

No.1/6/15 (HQ)

**HQ OFFICE OF THE COMMISSIONER FOR LINGUISTIC MINORITIES IN INDIA
MINISTRY OF MINORITY AFFAIRS
GOVERNMENT OF INDIA**

14/11 & 15/11, Jam Nagar House, Shahjahan Raod, New Delhi-110011.

Vacancy Circular

The Organization of the Commissioner for Linguistic Minorities in India is a Constitutional body as provided under Article 350 B of the Constitution of India. The basic function of the Commissioner for Linguistic Minorities, as enjoined in Article 350 B(2) of the Constitution, is to investigate all matters relating to the Safeguards provided to linguistic minorities and report to the President of India thereon.

2. The services of suitable Officers are required on transfer / transfer on deputation basis for filling up the posts of Deputy Commissioner (one at Delhi); Assistant Commissioner for Linguistic Minorities each one at Belgaum (Karnataka), Kolkata (West Bengal) and Allahabad (U.P.); Stenographer-C (English) two at Delhi; Assistant each one at Belgaum and Kolkata; Research Assistant (one at Delhi); Statistical Assistant (one at Delhi); Stenographer-D (English) each one at Belgaum, Chennai; and Lower Division Clerk (one at Belgaum). The Officers who volunteer for the above posts will not be allowed to withdraw their candidature later on. The details of the posts and the eligibility conditions are indicated at **Annexure-I**.

3. The period of deputation will ordinarily not exceed 3 years. The terms and conditions of the appointment will be regulated in accordance with the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi O.M.No.AB/14017/71/89-Estt.(RR) dated 3rd October, 1989 and No.2/29/91-Estt.(Pay-II) dated 5.1.1994, as amended from time to time.

4. The pay of the Officer selected for appointment on deputation basis will be regulated in accordance with the Ministry of Finance O.M.No.F.1 (II) E/III (B)/75 dated 7.11.1975, read with the Department of Personnel and Training O.M.No. 1/4/84-Estt. (Pay- II) dated 26.12.84 (in the case of State Government Officers) and vide Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training O.M.No.2/12/87-Estt. (Pay-II) dated 29.4.88 (in the case of Central Government Officers), as amended from time to time. The maximum age limit for appointment on transfer/transfer on deputation shall not exceed 56 year as on closing date of the receipt of the application.

5. The Officers desirous of being considered for the post should apply **through proper channel**. Their applications may be forwarded along with the applicants' duly verified personal Bio-data as per proforma enclosed with this advertisement as **Annexure-II** along with Cadre Clearance, Vigilance Clearance, Integrity Certificate and attested photo copies of ACRs/APARs for the last five/eight years **within 60 days from the date of publication of this Vacancy Circular to the Office of the Commissioner for Linguistic Minorities, 14/11 Jam Nagar House, Shahjahan Road, New Delhi-110011**. Copy of the advertisement is also available on the websites www.nclm.nic.in and www.minorityaffairs.gov.in

6. The authorities forwarding the applications should certify that in the case of selection, the officer would be relieved immediately. Applications received after the last date or received otherwise than through proper channel or without Cadre Clearance, Vigilance Clearance, and Integrity Certificate or complete ACR/APAR dossiers or otherwise found incomplete are liable to be rejected.

