

Dated :

**Appointment to the post of Assistant Director (Official Language) On deputation basis  
(Including short term contract)**

It is proposed to fill up the posts of Assistant Director (Official Language) on deputation basis (Including short term contract) in the Attached and Subordinate offices of Central Board of Direct Taxes. These posts belong to General Central Services Group 'A' Gazetted Non Ministerial Cadre. The level of pay matrix, eligibility condition and required qualification for the post are given as under:-

1. Level of pay matrix : Level 10 in pay matrix (Pre-revised Pay Band-3, Rs. 15600-39100/- with grade pay of Rs. 5400/-)
2. Eligibility : The following officers under Central Government or State Governments or Union territories or Universities or recognised research institutions or public sector undertakings or semi-Government or autonomous or statutory organisations are eligible to apply for the post :-
  - (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or
  - (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in posts in level 8 of pay matrix or equivalent in the parent cadre or department ; or
  - (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in posts in the level 7 of pay matrix or equivalent in the parent cadre or department.
3. Qualification :-

Essential:

  - i) Master's degree of a recognise University in Hindi with English as a compulsory or elective subject or as the medium of examination at degree level; or  
Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at 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 degree level ; or  
Master's degree of a recognised 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 degree level ; or  
Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at 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 Government or State Government or autonomous bodies or statutory organisations or public sector undertakings or Universities or recognised research or educational institutions ; or

Three years' experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or Autonomous bodies or statutory organisations or public sector undertakings or Universities or recognised research or educational institutions.

Desirable :

- i) Studied one of the languages other than Hindi included in the Eighth Schedule to the Constitution at 10<sup>th</sup> level from a recognised Board.
  - ii) Administrative experience.
  - iii) Experience of organising Hindi classes or workshops for noting and drafting.
  - iv) Knowledge of Direct Tax Laws / procedure.
  - v) Computer Literacy.
4. Number of vacancies : 20 (Approx.)
  5. Place of posting: may be posted in any office of Income Tax all over India.
  6. Period of deputation : The 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 organisation or department of the Central Government shall ordinarily not to exceed three years.
  7. Age Limit: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.
  8. The persons appointed will be treated on deputation and will have the option either to draw pay in level 10 of pay matrix or his grade pay plus deputation (duty) allowance in term of GOI, Department of Personnel & Training OM F.No. 6/8/2009-Estt.(Pay II), dated 17<sup>th</sup> June, 2010.
  9. Eligible and suitable candidates are requested to send their applications in the prescribed Proforma (annexed) along with their Annual Performance appraisal Reports of the last 5 years, duly attested, cadre clearance, integrity Certificate, Vigilance Clearance Certificate and details of status of Major / Minor Penalty, imposed during last ten years, in original, duly signed and stamped by competent Authority through proper channel to the Directorate of Income Tax (Exam & Official Language), Central Board of Direct Taxes, Official Language Division, 6<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus, New Delhi – 110 001.
  10. Last date of receipt of applications: within 42 days from the date of publication of the advertisement.

11. NB:-

- i) The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation (including short term contract).
- ii) No advance copy of the application is required to be sent by the candidates;
- iii) The applications of only those candidates will be forwarded, who could be relieved for joining immediately.
- iv) The applications not accompanied with necessary documents viz. the APARs, Vigilance Clearance etc. will not be entertained.



(Dr. Subhash Chandra)  
Additional Director General (Exams & Official Language)

**BIO-DATA/ CURRICULUM VITAEPROFORMA**

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 Qualification					
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			
<b>Essential</b>		<b>Essential</b>			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
<b>Desirable</b>		<b>Desirable</b>			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
<p><b>5.1 Note :</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry / Department / Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</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><b>6.1 Note :</b> 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.</p>					
7. Details of Employment, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
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 details) 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

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note :</b> 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><b>9.2 Note :</b> Information under Column 9 (c) &amp; (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>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p><b>11. Additional details about present employment :</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>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.		
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		
Basis Pay in the PB	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. <b>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)</b>		

<p><b>16.B) Achievements:</b></p> <p>The candidates are requested to indicate information with regard to ;</p> <ol style="list-style-type: none"> <li>Research publications and reports and special projects</li> <li>Awards / Scholarships / Official Appreciation</li> <li>Affiliation with the professional bodies / institutions / societies and ;</li> <li>Patents registered in own name or achieved for the organization</li> <li>Any research / innovative measure involving official recognition</li> <li>Any other information.</li> </ol> <p><b>(Note : Enclose a separate sheet if the space is insufficient)</b></p>	
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<p><b>17.</b> Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis.</p> <p># (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><b>18.</b> 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.....

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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**

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**(Employer / Cadre Controlling Authority with Seal)**