

A-32012/4/2025-ISH-II
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 09th October, 2025.

Circular

Subject: Filling up of the post of Assistant Director (Official Language), in the Directorate General of Mines Safety (DGMS) in the Ministry of Labour & Employment, by Promotion or Deputation and Absorption – regarding.

The undersigned is directed to state that the Ministry of Labour & Employment proposes to fill up one post of Assistant Director (Official Language), in Directorate General of Mines Safety (DGMS), a subordinate office under the Ministry of Labour and Employment, by the method of Promotion or Deputation and Absorption (Composite method of recruitment) from amongst the officers of the Central Government. The vacancy will arise on 01.01.2026.

2. The eligibility conditions, qualifications and experience(s) required and other details related to the post are given in **Annexure - I**. The duties and responsibilities attached to the post are given in **Annexure -II**.

3. The terms and conditions and Pay and Allowances of the Officer selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time.

4.1 The applications of suitable and eligible officers, who could be immediately relieved in the event of selection, may be sent to Shri Ravi Shankar Nirala, Under Secretary, Industrial Safety and Health Division (ISH Division), Ministry of Labour & Employment, Room No. 17, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001, Tele: 011-23766937.

4.2 Applications of the eligible candidates may be forwarded by their respective organizations, in the prescribed proforma (**Annexure - III**), to the Ministry of Labour and Employment, within 60 days from the date of publishing of the advertisement in the Employment News/ Rozgar Samachar.

5.1 Nominations of only such officers/ candidates whose applications are routed through proper channel by the concerned Ministries/ Departments/ Organizations of the Central Government and are accompanied by the following documents, would be considered:

- a. Bio-data as per the proforma given in Annexure-III.
- b. Vigilance Clearance Certificate as per Annexure-IV.
- c. Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years Annexure-V.
- d. Integrity Certificate as per Annexure-VI.
- e. Attested photocopies of ACRs/ APARs for the last five years, from 2019-

20 to 2023-24 (duly attested by a Group A officer) and

5.2 No advance copies would be entertained.

6. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected, without any notice to the candidate. Officers who apply for the post would not be allowed to withdraw their candidature, subsequently.

7. While forwarding the applications, it should be verified and certified by the respective Ministry/ Department/ Organization that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties immediately.

8. The crucial date of determining eligibility of the candidates is 01.01.2026.

9. It is requested that this may be given wider circulation in offices of your Ministry / Department/ Organization.

(Ravi Shankar Nirala)
Under Secretary to the Govt. of India
Tele: 011-23766937
(ravis.nirala@nic.in)

To,

1. The Secretaries of all the Ministries/ Departments of Government of India.
2. Administrators of all Union Territories of India.

Copy to:

1. All attached and subordinate Offices under the Ministry of Labour and Employment.
2. All Sections in the Ministry of Labour and Employment.
3. The Director General of Mines Safety, DGMS, Dhanbad.
4. The Chairman, Union Public Service Commission.

Annexure-I

1. Name of the Post: Assistant Director (Official Language), Directorate General of Mines Safety(DGMS), Ministry of Labour and Employment.

2. Place of posting: DGMS Headquarter, Dhanbad.

3. Number of Post: 01 (One).

4. Classification: General Central Service, Group-‘A’, Gazetted, Non-Ministerial.

5. Pay Scale: Level - 10 (Rs.56100-177500) in the Pay Matrix.

6. Pay & Allowances: Pay & allowances of the Officer selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

7. Qualifications, Experience and Eligibility required for the post:

Promotion or Deputation and Absorption:

I. Officers of the Central Government:

(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 regular basis in posts in Level 8 (Rs.47600-151100) in the pay matrix or equivalent in the parent cadre/ department; or

(iii) with three years service in the grade rendered after appointment thereto on regular basis in the posts in Level 7 (Rs.44900-142400) in the pay matrix or equivalent in the parent cadre/department; and

(b) possessing the following educational qualifications and experience:
Essential:

(i) Master's Degree of a recognised University or equivalent in Hindi with English as a subject at the Degree level; or

Master's Degree of a recognised University or equivalent in English with Hindi as a subject at the Degree level; or

Master's Degree of a recognised University or equivalent in any subject with Hindi Medium and English as a subject at the Degree level; or

Master's Degree of a recognised University or equivalent in any subject with English Medium and Hindi as a subject at the Degree level; and

(ii) Five years experience of terminology work in Hindi and translation work from English to Hindi or vice-versa. Preferably of technical and scientific literature, or five years' experience of teaching, research, writing or journalism in Hindi.