S. Shivakumar
Assistant Commissioner I/c

ANNEXURE-I

Sl. No.	Name of post	No. of Post (s)	Classification	Scale of pay	Eligibility	Nature of duties of the post
1.	Deputy Commissioner (at Delhi)	01	General Central Service Group "A" (Gazetted).	PB-3(Rs. 15600-39100 Gr.pay Rs.7600/-)	<p><u>Transfer on deputation</u></p> <p>(i) Officers of Indian Administrative Service/ Central Service Group 'A' with 9 years regular service in that grade or</p> <p>(ii) CSS Grade –I officers working as Deputy Secretary or who have been approved by the Central Selection Board for appointment as Deputy Secretary or</p> <p>(iii) Grade- I Officers of the Central Secretariat Service with 5 years regular service in that grade or</p> <p>(iv) Officers of the Central/ State Governments (a) holding analogous post on regular basis, or (b) with 5 years regular service in posts in the (pre-revised) pay-scale of Rs.10000-325-15200 (Revised Pay Scale/ P ay Band-3 Rs.15600-39100 with Grade Pay Rs.6600) or equivalent.</p> <p><u>For Ex-servicemen:</u> Transfer on deputation /Re-employment. The armed force personnel due to retire or who are to be transferred to reserve within a period of one year and having requisite qualifications and experience prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment. (Re-employment upto the age of super-annuation with reference to Civil Posts)</p>	The Deputy Commissioner is required to assist the Commissioner in discharging his duties and responsibilities.
2.	Assistant Commissioner (Allahabad-1; Belgaum-1; and Kolkata-1)	03	General Central Service Group "A" (Gazetted).	PB-3(Rs. 15600-39100 Gr.pay Rs.6600/-)	<p><u>Transfer / Transfer on deputation</u></p> <p><u>Transfer:</u> Officers working in similar or equivalent posts in the Central/State Governments.</p> <p><u>Transfer on deputation:</u></p> <p>(i) Suitable Group 'A' Officers holding analogous posts in the Central / State Governments.</p> <p>(ii) Section Officers belonging to the Central Secretariat Service / Selection Grade Stenographers of the Central Secretariat Stenographers Service with 8 years' regular service in the grade; or any other Group 'B' Gazetted Officer with 8 years' regular service in the (pre-revised) pay scale of Rs.6500-200-10500 (Revised Scale/ Pay Band-2 Rs.9300-34800 with Grade Pay Rs.4800) or equivalent.</p>	The Assistant Commissioner is required to assist the Deputy Commissioner/ Commissioner in discharge of all their duties and responsibilities.
3.	Stenographer-C (English) (at Delhi)	02	General Central Group "C" (Non-Gazetted) Ministerial.	PB-2 (Rs 9300-34800 Gr.pay Rs.4200/-)	<p><u>Transfer:</u></p> <p>Persons working in similar or equivalent grade under the Central or State Governments.</p>	Taking dictation in Short hand and its transcription, fixing up of appointments, screening of telephone calls, keeping the list of engagements, meetings etc. and carrying out other works assigned by the Commissioner/ Deputy Commissioner
4.	Assistant (Belgaum-1; and Kolkata-1)	02	General Central Group "C"	PB-1(Rs 5200-20200 Gr.pay Rs.2800/-)	<p><u>Transfer on deputation:</u></p> <p>Upper Division Clerks of the Central Secretariat Service Clerical Services with at least 3 years of continuous service in the grade or Assistants of the Central Secretariat Services or Officers of the Central/ State Government Services working in equivalent grade.</p>	The Assistant is required to assist the Assistant Commissioner in the Establishment/Administrative work etc.
5.	Research Assistant (at Delhi)	01	General Central Service Class III (Non-Gazetted) Non-Ministerial.	PB-1(Rs 5200-20200 Gr.pay Rs.2800/-)	<p><u>Transfer / deputation:</u></p> <p>Officers holding analogous post, with at least 3 years service in such posts under the Central Government and possessing degree of a recognized University or equivalent.</p>	Required to assist the Research Officer in discharging work related to the Safeguards for Linguistic Minorities in India.
6.	Statistical Assistant (at Delhi)	01	General Central Service Class III (Non-Gazetted) Non-Ministerial.	PB-1(Rs 5200-20200 Gr.pay Rs.2800/-)	<p><u>Transfer/deputation:</u></p> <p>Officers of similar or equivalent grade, working under the Central or Governments.</p>	Required to assist the Research Officer in discharging work related to the Safeguards for Linguistic Minorities in India

7.	Stenographer-D (English) (at Chennai-1; Belgaum-1)	02	General Central Group "C" (Non- Gazetted) Ministerial	PB-1(Rs 5200- 20200 Gr.pay Rs.2400/-)	<u>Transfer</u> Persons holding equivalent or analogous posts in Central or State Governments who pass the requisite speed in shorthand and typewriting.	Taking Dictation in Short hand and its transcription, fixing up of appointments, screening of telephone calls, keeping the list of engagements, meetings etc. and carrying out other works assigned by the Assistant Commissioner
8.	Lower Division Clerk (at Belgaum)	01	General Central Group "C" (Non- Gazetted) Ministerial	PB-1(Rs 5200- 20200 Gr.pay Rs.1900/-)	<u>Transfer</u> Persons working in similar or equivalent grade under the Central or State Governments.	To assist the Assistant Commissioner in establishment/ administrative matters and other works as assigned to him.

OFFICE OF THE COMMISSIONER FOR LINGUISTIC MINORITIESAPPLICATION FOR THE POST OF DEPUTY COMMISSIONER, ASSISTANT COMMISSIONER,
STENOGRAPHER-C / ASSISTANT/ RESEARCH ASSISTANT/
STATISTICAL ASSISTANT / STENOGRAPHER-D/ LOWER DIVISION CLERK

(* Please indicate the post to which applied for)

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
requiredQualifications/
Experience
possessed by
the officer

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

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

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)

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Government 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/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract.) :
16. Whether belongs 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 at the time of selection for the post.

Date _____

Signature of the candidate
 Address _____

Countersigned

 (Employer with Seal)