

FTS No. 39317/295

F. No. 10-1/2015-Language-I  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Language Division

Shastri Bhawan, New Delhi  
Dated: 24<sup>th</sup> July 2015

OFFICE MEMORANDUM

**Subject:** Filling up the post of Chairman, Commission for Scientific and Technical Terminology, New Delhi. In Pay Band PB-4 Rs. 37,400-67,000+Grade Pay 10,000/- Regarding.

The undersigned is directed to invite applications from eligible candidates for filling up an Deputation one vacancy of the post of Chairman, Commission for Scientific and Technical Terminology, New Delhi, an Attached Office of the Ministry of Human Resource Development, Government of India in Pay Band PB-4 (Rs. 37,400-67,000) with Grade Pay 10,000/-.

2. The details of the post and eligibility conditions alongwith proforma for application are enclosed.
3. The candidate selected for appointment will be treated on deputation and will be governed as per extant rules of the Govt. of India. The candidate once selected will not be allowed to withdraw.
4. The vacancy may please be circulated amongst suitable persons and applications (in duplicate) in the prescribed proforma along with complete and up-to-date Annual Confidential Reports / APAR of suitable persons who could be spared in the event of their selection, may be sent to the undersigned within 60 days from the date of issue of advertisement for the above post in the Employment News/ Rozgar Samachar.
5. While forwarding the applications, it may please be verified and certified that the particulars furnished by the candidates are correct and that no disciplinary action is pending or contemplated against the officer. The integrity of the officer may also be certified.
6. Incomplete applications and those not accompanied by certified testimonials and ACR dossiers will not be considered.

RPS, CUK

No. : 1140

Date : 09-09-2015

Registrar  
21/9/15

  
(R. Sitarama Murthy)

Deputy Secretary to the Govt. of India  
Phone & Fax No: 011-23070173

Encl. as above

V C's Secretary

Central University of Karnataka  
GULBARGA.

No: 264  
4/9/15

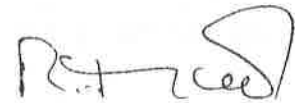
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A.R. (Adv)  
Circulate  
N K  
9/9

Parad  
09.09.15

To,

1. All Ministeries and Department of the Government of India
2. Chairman, Commission for Scientific and Technology Terminology, New Delhi.
3. Chief Secretaries of all States/ UTs.
4. PS to HRM/ PS to Secretary (HE)
5. Vice Chancellors of all Central Universities.
6. Vice Chancellors of all State Govt. Universities.
7. Universities Grant Commission, New Delhi for circulating to all Universities under UGC.
8. Ministry of Information and Broadcasting, Shastri Bhavan, New Delhi for arranging suitable publicity in Air Media about the vacant post.
9. Assistant Director (OL), OL Unit M/o HRD, Shastri Bhawan, for providing Hindi version the advertisement at the earliest.
10. 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 newspapers (as per DAVP list) all over the country would exclude the application proforma. **Note-2 of the advertisement** advising the candidate 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 \_\_\_\_\_ July, 2015 is to be included **only in the advertisement to be released in newspapers throughout the country** by incorporating the date of 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.



(R. Sitarama Murthy)  
Deputy Secretary to the Govt. of India  
Phone & Fax No: 011-23070173

Or

(iii) With three year's 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/department;

And

(b) Possessing the following educational qualifications 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 Shri D.C.Lakra, Under Secretary to the Govt. of India, Languages Division. **Department of Higher Education, Ministry of Human Resource Development, Room No. 502, D-Wing, Shastri Bhawan, New Delhi-1100115** 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.

**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, in Deputation basis, one vacancy of the post of Chairman, Commission for Scientific and Technical Terminology, New Delhi, an Attached Office of the Ministry of Human Resource Development, Government of India in Pay Band PB-4 (Rs. 37,400-67,000) with Grade Pay 10,000/- 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 the 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://csstt.nic.in>.

**Pay Scale:** Pay Band PB-4 Rs. 37,400-67,000/- plus Grade Pay of Rs. 10,000/-.

**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]

Officers under the Central/ State Governments/ Union Territories/ Universities/ Recognized research institutions/ Public Sector Undertakings or Semi-Government/ Statutory or Autonomous organizations:-

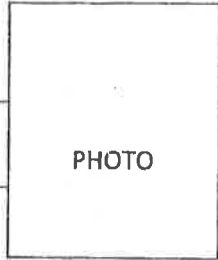
(a) (i) Holding analogous post on regular basis in the parent cadre or department;

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;

**PROFORMA OF APPLICATION FOR THE POST OF CHAIRMAN, COMMISSION AND  
TECHNICAL TERMINOLOGY, NEW DELHI**

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 as 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 Organization

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\_\_\_\_\_

Contd/.....

**FORWARDING NOTE BY THE EMPLOYER**

It is certified that:

- 1) Information given in the above proforma is correct as per the service records of the applicant.
- 2) The applicant is clear from vigilance angle.
- 3) The integrity of the applicant is beyond doubt.
- 4) That no major/ minor penalty has been imposed on the applicant during the last ten (10) years.
- 5) The cadre controlling authority of the applicant has given clearance to enable him/her to apply for the post.
- 6) 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.
- 7) 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.

Countersigned by the authorized signatory on behalf of the employer

\_\_\_\_\_  
\_\_\_\_\_  
(Seal of the authorized signatory)

Place: \_\_\_\_\_

Date: \_\_\_\_\_



**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 Rozgar Samachar dated \_\_\_\_\_ June, 2015.