

# VACANCY CIRCULAR



No A/39894/A-22/CAO/R-I

GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
OFFICE OF JOINT SECRETARY(ESTT/CAO)

ROOM No 172, E - BLOCK  
DALHOUSIE ROAD  
NEW DELHI - 110 011.

DATED : 17 Oct 2016

All the Ministries/Depts of Govt. of India.

All the Chief Secretaries of State Governments & Union Territories

**SUB: FILLING UP OF ONE VACANCY IN THE GRADE OF RUSSIAN STENO-I IN INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE(NAVY) ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) PLUS PROMOTION**

Sir/Madam,

I am directed to state that **ONE** vacancy in the grade of Russian Steno - I (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the Pay Band - 2, ₹ 9300-34800 plus Grade Pay ₹ 4600 (pre-revised), is required to be filled in Integrated Headquarters of MoD (Navy) on deputation (including short term contract) plus promotion on the following conditions :-

**DEPUTATION (including Short Term Contract) plus Promotion :**

Officers of Central or State Governments or Union Territories or Public Sector Undertakings or recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous Organisation :

- (a)(i) Holding analogous posts on regular basis in the parent cadre or department ; or
- (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band - 2 ₹ 9300-34800 plus grade pay ₹ 4200 or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience :-

Essential :

- (a) Bachelor's degree in Russian Language from a recognised University or Institution and English as a compulsory or elective subject in twelfth standard from recognised University or Board; or

contd....2/

(b) (i) Bachelor's degree from a recognised University or institution and English Language as a compulsory or elective subject in twelfth standard from recognised University or Board; and

(ii) Diploma or Advanced Diploma equivalent to Interpretership standard in Russian Language from a recognised University/Institution.

Desirable :

One years' experience in taking dictation in Russian Language and its transcription on computer in Russian script.

2. **Job Profile:** To take dictation in Russian Language and transcript on Russian Typewriter/computer. General administration, supervision of staff, typing work pertaining to translated technical documents being undertaken by non-Russian language qualified staff and allied work.

3. The departmental Russian Steno-II in the pay band-2 (₹ 9300-34800) and Grade Pay ₹ 4200 with five years' regular service in the grade will also be considered along with deputationists and in case he is selected for appointment, the post shall be deemed to have been filled by promotion.

4. 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 organisation or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications).

5. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

contd...3/

6. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs of last five years (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office within **60** days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

7. The Curriculum Vitae proforma can be downloaded from our website [www.caomod.gov.in](http://www.caomod.gov.in)

**NOTE : CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.**

Yours faithfully

  
(ZS Koireng)  
Deputy Director  
CAO/R-I & III  
For Jt Secretary (E/CAO)

**COPY TO:**

All Coord Sections of Integrated HQ of MoD (Army)  
DPO/AOP Branch, Integrated HQ of MoD(Air )  
DOP/COP Branch , Integrated HQ of MoD (Navy)  
All Coord Section of IS Organs.  
All Sections in the Office of the JS (Trg) & CAO  
CAO/P-2 – for information.  
CAO/EDP –for uploading on the website of CAO's office

# 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  
required

Qualifications/  
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 for the post

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

| Office/<br>Institution | Post held | From | To | Scale of<br>Pay &<br>Basic<br>Pay/Pay<br>Band &<br>Grade<br>Pay* | Nature of<br>duties (in<br>detail) |
|------------------------|-----------|------|----|--|------------------------------------|
|                        |           |      |    |  |                                    |

\* Basic Pay & Scale of Pay before 6<sup>th</sup> CPC and Pay Band and Grade Pay after fixation in 6CPC may be indicated separately.

