings or university or recognised research institutions.

Desirable

- i) Post graduate degree in Ancient Indian History and Culture/Philosophy.
- ii) Studied Sanskrit as one of the subjects at graduation level.
- iii) Published work relating to India's cultural heritage or 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 qualification and experience prescribed for deputationists shall also be considered and 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. 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 **six 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.

4. 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.

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

6. 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 or equivalent.

Vigilance Clearance Certificate.

Integrity Certificate.

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

Cadre Clearance Certificate.

(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 :-

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, Suva
5. Directorate of Audio and Visual Publicity, Soचना 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 also.

BIO-DATA/ CURRICULUM VITAE
PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) 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)	
Qualifications/Experience required as mentioned in the advertisement / vacancy circular	Qualifications / experience possessed by the officer (to be filled by the officer)
Essential	Essential
A) Qualification- please refer vacancy circular	A) Qualification
B) Experience-please refer vacancy circular	B) Experience
Desirable	Desirable
A) Qualification- please refer vacancy circular	A) Qualification
B) Experience- please refer vacancy circular	B) Experience
5.1 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.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	

<p>6. 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.</p>	
<p>6.1 Note: Borrowing Departments are to provide their specific comment/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio- data) with reference to the post applied.</p>	

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 on regular basis	From	To	*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

<p>8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent</p>	
<p>9. In case the present employment is held on deputation/contract basis, please state-</p>	

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office /organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p>			
<p>9.2 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/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>	
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 	
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p>13. 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</p>	

14.Total emoluments per month now drawn		
Pay Level (as per the 7 th CPC)	Basic Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government 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
<p>16.A 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)</p>		
<p>16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>		

<p>17. 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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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 _____

Date _____

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;

- i) 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)