

भारत सरकार
Government of India
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
Ministry of Electronics & Information Technology
इलेक्ट्रॉनिक्स निकेतन, 6, सी जी ओ कॉम्प्लेक्स, नई दिल्ली-110003
Electronics Niketan, 6, C G O Complex, New Delhi-110003
Website: www.meity.gov.in

संख्या 2(2)/2025-Pers.I
No.....

दिनांक 09.07.2026
Date.....

OFFICE MEMORANDUM

Subject: Filling up of one post of Deputy Director (Official Language) in the Ministry of Electronics and Information Technology (MeitY) on deputation basis - regarding.

The undersigned is directed to say that Ministry of Electronics and Information Technology intends to fill up one post of **Deputy Director (Official Language)** at Level-11 of the Pay Matrix on **deputation basis**. The appointment on deputation will initially be for a period of **one year**, extendable as per Government instruction. The complete details including eligibility conditions as per notified Recruitment Rules of the post are given in **Annexure-I**.

2. Applications of eligible and willing persons who can be spared immediately may be forwarded through proper channel in the prescribed format (**Annexure-II**) to the undersigned at the above mentioned address so as to reach on or before **60 days from the date of publishing the advertisement in the Employment News**. The application should also be accompanied by photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer (**Annexure-III**). It may also be confirmed that in the event of selection the officer concerned will be relieved of his duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.

3. Applications, which are incomplete or are not accompanied with the photocopies of ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard. Only fresh applications through proper channel will be entertained. Past applications against MeitY's earlier advertisement for this post will not be considered.

4. Candidates once selected will not be allowed to withdraw his/her name on a later date.


(P. Victor Albuquerque)
Deputy Secretary(Pers.)
Tel. No. 011-24364757

To,

1. All Ministries/Departments in the Government of India.
2. The Chief Secretaries of all State Governments.
3. Department of Personnel & Training: For uploading on their web portal.
4. DG(NIC)/DG(STQC).
5. NIC Cell, MeitY: For uploading on the web portal of MeitY.



Annexure-I

Post	: Deputy Director (Official Language)(Group'A'- Gazetted)(Ministerial)
Number of Post	: 01 (One)
Pay Scale	: Level-11 of the Pay Matrix (Rs. 67,700-2,08,700).
Eligibility	: Officers from the Central Government or State Government

DEPUTATION:

Officers from the Central Government or State Governments or Union Territories or Public Sector Undertakings:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department;
or
(ii) with 5 years regular service in Level-10 in the pay matrix (Rs. 56100-177500); and
(b) possessing the educational qualifications and experience for direct recruits as follows:

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 a medium of an 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 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) Five 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 Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.

OR

Five years' experience of teaching in Hindi and English or research in Hindi or English under Central Government State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.

Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Ministry 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 vacancy reserved for them.

Desirable:

Studied one of the languages other than Hindi included in the 8th Schedule of the Constitution at 10th level from a recognised Board.

Note 3: 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, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 4: Period of deputation including the period of deputation 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 four years.

Note 5: The Maximum age-limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

ANNEXURE-II**PROFORMA FOR APPLICATION**

Application for the post of: **DEPUTY DIRECTOR (OFFICIAL LANGUAGE)**
on deputation basis.

Please specify: _____

PHOTO
(to be pasted)

CURRICULUM VITAE

1. Application for the post of: **DEPUTY DIRECTOR (OFFICIAL LANGUAGE)**
2. Name & Address:
(in BLOCK letters)
3. (a) Date of Birth (in Christian era):
(b) Age as on the closing date of receipt of applications:
4. Date of retirement under Central/State Government rule:
5. Educational Qualifications:
6. Whether Educational and other qualifications required for the post are satisfied:

Qualifications/experience required	Qualifications/experience possessed by the officer
Essential	
Desirable	

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
8. 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	Pay Band + Grade Pay/ Pay Scale/ Pay Level	Nature of duties (in detail)

9. Nature of present employment i.e. Ad-hoc or Temporary or Permanent:
10. 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 you belong:

11. Additional details about present employment:
Please state whether working under
(indicate the name of your employer against the relevant column)

- | | | |
|-----------------------|----------------------------|-----------------|
| a) Central Government | c) Autonomous Organization | e) Universities |
| b) State Government | d) Government Undertaking | f) Others |

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 (with break-up):

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. Achievements in the career which may support your candidature:

16. Whether belongs to SC/ST/OBC:

17. Remarks:

[the candidate 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]

18. Contact No.: (Off) _____ (Res) _____ (Mobile) _____

19. E-Mail : _____

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 at the time of selection for the post.

Date:

(Signature of the candidate &
Address)

Annexure-III

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 circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
(Strike out whichever is not applicable)

Dated:

Place:

Signature of Head of Office_____

Name and Designation_____

Seal

ANNEXURE-IV**PROFORMA FOR QUALIFICATIONS, EXPERIENCE FOR THE POST OF DEPUTY DIRECTOR
(OFFICIAL LANGUAGE)**

Sl. No.	Essential Qualifications	Please tick the relevant qualification	List of supporting documents enclosed for relevant qualification (Letter of appointment/promotion order etc.)
1.	Holding analogous post on regular basis in the Ministry/Department		
2.	with 5 years regular service in Level-10 in the pay matrix (Rs. 56100-177500).		
	EXPERIENCE (If any other relevant to the post)	List of supporting documents enclosed for relevant experience	
3.			

MODE OF RECRUITMENT APPLIED FOR: (DEPUTATION/REMPLOYMENT BASIS)