

**GOVT. OF N.C.T. OF DELHI**  
**ART, CULTURE & LANGUAGE DEPARTMENT**  
**7<sup>th</sup> Level, Wing-C, Delhi Secretariat, I.P. Estate, New Delhi-110002**

**APPOINTMENT FOR THE POST OF SECRETARY, IN THE ACADEMIES OF HINDI, URDU, PUNJABI, SANSKRIT, SINDHI, MAITHILI-BHOJPURI ON DEPUTATION BASIS**

Applications are invited for the post of Secretary in the Academies of HINDI, URDU, PUNJABI, SANSKRIT, SINDHI, MAITHILI-BHOJPURI on deputation basis for one year, in the pay level-11 ( ₹ 15600-39100/- Grade Pay ₹ 6600) pre-revised from amongst officers under the Central/State Government/UTs/Autonomous Bodies

- (i) Holding analogous posts on a regular basis; or
- (ii) With 5 years regular service in the pay level-9 ( ₹ 15600-39100/- Grade Pay ₹ 5400) (pre-revised) or
- (iii) With 8 years regular service in the pay level-7 ( ₹ 9300-34800/- Grade Pay ₹ 4600) (pre-revised)
- (iv) And possessing educational qualification as under:

**ESSENTIAL**

1. MA in respective Language from any recognized University.
2. At least 10 years experience in administrative and financial matters.

**DESIRABLE**

1. Ph. D in respective Literature/Language.
2. Period of deputation including period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall not ordinarily exceed 3 years and in any case shall not exceed 5 years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.  
**The age of retirement for Secretary will be 60 years.**

The detailed terms & conditions and prescribed format for applying for aforesaid posts are available at the department's [http://www.delhi.gov.in/wps/wcm/connect/DoIT\\_Art/art+art+culture+and+language/home](http://www.delhi.gov.in/wps/wcm/connect/DoIT_Art/art+art+culture+and+language/home). The eligible candidates should apply on plain paper giving all relevant information to Secretary (Art, Culture & Language), Govt. of National Capital Territory of Delhi, 7th Level, Wing-C, Delhi Secretariat, New Delhi-110002 within 30 days from the date of publication of this advertisement. Those in Government or Semi-Govt. organization should apply through proper channel with an advance copy to Secretary (Art, Culture & Language).

**(Rinku Dhugga)**  
**Secretary (Art, Culture & Language).**

**Terms and Conditions for Appointment to the post of Secretary (Hindi, Urdu, Punjabi, Sanskrit, Sindhi & Maithili-Bhojpuri Academy)**

1. Officers under the Central/State Govts./UTs/Autonomous Organization are eligible for applying for the aforesaid posts on deputation basis
  - a) Holding analogous posts on a regular basis or
  - b) With 05 years regular service in the pay level-9( ₹ 15600-39100/- Grade Pay ₹ 5400) or ₹ 8000-13500 (pre revised) or
  - c) With 8 years regular service in the pay level-7( ₹ 9300-34800/-Grade Pay ₹ 4600) or ₹ 6500-10500 (pre-revised)
  - d) Possessing MA in respective Language from any recognized University.
  - e) At least 10 years experience in administrative and financial matters.
2. The Officer must apply in the prescribed application format and should be cleared from Vigilance angle and worked substantively in aforesaid scales in his/her Parent Department.
3. The candidate should attach the self attested copies of mark sheets and Degrees of educational qualification.
4. The department has reserved the right to cancel the recruitment process in any time without assigning any reason.
5. Application must reach in the office of Dy. Secretary (ACL) with in the 30days of publication of this advertisement. The Applications reached after the expiry of time will not be accepted. The Department will not be responsible for any delay.
6. In case of litigation, the jurisdiction of Court is Delhi only.
7. No TA/DA will be paid to the candidate for appearing in the interviews.

Sd/-  
Secretary(ACL)

**Application Form for the post of Secretary (Hindi, Urdu, Punjabi, Sanskrit,  
Sindhi, Maithili-Bhojpuri Academy)**

Affix recent  
self Attested  
passport size  
photo

1. Apply for the post of Secretary : Academy
2. Name (in block letters) :
3. Father's/ Husband Name :
4. Date of Birth :  
(Attach self attested copy of 10<sup>th</sup>  
Certificate or birth certificate in  
support of claim of age)
5. Postal Address :
6. E-mail Address & Mobile No. :
7. Academic/other qualification (Starting from Graduation onwards and attach self attested copies of  
Marks Sheet and Degree.) (As per table below)
- 8.

S.No.	Examination Passed	Year of Passing	Marks Obtained in %	Name of College and University

9. Present Department & its Address:
10. Present Designation and Pay Scale:
11. Detail of post held substantively from first position (as per table below)

S.No.	Name of Department	Name of Post held Substantively	Duration	Pay Scale

12. Complete list of Publication, if any  
(Attach separate sheet if required)
13. Any other information

I undertake that all the above facts and information are true to the best of my knowledge and belief.

Signature with Date

All the particulars mentioned at Point No. 2 to 10 have been verified from the service records of the Officer and are authenticated as true.

Date:

Signature of H.O.O./H.O.D  
Name & Designation/Seal