

F. No. 4-4/2020-Estt. AD(s) Deputation
Government of India
Commission for Scientific and Technical Terminology
Ministry of Education
(Department of Higher Education)

West Block-7, R. K. Puram
New Delhi – 110066
Date: 06/06/2024

Sub: Filling up of vacant post of Assistant Director (Subjects), Pay Level-10 (Rs. 56100-177500) in pay matrix in the Commission for Scientific and Technical Terminology, Ministry of Education, New Delhi on deputation (including short term contract) basis reg.

The following posts in the Commission for Scientific and Technical Terminology (CSTT), New Delhi, a Subordinate Office of the Department of Higher Education, Ministry of Education is proposed to be filled by deputation (including short-term contract).

Sl. No.	Name of the Post and subject.	Pay Level in the Pay Matrix	Period of Deputation	Age	Eligibility/Educational Qualification
1.	Assistant Director (Subjects) 1. Computer Science 2. Linguistics 3. Management 4. Sanskrit 5. Sociology 6. Geography	Level-10 (Rs. 56100-177500)	Period of deputation including period 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 to exceed three years.	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.	<p>Deputation (Including Short-term Contract): Officers under the Central or State Government or Union Territories or Autonomous or Statutory organisation or Pubic Sector Undertaking or Universities or Recognised Research Institutes.</p> <p>(a) (i) holding analogous posts on regular basis in the present cadre or department; Or (ii) with two year's service in the grade rendered after appointment thereto on of a regular basis in level 8 (Rs. 47600-151100) or Level 9 (Rs. 53100-167800) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualification and experience: For post of Engineering discipline Essential: Bachelor Degree in Engineering from a recognized University or Institute; Studied Hindi or any Modern Indian Language and English as compulsory or optional subject at tenth level. Three years of field or research or teaching experience in the concerned subject; from any Central Government or State Government Department or from any autonomous or Statutory Body University or recognized research Institutions of public sector undertaking.</p> <p>Desirable:</p>

निदेशक, अतिरिक्त
Commission for Scientific and Technical Terminology
Ministry of Education
West Block-7, R. K. Puram
New Delhi - 110066



				<p>Post-graduate degree in concerned branch of Engineering from a recognized University or Institute.</p> <p>For post in any subject other than Engineering:</p> <p>Essential:</p> <p>Master Degree from a recognized University in the subject concerned; Studied Hindi or any Modern Indian Language and English as compulsory or optional subjects at tenth level. Three years of field or research or teaching experience in the concerned discipline in any Central Government or State Government Department or in any autonomous or Statutory Body, University or recognized research Institutions or Public sector undertaking.</p> <p>Desirable:</p> <p>Ph.D. in the concerned subject from a recognized University or Institute.</p> <p>Note 1. Deputationists shall not be eligible for consideration for appointment by Promotion.</p>
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Note: The terms of appointment on deputation shall be governed by the instructions issued by Department of Personnel and Training (DoPT) vide OM No. 6/8/2009-Estt (Pay-II) dated 17.06.2010 along with Consolidated Guidelines, dated 17.11.2022 & Terms and Conditions of Deputation dated 8.9.2022 or as amended from time to time by the Department of Personnel and Training.

The applications in prescribed proforma (in duplicate) should indicate name of the post applied for along with complete and up-to-date last five years Annual Confidential Reports (ACRs)/Annual Performance Assessment Reports (APARs) duly attested by an Officer not below the rank of Under Secretary to the Government of India or equivalent within 30 days of the date of publication of this advertisement to CHAIRMAN, COMMISSION FOR SCIENTIFIC AND TECHNICAL TERMINOLOGY, WEST BLOCK-7, R.K. PURAM, NEW DELHI -110066.

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नियंत्रण अधिकारी
 Controlling Officer
 शैक्षणिक तथा तकनीकी शब्दावली समिति, ए.टी.ए.
 शिक्षा मंत्रालय / Min. of Education
 उच्चतर शिक्षा विभाग / Deptt. of Higher Education
 पश्चिमी ब्लॉक-VII, राजपुराम, नई दिल्ली-110066
 West Block-VII, R. K. Puram, New Delhi-110066



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?					
6.	Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/Experience possessed by the officer			
	Essential		Essential			
	A) Qualification		A) Qualification			
	B) Experience		B) Experience			
	Desirable		Desirable			
	A) Qualification		C) Qualification			
B) Experience		D) Experience				
7.	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.					
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	From	To	Pay Band and Grade Pay/PayScale of the post held on regular basis.	Nature of Duties (in details) highlighting experience required for the post applied for.
9.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent.					
10.	In case the present employment is held on deputation/contract basis, please state-					
	a) The	date of	initial	b) Period of	c) Name of the	d) Name of the



	appointment	appointment on deputation/contract	parent office/organization to which the applicant belongs.	post and Pay of the post held in substantive capacity in the parent organisation.
	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.			
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
12.	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			
13.	Total emolument per month now drawn			
	Basic Pay in the Pay Band	Grade Pay	Total Emoluments	
14.	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	
15.	<p>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</p> <ul style="list-style-type: none"> (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement; <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>			
16.	<p>Achievements: The candidates are requested to indicate</p>			



	<p>information with regard to;</p> <p>(i) Research publications and reports and special projects.</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Research publications in Hindi and other Indian languages on related subjects.</p> <p>(vi) Terminology preparation experience</p> <p>(vii) Translation experience in Hindi and other Indian Languages.</p> <p>(viii) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
17.	Whether belongs to SC/ST	

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.

Dated:

(Signature of 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 possess educational qualifications and experience mentioned in the advertisement/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 ACR/APAP Dossier photocopies is enclosed for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India/equivalent or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years.

Countersigned

(Employer/Cadre Controlling Authority with Seal)

CBC-21269/11/0001/2425 →