



No.A-35018/01/2018-Admn.II
Union Public Service Commission
(संघ लोक सेवा आयोग)

Dholpur House, Shahjahan Road
New Delhi-110069
Dated: 19/01/2018

VACANCY CIRCULAR

Subject : Filling up the post of Linguistic Administrator (General Central Service, Group-‘A’ Gazetted, Non-Ministerial) [Level-13 in the pay matrix] by Composite Method [Deputation (including short-term contract) plus promotion] basis in the O/o UPSC-reg.

It is proposed to fill up one post of Linguistic Administrator (General Central Service, Group-‘A’ Gazetted, Non-Ministerial) [Level-13 in the pay matrix] by Composite Method [Deputation (including short-term contract) plus promotion] basis in the O/o UPSC.

2. Eligibility Conditions: Deputation (including short-term contract):

“Officers of the Central Government or State Government or Union territories or Semi-Government or Recognized Research Institutions or Universities or Public Sector Undertakings or Autonomous or Statutory Organizations,-

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; **or**

(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in posts in level-12 (Rs.78800-209200/-) in the pay matrix or equivalent in the parent cadre or Department; **and**

(b) Possessing following educational qualification and experience:-

Essential:

(i) Master’s Degree from a recognized University in Linguistics;

OR

Master’s Degree from 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 from 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 from 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 from 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 from a recognized University in any subject other than Hindi or English with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

(ii) Ten years experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, of the texts of academic and technical content, in different disciplines of humanities, social sciences, science and technology including experience of handling examination work under Central Government or State Government or Union territories or Autonomous

Bodies or Statutory Organisations or Public Sector Undertakings or Universities or recognized Research or Educational Institutions.

-2-

Desirable:

- (i) Three years of experience in organizing or associating in national or international conference or seminars of academicians or experts.
- (ii) A Doctor of Philosophy awarded in Hindi or published work in linguistic research.
- (iii) Studied one of the languages other than Hindi included in the Eighth Schedule to the Constitution of India at 10th level from a recognized Board.

Note: The Departmental Senior Research Officer (Language Medium) in level-11 (Rs.67700-208700/-) in the pay matrix with ten years of regular service in the grade and having same essential and desirable qualification as prescribed for deputationists 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.

3. List of duties / responsibilities attached to the post of Linguistic Administrator:

- (i) Work related to scientific and technical terminology, translation from English to Hindi and vice-versa.
- (ii) Linguistic research relevant to scientific and technical terminology.
- (iii) To coordinate and interact with senior academicians in discharging his duties.
- (iv) Any other work assigned by the Senior Officers.

4. Regulation of pay and other terms of deputation : -

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended time to time.

5. Age-limit :-

The maximum age-limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

6. Period of deputation: -

Period of deputation (including short-term contract) including the period of deputation (including short-term contract) 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 **five years**.

7. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

- (i) Integrity certificate
- (ii) List of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the APARs for the last five years (2012-13 to 2016-17) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to Sh. S. Padmanabha, Under Secretary (Estt.), Room No. 218 AB, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of the publication of the circular in the Employment News/ Rozgar Samachar. *Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.*

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

"Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply".

**(S. Padmanabha)
Under Secretary(Estt.)**

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Governments/ Union Territories, Cadre Controlling Authorities of Universities/ Recognised Research Institutions/ public sector undertakings/Semi-Government/statutory and autonomous organizations (as per list attached); with a request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
4. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
5. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Soochana Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular (indicative) in the ensuing issue of Employment News/रोजगार समाचार.
6. The Director (CS.I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
7. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.

(S. Padmanabha)
Under Secretary(Estt.)

Proforma for application for the post of Linguistic Administrator on Composite Method [Deputation (including short term contract) plus promotion] basis in the Office of UPSC.

BIO-DATA PROFORMA

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
- 5(a). Do you hold analogous post on regular basis in the parent cadre or Department
- 5(b). Do you possess five years regular service in the grade rendered after appointment thereto on regular basis in posts in level-12 (Rs.78800-209200/-) in the pay matrix or equivalent in the parent cadre or Department.
- 6(a). Do you possess Master's Degree from a recognized University in Linguistics
- 6(b). Do you possess Master's Degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level
- 6(c). Do you possess Master's Degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level
- 6(d). Do you possess Master's Degree from 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
- 6(e). Do you possess Master's Degree from 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
- 6(f). Do you possess Master's Degree from a recognized University in any subject other than Hindi or English with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

7. Do you possess ten years experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, of the texts of academic and technical content, in different disciplines of humanities, social sciences, science and technology including experience of handling examination work under Central Government or State Government or Union territories or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Universities or recognized Research or Educational Institutions.
- 8(a). Do you possess three years of experience in organizing or associating in national or international conference or seminars of academicians or experts
- 8(b). Do you possess a Doctor of Philosophy awarded in Hindi or published work in linguistic research
- 8(c). Have you studied one of the languages other than Hindi included in the Eighth Schedule to the Constitution of India at 10th level from a recognized Board
9. Details of employment, in chronological order (Starting from entry in Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Post held with scale of pay/ Level of pay in pay matrix	Period of service		Nature of appointment (regular/ ad- hoc/ deputation)	Basic Pay	Nature of duties with Brief Details of works performed during the appointment
		from	to			
1	2	3	4	5	6	7

10. Nature of present employment, i.e ad-hoc or temporary or permanent
11. In case the present employment is held on deputation please state
- The date of initial appointment
 - Period of appointment on deputation
 - Name of Organization on deputation

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

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7 th CPC	Level of pay in 7 th CPC Matrix

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.
(Enclose a separate sheet if the space is insufficient)

15. Full postal address of forwarding authority with name & telephone number

16. Whether belongs to SC/ST

17. Remarks

Signature of the candidate
Full office address

Tel. No.
Email ID

Date :

(Certificate To Be Furnished By The Employer/Head Of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii. His/Her integrity is certified.
- iii. The photocopies of the APARs for the last 5 years (for the year from 2012-13 to 2016-17) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. *No major/minor penalty has been imposed on him/her during the last 10 years.
- v. *A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.*

Signature :
Name & Designation :
Telephone No. :
Fax No. :
Office Seal :

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out which is not applicable.)