Desirable:

(i) Administration experience.

(ii) Experience of organising Hindi classes or workshop for noting and drafting.

II : The Departmental Senior Hindi Translator with three years' regular service in the grade will also be considered alongwith outsiders in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

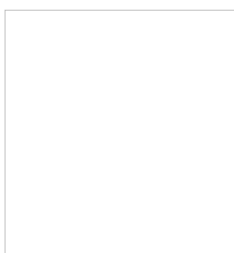
Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

Annexure-II**Duties and responsibilities of Assistant Director (Official Language).**

1. To supervise the translation work of Hindi translation.
2. To undertake translation work of more complicated and important works himself/ herself.
3. To look after all other incidental work and programmes for implementation of the Official Language Act and rules and regulations framed thereunder.

Annexure-III

Paste self-attested passport size photograph
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Bio-Data/ Curriculum Vitae Proforma

Note 1: The application along-with the documents mentioned in the vacancy circular should be forwarded through proper channel/ the concerned department

Note 2: Incomplete, unsigned and the applications not received in the prescribed proforma or after the last date of receipt of application shall be rejected summarily, without any notice to the candidate.

1. Name (in Block Letters)	
2. Postal Address (For future correspondences)	
3. Telephone No. & Email ID	(O) (M) (Email)
4. Date of Birth (in Christian era)	
5. Date of entry into service	
6. Date of retirement under Central/ State Government Rules	
7. Educational Qualifications	
8. 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)	
9. Qualification/ Experience required as mentioned in the advertisement/ vacancy circular.	Qualification / experience possessed by the officer.
Essential	
A) Qualification	

B) Experience						
Desirable						
A) Qualification						
B) Experience						
10. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		Yes/ No (Tick as appropriate)				
11. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.						
Office/ Institution/ Organization	Post held on regular basis	From	To	Pay Level in the pay matrix as per 7th CPC or Pay band and Grade Pay/Pay Scale of the post held	Whether held on regular/ ad-hoc basis	Nature of Duties (in detail) highlighting experience required for the post applied for
Pay level granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only the pay level of the post held on regular basis to be mentioned. Details of ACP/ MACP with present pay level where such benefits have been drawn by the candidate, may be indicated as below;						
Office/ Institution	Pay, Pay level drawn under ACP/ MACP scheme	From	To			

12. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
13. 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
13.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
13.2 Note: Information under column 13(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ Organization but still maintain a lien in his parent cadre/ organisation			
14. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
15. Additional details about present employment:			
Please state whether working under (indicate the name of your employer against the relevant column)			
Central Government			
State Government			
Government of Union Territories			
Autonomous Organization			
Government Undertaking			
Statutory Bodies			
Universities			
Other			

16. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
17. Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
18. Total emoluments per month now drawn			
Basis Pay in the PB	Grade Pay/ Level in the Pay Matrix	Total Emoluments with break-up of allowances.	
19. In case the applicant belongs to an organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments with break up of allowances.	
20.A Additional Information, if any relevant to the post of Assistant Director (Official Language) 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)			
20.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and			

reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)	
21. Whether belongs to SC/ST/OBC/UR	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished by me in the above proforma, duly supported by the documents in respect of Essential Qualification/ Work Experience, will be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date: _____

(Signature of the candidate)

Address _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses the desired educational qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

(Authorised Signatory) Name & Office Seal:

Date:

Annexure-IV**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceedings or criminal proceedings are either pending or contemplated against Shri/ Smt. /Ms....., who has applied for the post of Assistant Director (Official Language) on deputation basis in the Directorate General of Mines Safety, Ministry of Labour & Employment.

(Authorised Signatory) Name & Office Seal:

Date:

Annexure-V**NO PENALTY CERTIFICATE**

Certified that no major/ minor penalty has been imposed during the last 10 years on Shri/ Smt./ Ms....., who has applied for the post of Assistant Director (Official Language) on deputation basis in the Directorate General of Mines Safety, Ministry of Labour & Employment.

(Authorised Signatory) Name & Office Seal:

Date:

(Otherwise, please furnish the details thereof)

Annexure-VI**INTEGRITY CERTIFICATE**

After scrutinizing all relevant official records, including the list of officers of doubtful integrity, it is certified that integrity of Shri/Smt./Ms....., who has applied for the post of Assistant Director (Official Language) on deputation basis in the Directorate General of Mines Safety, Ministry of Labour & Employment, is beyond doubt.

(Authorised Signatory) Name & Office Seal:

Date: