

### VACANCY NOTIFICATION

Employer	392024 Joint Secretary & Chief Administrative Officer, Ministry of Defence
Name of the Post	Lecturer (Burmese Language)
No. of Vacancy	01
Last date to apply	04 Mar 2024
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)

- One Format should be in PDF format duly signed by the applicant and signed by the witnesses too.
- 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.**



**PROFORMA**  
(for seeking Non-Availability Certificate)

1.	(a) Name of the Organisation/Office	Joint Secretary & Chief Administrative Officer , MINISTRY OF DEFENCE, NEW DELHI
	(b) Ministry/Department to which attached	MINISTRY OF DEFENCE
2.	Complete Postal Address of the Organisation & Head Office	O/o Joint Secretary & CAO Hall No. 1, 1 <sup>st</sup> floor, A Block Defence Offices Complex, Africa Avenue New Delhi-110023
3.	Details of the post	
	(a) Designation	Lecturer (Burmese Language)
	(b) Cadre & Classification of post (i.e. Whether <b>Central Civil Service</b> post/ <b>Gazetted</b> or <b>Non-Gazetted</b> , etc)	General Central Service, Grp 'A' Gazetted Non-Ministerial
	(c) Name & Address of Cadre controlling authority of the post#	JS & CAO Room No. 101, 1 <sup>st</sup> Floor, A Block Defence Offices Complex, Africa Avenue New Delhi-110023
	(d) Pay Band/Grade Pay (Pre-rev) & Pay Level (revised)	Level 10 in the Pay Matrix
	(e) Mode of Recruitment (Ad-hoc/Promotion/Direct Recruitment/Deputation, etc)	Direct Recruitment
	(f) The post is Temporary or Permanent	Permanent
4.	Brief description of the job requirement and nature of duties of the post	<ul style="list-style-type: none"> <li>To teach Foreign Language (Burmese) to a very high standard including the Interpreter-ship standard.</li> <li>Setting of question papers for various examinations.</li> </ul>
5.	Details of Vacancies	
	(i) Place (State) of <b>initial posting*</b> for each vacancy	New Delhi
	<b>(ii) Break-up of vacancies reserved for**</b>	
	(a) SC	00
	(b) ST	00
	(c) OBC	00
	(d) UR	01
	(e) EWS	00
	<b>Total Vacancies</b>	01
6.	Date of the occurrence of Vacancies	The vacancies arose as under:- (a) Vacancy arised 01.05.2010 due to superannuation of the incumbent. The vacancy was revived by Ministry of Finance on 08.08.2023.
7.	Qualification as laid down in the approved Recruitment Rules including any relaxation.	
	(a) Essential	<p><b>Essential:</b></p> <p>(i) Master's Degree in foreign language (Burmese) form a recognised University or Institution.</p> <p>(ii) One year experience in teaching or translation from the foreign language concerned to English or Hindi or vice-versa.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2: The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission for reasons to be recorded</p>



		in writing, in case of candidates belonging to scheduled castes or 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.
	(b) Desirable (Please indicate NIL if not specified)	<u>Desirable:</u> Doctorate degree in foreign languages (Ph.D) from a recognized university.
8.	<b>Any Other requirements or condition not covered by the above columns.</b>	Age Limit(s) not exceeding 35 years (Relaxable for Govt servant's upto five years in accordance with the instructions or orders issued by the Central Govt. Relaxation to SC/ST/OBC etc as per Govt orders in force) One year Probation period.

**It is certified that:**

9.	Vacancies projected in this requisition are regular and all regular vacancies as on date, which fall within the direct recruitment quota, have been included in this requisition and also the necessary sanction of the Government for these posts is available.
10.	The number of vacancies reserved for Schedule Caste, Schedule Tribe and Other Backward Class as mentioned in Col.5 above is in accordance with the reservation quota fixed by the Government for these communities.
11.	<b>Surplus employee(s), nominated against these vacancies, shall be given appointment within a period of three months from the date of nomination.</b>

\* Indicate specific place with Name of State to bracket. Don't write as All India/Anywhere in India. If vacancies are spread at several places in India, indicate them as mentioned below at\*\*.

\*\* (i) If vacancies are available at more than one places, please indicate category (SC/ST/OBC/UR) and number of vacancy available **at each place** (with name of State) in separate Sheet; (ii) Vacancies for PH, Ex-Serviceman (if any) may be indicated in bracket, after indicating total vacancies under respective category.