

## VACANCY NOTIFICATION

Employer	262025 Department of Official Language, Ministry of Home Affairs
Name of the Post	Assistant Director (Official Language)
No. of Vacancy	17
Pay	Pay Band 3, Rs. 15,600-39,100 and Grade Pay Rs. 5,400
Last date to apply	21 Jan 2025
Remarks	<b>See detailed notification attached below</b>

**How to Apply:** - 1. All **Eligible** Ex-Servicemen officers need to forward two Copies of Willingness Format, available at vacancy page, on Email ID: [dgrjobofficers@desw.gov.in](mailto:dgrjobofficers@desw.gov.in)

- (i) One Format should be in PDF format duly signed by the applicant and signed by the witnesses too.
- (ii) The second one should be in Excel Format without changing the Format, without signatures and without witnesses.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above, Copy of PPO/ Release Order & CV/ Bio Data should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

3. **(For Zila Sainik Welfare Officer/ RSB Director vacancy only):** An additional Undertaking for Kendriya Sainik Board (KSB) should also be forwarded to this office along with the above (via Email Only). The Undertaking format for KSB is available on DGR website in format section under the head of Job Assistance for Officers.

**Note 1:-** All willing and **Eligible** JCOs/ OR may forward their application in Officer's willingness format through their ZSB/ RSB only, else name will not be accepted under any circumstances.

**Note 2:- Willingness format must be as per instructions mentioned above.**

**In the event of non-receipt of all the required documents as mentioned above within the due date of the vacancy, the candidature of the applicant will not be entertained under any circumstances.**

## SCHEDULE V

[See rule 7(4)]

Minimum educational and other qualifications, experience and age limit for direct recruitment to Grade IV (Assistant Director) of the Central Secretariat Official Language Service (Group 'A' Posts).

(a) Age limit. - Not exceeding 35 years. (relaxable upto five years for Government servants in accordance with the instructions or orders issued by the Central Government).

Note - The crucial date for determining the age limit shall be as advertised by Union Public Service Commission.

(b) Educational qualifications and experience:

Essential Educational Qualifications:

- (i) Master's degree of a recognized University in Hindi with English as a subject at a degree level;  
or  
Master's degree of a recognized University in English with Hindi as a subject at a degree level;  
or  
Master's degree of a recognized University in any subject with Hindi and English as subjects at the degree level;  
or  
Master's degree of a recognized University in any subject with Hindi Medium and English as a subject at the degree level;  
or  
Master's degree of a recognized University in any subject with English Medium and Hindi as a subject at the degree level.  
and
- (ii) Three years experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably for technical or scientific literature or three years of experience of teaching in Hindi and English or research in Hindi or English.  
Desirable : (i) Knowledge at the level of Matriculation of a recognized Board of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.
- (ii) Diploma or Certificate Course in translation from Hindi to English and vice-versa from a recognized Institute or University or two years experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking.

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2: The qualifications regarding experience is relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and the Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.