



Copy to:

1. All Ministries and Department of the Government of India.
2. Chairman, Commission for Scientific and Technical Terminology.
3. Chief Secretaries of all the State/UTs.
4. PS to HRM/ PS to MOS (SSD),/PS to Secretary (HE)
5. Vice-Chancellors of All Central Universities.
6. University Grant Commission, New Delhi for circulating to all Universities under UGC.
7. Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi with the request to give wide publicity to the vacancy in all Universities/ Research Bodies etc.
8. Ministry of Information and Broadcasting, Shastri Bhawan, New Delhi for arranging suitable publicity in Air Media about the vacant post.
9. Director, NIC, MHRD is requested to upload the draft advertisement for the post of Director, CHD on the website of the MHRD, D/o Higher Education.
10. Director, Official language for providing Hindi version of the advertisement at the earliest.
11. Director General , DAVP, Phase IV Soochna Bhawan, CGO complex, New Delhi along with **English and Hindi versions** of the advertisement for immediately releasing it in the Employment News, Rozgar Samachar and newspapers (shortlisted by the DAVP) all over the country. The advertisement to be published in the newspaper (as per DAVP list) all over the country would **exclude** the application proforma. **Note-2 of the advertisement** advising the candidates to get further details including application proforma, by referring to the advertisement for the above post published in the Employment News and Rozgar Samachar dated \_\_\_\_\_ April, 2020, is to be including **only in the advertisements to be released in newspapers throughout the country** by incorporating the date of a advertisement published in the **Employment News/ Rozgar Samachar**. The estimate for publishing the advertisement in (a) Employment News (b) Rozgar Samachar, and (c) newspapers as per DAVP list, may be furnished immediately to enable the MHRD make the necessary payment to the DAVP. .

*Suman Dixit*

(Suman Dixit)

Deputy Secretary (Languages)

*Handwritten notes and signatures:*  
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Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Language Division

**Advertisement for the post of Chairman, Commission for Scientific and Technical Terminology,  
New Delhi**

Applications are invited from eligible candidates for filling up on Deputation basis, one vacancy of the post of Chairman, Commission for Scientific and Technical Terminology, an Attached office of the Ministry of Human Resource Development, Govt. of India in Level-14 of the Pay matrix from persons possessing qualifications and experience mentioned below in the prescribed proforma published in the Employment News/ Rozgar Samachar. The application form can also be downloaded from M/o HRD's website [www.education.nic.in](http://www.education.nic.in) and from the Commission for Scientific and Technical Terminology, New Delhi's website <http://cstt.nic.in>.

**Pay Scale:** Level-14 of the Pay matrix

**Mode of Recruitment:** Deputation (including short term contract)

**Period of Deputation:** Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or department of the Central/ Govt. shall ordinarily not exceed five years.

**Age Limit:** The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of the receipt of applications. [The age of the applicants would be reckoned as on the closing date for receipt of applications as per advertisement for the post published in the Employment News/ Rozgar Samachar].

**Field of Selection:** Deputation (including short-term contract):

Officer under the Central or State Government/Union territories or Universities/recognised research Institutions or Public Sector Undertakings or Statutory or Autonomous organizations

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

(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the post in PB-4 in the scale of pay of Rs. 37,400-67,000/- with Grade Pay of Rs. 8,900/- or equivalent in the parent cadre or department;

(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the post in PB-4 in the scale of pay of Rs. 37,400-67,000/- with Grade Pay of Rs. 8,700/- or equivalent in the Parent Cadre or Department;

AND

(b) Possessing the following Educational Qualification and Experience:

## Qualifications and Experience

### Essential.

- i. Doctorate degree in any branch of Science or Arts or Commerce or Agriculture or Engineering or Medicine from a recognized University or Institute;
  - ii. 18 years experience in academic or teaching or research work in a recognized institution including at least three years administrative experience;
- Or
- 18 years experience in preparation of technical encyclopedia, definitional dictionaries and technical glossaries as evidenced by published work, including at least three years administrative experience.

**Desirable:** Working knowledge of one or more Indian language in addition to Hindi.

**Last Date:** Duly filled in applications complete in all respects and forwarded through Proper Channel by the concerned University/College/Department, etc. should reach Smt. Suman Dixit, Deputy Secretary to the Govt. of India, Languages Division, Department of Higher Education, Ministry of Human Resource Development, Room No. 525, C - Wing, Shastri Bhawan, New Delhi-110001 within **60 days** from the date of publication of the advertisement for the above post in the Employment News/ Rozgar Samachar.

**Note-1:-** The applicants who are in Central Govt./ State Govt. Service/ Autonomous Bodies/ Union Territories or other Govt. Bodies should submit their application through proper channel along-with integrity Certificate and a certificate to the effect that no disciplinary proceedings are pending or contemplated against the officer. Attested photocopies of the A.C.Rs. of the last five years may also be forwarded along-with the application.

**Note-2:-** For getting further details including application proforma, candidates may refer to the advertisement for the above post published in the Employment News and Rozagar Samachar dated \_\_\_\_\_ 2020.

## PROFORMA OF APPLICATION

PHOTO

1. Name and Address (in Block letters) :
2. Date of Birth :
3. Date of retirement under Central/ State Govt. Rules :
4. Educational Qualification :
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 (Attach attested photocopies of the testimonials along with the application)
Essential (1)		
(2)		
(3)		
Desirable (1)		
(2)		
(3)		

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

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature.

Office/ Institutions	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties (in details)

8. Nature of present employment i.e. Ad-hoc or Temporary or 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. Name 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)

- Central Govt. :
- State Govt. :
- Autonomous Organisation :
- Government Undertaking :
- Universities :
- Others :

11. Please state whether you are working in the same department :

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place 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 thing 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. Whether belongs to SC/ST :

16. 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 at the time of selection for the post.

Signature of the Candidate  
Address \_\_\_\_\_

Date \_\_\_\_\_

Office	Post held	From	To	Scale of Pay	Name

FORWARDING NOTE BY THE EMPLOYER

It is certified that:

- i. Information given in the above proforma is correct as per the service records of the applicant.
- ii. The applicant is clear from vigilance angle.
- iii. The integrity of the applicant is beyond doubt.
- iv. That no major/minor penalty has been imposed on the applicant during the last ten (10) years.
- v. The cadre controlling authority of the applicant has given clearance to enable him/her to apply for the post.
- vi. The applicant has enclosed with his/her application the attested photocopies of all the required testimonials/certificates/degrees., etc. starting with Matriculation/Class-X certificates.
- vii. Attested photocopies of the last five (5) years of the applicant's Annual Confidential Report/Annual Performance Appraisal Report has been enclosed while forwarding this Application.

\*Note:- If ACRs/ APARs not adopted/ not relevant the employer has to categorically certify the same in lieu of sending ACRs/ APARs.

Countersigned by the authorized signatory on behalf of the employer.

**Signature of the Head of the Office  
(with stamp)**

Place \_\_\_\_\_

Date \_\_\_\_\_