

Admn-15014/1/2021-ADMN-CIC

केन्द्रीय सूचना आयोग  
Central Information Commission  
बाबा गंगनाथ मार्ग/Baba Gangnath Marg  
मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi -110067

Dated: 24:03:2022

Advertisement

**Subject:** Filling up the posts of Assistant Section Officer (ASO) & Personal Assistant on Deputation(ISTC), Hindi Translator on Deputation and Staff Car Driver(Ordinary Grade) on Deputation/ absorption (For Armed Forces Personnel on Deputation/ re-employment) basis in Central Information Commission.

Applications, in the prescribed Performa as per Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015, are invited from eligible persons for filling up the following posts in the Central Information Commission on deputation/ Deputation(ISTC)/ absorption/re-employment basis. The details of the posts are as under:

1. Assistant Section Officer (ASO)
2. Personal Assistant
3. Hindi Translator
4. Staff Car Driver (Ordinary Grade)

The eligibility criteria, qualifications and particulars to be submitted with the application regarding the above posts are given in enclosed circular.

2. It is requested that applications of such eligible persons, who are desirous of being considered for the posts advertised and can be relieved immediately on selection, may be forwarded along with their complete and up to date APAR Dossiers for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate, Certificate towards Major/Minor Penalties imposed, if any during the period of last 10 years, to Central Information Commission within a period of 45 days from the date of publication of this Advertisement in Employment News. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up to date APAR Dossiers, cadre clearance, Vigilance Clearance and Integrity Certificate (duly attested by the officer not below the rank of Under Secretary) will not be entertained. The details regarding the eligibility criteria, educational qualification etc. and Bio-data/Curriculum Vitae Proforma, as mentioned above, can be downloaded from the Central Information Commission's website [www.cic.gov.in](http://www.cic.gov.in).

*Rabbani*

(S K Rabbani)

Deputy Secretary (Admn.) RABBANI

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Baba Gangnath Marg, Munirka, New Delhi

केन्द्रीय सूचना आयोग

Central Information Commission

बाबा गंगनाथ मार्ग/Baba Gangnath Marg

मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi -110067

Dated: 24.03.2022

**C I R C U L A R**

The Central Information Commission, quasi-judicial authority, requires Assistant Section Officer (ASO) & Personal Assistant on Deputation (including short term contract), Hindi Translator on Deputation and Staff Car Driver (Ordinary Grade) on Deputation/absorption (For Armed Forces Personnel on Deputation/ re-employment) basis.

The required qualifications for these posts have been indicated below against each of them :-

- (1) **Name of the Post** : **Assistant Section Officer (ASO)**
- a.) No. of Post(s) : **11**
- b.) Level in the pay matrix : **Level 07 in the pay matrix**
- c.) Eligibility : **Officers under the Central Government/ state Governments or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:-**
- (a.) (i.) **Holding analogous posts on regular basis in the parent cadre or department; or**
- (ii.) **With five years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level - 6 in the pay matrix or equivalent in the parent cadre or department; or**
- (iii.) **with ten years service in the grade rendered after appointment thereto on regular basis in posts in Level-4 in the pay matrix or equivalent in the parent cadre or Department; and**
- (b.) **possessing the following educational qualifications and experience:**
- (i.) **Graduation from a recognised university/ Institute; and**
- (ii.) **two years experience in the field of Administration or Finance or in dealing with Right to information matters.**

- (2) **Name of the Post** : **Personal Assistant**
- a.) No. of Post(s) : **07**
- b.) Level in the Pay Matrix : **Level 07 in the pay matrix**
- c.) Eligibility : **Stenographers of the Central Government/ State Government or Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:**

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- (i.) holding analogous posts on regular basis in the parent cadre or department; **or**  
(ii.) With ten years service in the grade rendered after appointment thereto on regular basis in posts of stenographers Level- 4 in the pay matrix or equivalent in the parent cadre or department.

(3) **Name of the Post** : **Hindi Translator**

- a.) No. of Post(s) : **01**  
b.) Level in the pay matrix : PB-2 Rs. 9300-34800 plus Grade Pay Rs. 4200  
c.) Eligibility : From amongst Officers of the Central Government:

- A. (i.) Holding analogous posts on regular basis in the parent cadre or department; **OR**  
(ii.) With six years' service in the grade rendered after appointment thereto on regular basis in Pay Band 1, Rs. 5200-20200 plus Grade Pay of Rs. 2800 or equivalent in the parent cadre or department; **OR**  
(iii.) With ten years' service in the grade rendered after appointment thereto on regular basis in Pay Band 1, Rs. 5200-20200 plus Grade Pay of Rs. 2400 or equivalent in the parent cadre or department; **and**

**B. Possessing the following Educational and other qualifications, namely**

**Essential:**

- (i.) Masters Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level ;

**OR**

Masters Degree of a recognized University or equivalent in any subject other than Hindi or English with English or Hindi as a compulsory or elective subjects or either of the two as medium of examination and the other as a compulsory or elective subject at degree level.

**OR**

Masters Degree of a recognized University or equivalent in any subject other than Hindi or English with English or Hindi medium and English or Hindi as a compulsory or elective subjects or a medium of examination at degree level; **and**

- (ii.) Recognized Diploma or Certificate course in Translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government Offices, including Government of India Undertakings.

**Desirable:**

Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eight Schedule of the Constitution.

(4) **Name of the Post** : **Staff Car Driver (Ordinary grade)**

- a) No. of Post(s) : **04**  
b) Level in the pay matrix : Level -2 in the pay matrix (Rs. 19900-63200)  
c) Eligibility

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**(i) Deputation/absorption :**

From the regular Dispatch Rider (Group C) and Group C employees in Level – 1 in the pay matrix (Rs. 18000-56900) in the Central Information Commission who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Level – 1 in the Pay Matrix (Rs. 18000-56900) in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned below :

**Essential :**

- (i.) Possession of a valid Driving License for motor Cars;
- (ii.) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle);
- (iii.) Experience of driving a motor car for at least 3 years; and
- (iv.) Pass in 10<sup>th</sup> standard.

**Desirable:**

Three years' service as Home Guard/Civil Volunteers.

**Deputation/ re-employment for Armed Forces Personnel:**

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

**General Conditions:**

**Note 1:** The maximum age limit for appointment by deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of applications.

**Note 2 : For the posts of Hindi Translator and Staff Car Driver (ordinary grade)**

The 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 Govt. shall ordinarily not to exceed three years.

**Note 3: For the posts of Assistant and Personal Assistant**

(a.) 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, deputationists shall not be eligible for consideration for appointment by promotion.

(b.) period of deputation (including short term contract) including period of deputation (including short term contract) 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 to exceed three years.

2. Application must be sent in the Bio-data/Curriculum Vitae Proforma as per **Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt.(RR) dated 02.07.2015 to Deputy Secretary (Admn), Central Information Commission, 5<sup>th</sup> Floor, Baba Gangnath Marg, Munirka, New Delhi-110067.**

This proforma can be downloaded from Central Information Commission's website [www.cic.gov.in](http://www.cic.gov.in)

*Rahman*

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3. Application duly filled in and supported by all relevant documents and envelop should be superscripted: **“Application for the post of -----on deputation or deputation (including short term contract) or absorption basis.”**
4. While forwarding applications, the Confidential Reports (Photocopies of the CRs/APARs each page duly attested by the officer not below the rank of Under Secretary to the GOI) for the last five years, Cadre clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.
5. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up to date APAR dossiers, Cadre Clearance, Vigilance Clearance and Integrity Certificate (duly attested each page by the officer not below the rank of Under Secretary) will not be entertained.
6. The Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.
7. The last date of receipt of application in the Commission is **45 days from the date of publication** of the advertisement in Employment News.

*Rabbani*

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**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) 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 as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.	
<b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .	
6. 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.	
<b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	



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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			



**10.** If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

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

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

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**12.** Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

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**13.** 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

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**14.** Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

**15.** In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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

**16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.**  
 (This among other things may provide information with regard to (i) additional academic qualifications (ii)

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<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(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)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also 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.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**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 educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **Or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

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**(Employer/ Cadre Controlling Authority with Seal)**