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DEPARTMENT OF ART, CULTURE & LANGUAGES
GOVERNMENT OF NCT OF DELHI
7th Level, C-Wing, Delhi Secretariat, New Delhi - 110002

F. No. 13(84)/2020/ACL/ 976

Dated 03/11/2021

The Department is in process of the amendment in the RRs for the post of Secretary in Punjabi, Hindi, Urdu, Sanskrit, Sindhi and Maithili-Bhojpuri Academy (autonomous bodies under the Govt. of NCT of Delhi) in consultation with Services Department. The following draft RRs has been framed :

Col. No.	Title	Revised provisions
(1)	(2)	(3)
1.	Name of post	Secretary
2.	Number of post	06* (2021) One in each academy :- 1. Secretary (Punjabi Academy) 2. Secretary (Hindi Academy) 3. Secretary (Urdu Academy) 4. Secretary (Sanskrit Academy) 5. Secretary (Sindhi Academy) 6. Secretary (Maithili-Bhojpuri Academy) * Subject to variation dependent on workload.
3.	Classification of the post	Category 'A' (Non-Ministerial)
4.	Pay Level in Pay Matrix	Level - 11 (Rs. 67700-208700)
5.	Selection post or Non-Selection post	Not Applicable
6.	Age Limit for direct recruits	Not Applicable
7.	Educational and other Qualification required for Direct Recruits	Not Applicable
8.	Whether age and Educational Qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment whether by direct recruitment or by promotion or by Deputation/absorption &	Deputation (ISTC)

	percentage of the vacancies to be filled by various methods	
11	In case of recruitment by Promotion/ deputation/ absorption grades from which Promotion/deputation/absorption to be made	<p>Deputation (including short term contract)</p> <p>1. Officers from the Central/ State Govts./ UTs/ Autonomous Bodies/ PSUs/ Research Institutions/ Universities;</p> <p>(a)(i) holding analogous posts on regular basis; or</p> <p>(ii) with 5 years regular service in posts in Rs. 56100-177500 (Level-10) of the Pay Matrix as per 7th CPC or</p> <p>(iii) with 5 years regular service in posts in Rs. 53100-167800 (Level-9) of the Pay Matrix as per 7th CPC or</p> <p>(iv) with 6 years regular service in posts in Rs. 47600-151100 (Level-8) of the Pay Matrix as per 7th CPC or</p> <p>(v) with 7 years regular service in posts in Rs. 44900 – 142400 (Level-7) of the Pay Matrix as per 7th CPC; and</p> <p>(b) possessing the following educational qualifications and experience :</p> <p>Essential:</p> <p>I. Post graduate degree in respective language from recognized university or equivalent.</p> <p>II. At least 10 years experience in administrative and financial matters (not below the rank having pay in the Level-7 of Pay Matrix).</p> <p>Desirable :</p> <p>1. Must have at least two publications and five articles in the respective language.</p> <p>2. Proven track record of passionate engagement and dedicated promotion of the said language for at least 10 years and recognized by the literary figures in the field.</p> <p>3. Experience of leadership & supervision in organizing conferences, events, programs and cultural exchanges.</p> <p>4. Experience in organizing minimum two National and five State Level Literary/Cultural Functions.</p> <p>5. Ph.D. in respective Literature/Language.</p> <p>Note 1 :- 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 the Central Govt. shall ordinarily not to exceed 4 years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
12.	If a Departmental Promotion Committee exists, what is its composition	<p>Selection Board</p> <p>1. Financial Commissioner - Chairman</p> <p>2. Administrative Secretary, Department of Art, Culture & Languages, Govt. of NCT of Delhi - Member</p> <p>3. Special/Additional Secretary (GAD) – Member</p> <p>4. Two experts in the field of respective language to be nominated by the Chairman of respective academy - Members</p>
13.	Circumstances under which UPSC is to be consulted in making recruitment	Not Applicable

All the stakeholders are requested to submit their comments/suggestions within one month of uploading of the draft RRs on the website of the Department.


(Mohammed A. Abid)
Spl. Secretary (ACL)