

No. 18/3/2005-ASO  
Government of India  
Ministry of Coal

New Delhi, the 16<sup>th</sup> October, 2007

To

1. All Ministries/Departments of the Government of India,
2. Chief Secretaries of all the State Governments,
3. Chairman-cum-Managing Director, Coal India Limited,  
10, Netaji Subhas Road, Kolkata.

Subject - Selection for appointment on deputation (including short term contract) basis to the post of Assistant Director (Official Language) in the office of the Coal Controller, Kolkata (a subordinate office of Ministry of Coal).

Sir,

I am directed to say that a post of Assistant Director (Official Language) in the scale of pay of Rs. 6500-200-10500/- is required to be filled up on deputation (including short term contract) in consultation with UPSC from amongst the officers under the Central Government, State Governments and Union Territories and recognized research institution and Public Sector Undertakings and Semi Government and Statutory / Autonomous Organisations -

- (a)(i) holding analogous post on regular basis in the parent cadre or department; or
  - (ii) with 3 years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre/department; or
  - (iii) with 6 years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 5000-8000/- or equivalent; and
- (b) Possessing the following educational qualifications and experience

**Essential -**

- (i) Master's degree in Hindi from a recognized University or equivalent with English as a subject at Degree level  
OR  
Master's degree in English from a recognized University or equivalent with Hindi as a subject at degree level  
OR

Master's degree of a recognized University or equivalent in any subject with Hindi and English as subjects at degree level

OR

Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as subject at the degree level

OR

Master's degree of a recognized University or equivalent in any subject in English medium and Hindi as a subject at degree level

(ii) Five (5) years' experience of terminological work in Hindi and/or translation work from English to Hindi and vice versa preferably of technical or scientific literature

OR


Five (5) years experience of teaching, research, writing or journalism in Hindi

2. The selected officer will be treated on foreign service/reverse foreign terms and his pay will be regulated in accordance with the provisions contained in the Ministry of Finance (Department of Expenditure) O.M. No. F.10(24)E-III/60 dated 4<sup>th</sup> May, 1961 as amended from time to time, read with Department of Personnel and AR O.M. No. 1/4/84-Estt(Pay-III) dated 26.12.1984 and DOPT O.M No. 2/2/91-Estt (Pay-II) dated 05.01.1994 as the case may be. The period of deputation/contract including period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed five years. The maximum age limit for appointment on deputation (including short term contract) shall be not exceeding 56 years as on the closing date or receipt of the applications.

3. It is requested that the applications (in triplicate) in the enclosed proforma alongwith duly attested upto date ACR dossiers of the willing officers, who could be spared in the event of their selection, may be sent to this Ministry within 45 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, sponsored alongwith the statement of penalty imposed, if any,

integrity certificate, cadre clearance/employers permission may also please be sent.

Yours faithfully,

  
08/10/07  
(K.C. Samria)  
Director

Copy alongwith proforma is also forwarded for similar action to -

1. CMDs of all subsidiaries of CIL (by name)
2. CMD, Singareni Collieries Company Ltd. Andhra Pradesh.
3. CMD, Neyveli Lignite Corporation Ltd., Neyveli.
4. Director, Indian School of mines, Dhanbad.
5. Coal Controller, Coal Controller's Organization, Kolkata.
6. Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.

7. NIC-COAL

## BIO DATA PROFORMA

1. Name and address in block letters
2. Date of Birth (in Christian era)
3. Date of retirement under Central/  
State Govt. 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)

Qualification/experience  
Required

Qualification/experience  
possessed by the officer

Essential (1)  
(2)  
(3)

Desired (1)  
(2)

6. Please state clearly whether in the  
light of the entries made by you above,  
you meet the requirements 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

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Office/Instt/ Orgn	Post held	From	To	Scale of pay	Nature of duties
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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 you belong

10. Additional details about present employment

Please state whether working under -

- (a) Central Government
- (b) State Government
- (c) Autonomous Organisations
- (d) Government Undertaking
- (e) University

11. Are you in revised Scale of Pay?

If yes, give date from which the revision took place and also indicate the pre revised scale

12. Total emoluments per month now drawn

13. Additional information, if any, which you would like to mention in support of your suitability for the post.

Enclose a separate sheet if the above space is insufficient.

14. Whether belong to SC/ST

15. Remarks

Signature of Candidate

Address \_\_\_\_\_

Date

Countersigned \_\_\_\_\_

(Employer)