

Room No. 113 'F' Wing, Shastri Bhawan,
New Delhi, dated the 30th September, 2020

Office Memorandum

Subject: Filling up of one post of Assistant Director (Official Language) in the office of the Coal Controller, Kolkata (a subordinate office under Ministry of Coal) on deputation basis.

Applications are invited "through proper channel" in the Proforma at Annexure-A from eligible officers to fill up one post of Assistant Director (Official Language) in the office of the Coal Controller, Kolkata, Subordinate office of the Ministry of Coal in the scale of pay of Rs. 15600-39100 (PB-3) with Grade Pay Rs. 5400/- (pre-revised) Level 10 Rs. 56100-177500/- (7th CPC) . The post will be filled by Transfer on Deputation basis.

Classification-General Central Service Group 'A' Gazetted, Non-Ministerial.

Field of Selection-Transfer on Deputation.

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

b. (i) Holding analogous post on regular basis in the parent cadre or department; or

(ii) With 3 years regular service in the grade rendered after appointment thereto on regular basis in posts in the Level 7 of Pay matrix (Rs. 44900-142400/-) or equivalent in the parent cadre or department; and

c. Possessing the following educational qualifications and experience, namely:

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 recognized 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 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 Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and 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 Central or State Governments or Autonomous Body or Statutory Organisations 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 Central or State Governments or Autonomous Body or Statutory Organisations or Public Sector Undertakings or Universities or recognized research or educational institutions.

Desirable:

- (i) Knowledge at the level of matriculation of one of the languages other than Hindi mentioned in eighth Schedule of the Constitution.
- (ii) Two years administrative experience including experience of organizing Hindi classes or workshops.

Last date of receipt of applications- The application routed through proper channel on plain paper in the proforma enclosed and envelopes superscribed "Application for the post of Deputy Assistant Coal Controller", addressed to Shri. Sanjib Bhattacharya, Under Secretary, Room No. 113 'F' Wing, Shastri Bhawan, New Delhi 110001, under Registered cover, alongwith duly attested copies of the upto date ACR dossiers and necessary certificates that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (all documents duly attested on each page) must reach the Ministry of Coal positively within 60 days of issue of this O.M. in the Employment News. Incomplete Applications or those received after the stipulated time shall not be considered.

Note 1- The selection will be made in consultation with UPSC.

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 organisation or department of the Central Government shall not exceed three years.

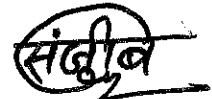
Note 3- The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration of appointment on deputation similarly; educationists shall not be eligible for consideration for appointment by promotion.

Note 4- The crucial date for determining eligibility will be the last date for receipt of the applications.

Note 5- The appointment to the post will be on deputation basis for an initial period of two (02) year and likely extendable thereafter on year basis subject to mutual consent. The candidates shall route their applications through their employer.

2. It is requested that the application (in triplicate) in the enclosed proforma alongwith upto date ACR dossiers (duly attested on each page with rubber stamp) of the willing officers, who could be spared in the event of their selection, may be sent to this Ministry within 60 days of the date of advertisement of the vacancy in the Employment News. Applications received after the last date or without upto date ACR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may please be certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officers alongwith the statement of penalty imposed, if any, integrity certificate, cadre clearance/employers permission (duly attested on each page with rubber stamp) may also please be sent.

Yours faithfully,



(Sanjib Bhattacharya)

Under Secretary to the Government of India

To,

1. All Ministries/Departments of the Government of India.
2. Chief Secretaries of the State Governments/Union Territories.
3. Director, India School of Mines, Dhanbad.
4. All Recognised Research Institutes / Semi Government / Statutory / Autonomous Organisations.

Copy To Technical Director, NIC Cell, Ministry of Coal for uploading the vacancy on the website of the Ministry.

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
Essential	Essential
A) Qualification: As per Advertisement/vacancy circular.	Qualification
B) Experience: 3 years regular service in the post in the scale of Rs. 9300-34800/- (PB-2) Grade Pay Rs. 4600/- (pre-revised) Level 7 Rs. 44900-142400/- or equivalent	Experience
Desirable	Desirable
Experience: As per Advertisement/vacancy circular.	Experience
5.1 Note:	
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate .	
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.	
6.1 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.	

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 /pay level 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 /pay level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/Pay Level where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay /Pay Level drawn under ACP/MACP Scheme	From	To
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/organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
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.		
9.2 Note: Information under Column 9(c) & 9(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/organization		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. 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 Organisation d) Government Undertakings e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
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.		
14. Total emoluments per month now drawn		
Basic Pay in the PB/Pay Level.	Grade 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
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)	
16.B Achievements: The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> (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)	
17. Whether belong to SC/ST	

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 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 possess 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/APARs 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)