

VACANCY CIRCULAR

NO. A/39894/A-21/CAO/R-I

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
OFFICE OF JOINT SECRETARY (TRG) & CAO**

**ROOM NO. 170 E - BLOCK
DALHOUSIE ROAD
NEW DELHI – 110 011.**

DATED : 20 Sep 2011

To

All the Ministries/Depts. Of Govt. of India.

SUBJECT: FILLING UP OF ONE ANTICIPATED VACANCY IN THE GRADE OF ASSISTANT CIVILIAN STAFF OFFICER (RUSSIAN) IN NHQ, MINISTRY OF DEFENCE ON PROMOTION/ DEPUTATION BASIS.

Sir,

I am directed to say that vacancy (anticipated wef 01.03.2012) in the grade of Assistant Civilian Staff Officer (Russian) (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the Pay Band-2 (` 9300-34800) with Grade Pay ` 4800/- (Erstwhile Pay Scale of ` 7500-250-12000) is required to be filled in NHQ on Promotion/Deputation basis on the following conditions: -

DEPUTATION

A Officers under the Central Government: -

Holding analogous posts on regular basis;

OR

With 3 years' regular service in posts in the scale of ` 6500-10500 (pre-revised) or equivalent;

OR

With 7 years' regular service in posts in the scale of ` 5500-9000 (pre-revised) or equivalent;

AND

B Possessing the following educational qualifications: -

ESSENTIAL:

a. Bachelor's degree in Russian language with English as a compulsory/elective subject from a recognised University or equivalent.

OR

Bachelor's degree with English language as a compulsory/elective subject from a recognised University or equivalent **AND** Diploma equivalent to interpretership standard in Russian Language from a recognised University/Institution or equivalent.

b. Two years' experience in taking dictation in Russian Language and its transcription on Russian Typewriter.

2. **Job Profile** Brief particulars of duties assigned to the post of Assistant Civilian Staff Officer (Russian) are as under:-

- (a) Correspondence on administrative matters.
- (b) Ensure optimum utilization of men, material and machinery.
- (c) Correspondence and processing of supplementary agreements with Ministries and monitoring of progress on associated matters.
- (d) Accounting, mustering, marking of Repair Technical Documents (RTDs), preparation and updating of project-wise RTD lists.
- (e) Accord priorities of translation and reproduction in consultation with professional Directorates.
- (f) Planning and coordination of translation/re-production of RTDs and typing of indents.
- (g) Establish commonality between documents.
- (h) Analyse translation and reproduction progress reports.
- (i) Correspondence on co-ordination of Russian Translation Cells Delhi, Mumbai and Visakhapatnam.
- (j) Taking dictation in Russian Language and its transcription on Typewriter/Computer.
- (k) Duties of Section Officer.

3. The departmental Russian Steno-I in the grade of ` 6500-10500 (pre-revised) with three years' regular service in the grade will also be considered along with deputationists and in case he is selected for appointment, the post shall be deemed to have been filled by promotion. 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. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by DOP&T OM No. No. 6/8/2009-Estt.(Pay II) dated 17 Jun 2010 and its subsequent amendments, if any.

5. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs for the last 05 years (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office within **60** days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. **A separate certificate is also required to be furnished by**

cadre controlling authority that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

6. The Curriculam Vitae proforma can be downloaded from our website www.caomod.gov.in.

NOTE : CANDIATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.

Yours faithfully

(Ashok Chakrapani)
Deputy Director/Rectt-1
for Joint Secretary (Trg) & CAO

COPY TO:- All Coord Sections of Integrated HQ of MOD (Army)
Integrated HQ of MOD(Navy)/DODY(RTC)
Integrated HQ of MOD (Navy)/Dte.of Admin
Air HQ/PC-1
All Coord Section of IS Organs.
All Sections in the Office of the JS (Trg) & CAO
Directorate General of Resettlement, MOD
CAO/P-2 – for information.

CURRICULUM VITAE PROFORMA

1. Name and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. Date of retirement under :
Central/State Government
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)

Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
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- | | |
|------------|-----|
| Essential: | (1) |
| | (2) |
| | (3) |
| Desired | (1) |
| | (2) |

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

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:

Office/ Institution	Post held	From	To	Scale of Pay & Basic Pay/Pay Band & Grade Pay*	Nature of duties (in detail)

* Basic Pay & Scale of Pay before 6th CPC and Pay Band and Grade Pay after fixation in 6CPC may be indicated separately.

8. Nature of present employment, i.e :
Ad-hoc or temporary of 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) Nature of the parent office/
organization to which you belong
10. Additional details about present :
Employment
Please state whether working under
(indicate the name of your employer
against the relevant column)
- a) Central Govt.
 - b) State Govt.
 - c) Autonomous Organisation
 - d) Govt. Undertaking.
 - e) Universities
 - f) Others
11. Please state whether you are working :
In the same Department and are in the
feeder grade or feeder to feeder grade
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.
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.
(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).

15. Please state whether you are applying for :
deputation (ISTC)/Absorption/Re-employment
Basis. (Officers under Central Govt/State
Governments are only eligible for
“Absorption” . Candidates of non-
Government Organisation are eligible
only for Short Term Contract.)

16. Whether belonged to SC/ST. :

17. Remarks (the candidates may indicate :
Information with regard to
i) Research publications and reports
and special projects
ii) Awards/Scholarship/Official
Appreciation
iii) Affiliation with the professional
bodies/institutions/societies and
iv) any other information.
(Note : Enclose a separate sheet if
the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I
am well aware that the Curriculum Vitae duly supported by documents
submitted by me will also be assessed by the Selection Committee in the
time of selection for the post.

Date :

Signature of the
candidate

Address _____

Countersigned

(Employer with Seal)

No. :

Date :