

F.NO. A-12025/1/2022-ESTT-I

Dated 26/12/2025

CIRCULAR

Subject: Filling up of one post of Assistant Director (Official Language) by Composite Method (Deputation Including Short-Term Contract plus Promotion) in DGCIS, Kolkata.

It is to inform that the Directorate General of Commercial Intelligence and Statistics (DGCI&S), Kolkata proposes to fill up one (01) post of Assistant Director Official Language (ADOL) in Level 10 in the pay matrix (Rs. 56,100-Rs.1,77,500) corresponding to Pre-revised Pay Band-3 with Grade Pay Rs. 5400/- by Composite Method i.e. Deputation (including short-term contract) / promotion.

2. Applications are invited to fill up the post from amongst suitable and eligible officials working under the Central Government / State Government / Union territories / Universities /recognized research institutions / Public Sector Undertakings / Semi Government or Statutory or Autonomous Organizations possessing the following eligibility criteria:

A. (i) holding analogous posts 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 posts in level 8 in the pay matrix Rs. 47,600 – 1,51,100/- or equivalent in the parent cadre or department; or
(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7 in the pay matrix Rs. 44,900 – 1,42,400/- or equivalent in the parent cadre or department; and

B. Possessing the following educational qualifications and experience.

Essential:

(i) Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or
Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or
Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as compulsory or elective subject or as the medium of examination at the degree level; or
Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or
Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;



(ii) three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or *vice-versa*, preferably of technical or scientific literature under the Central Government or State Governments or Universities or recognized research institutions or recognized educational institutions or public sector undertakings or statutory or autonomous organizations; or
Three years' of experience of teaching in Hindi and English or research in Hindi or English under the Central Government or State Governments or Universities or recognized research institutions or recognized educational institutions or public sector undertakings or statutory or autonomous organizations.

Desirable:

Studied one of the language other than Hindi included in the Eighth Schedule to the Constitution at 10th standard from a recognized Board.

Note: The departmental Senior Translator in level 7 in the pay matrix Rs. 44,900 – 1,42,400/- with three years' regular service in the grade and having successfully completed the training of two-four weeks shall also be considered along with outside officials and in case, such person is selected, the post shall deemed to have filled by promotion.

3. General Conditions

- (i) If the post is filled up by Deputation, the period of deputation will be initially for three years including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government and shall be extendable as per DoPT's guidelines in this regard. The deputation and its terms and conditions will be subject to various DoP&T guidelines in this regard. The appointment will not bestow on the appointee on deputation any claim for regular appointment.
- (ii) Candidates should apply through their Cadre Controlling Authority in the parent Department in the proforma prescribed by DoPT vide O.M. No. F.No.AB-14017/28/2014-Estt (RR) dated 02/07/2015 (**Annexure-I**) along with all relevant documents. The Applications/ CVs (in quadruplicate) not accompanied by supporting documents/ certificates in support of qualifications and Experience claimed by the candidate would not be processed for determining the eligibility of the candidate for the selection.
- (iii) The application (in quadruplicate) only in prescribed proforma of only such suitable and eligible officials should be forwarded by the concerned Cadre Controlling Authority, whose service can be spared immediately in the event of selection, along with the Composite Certificate from the Forwarding Authority (as per proforma in **Annexure-II**) indicating (i) Cadre Clearance, (ii) Integrity Certificate, (iii) Vigilance Clearance, (iv) List of Major/Minor Penalty imposed if any during the last 10 years: (if no penalty has been imposed a 'Nil' Certificate should be enclosed) (v) Attested photocopy of their ACRs/APARs for the last 5 years (attested on each page), by an officer not below the rank of an Under Secretary to the Government of India .
- (iv) The Applications in the prescribed format should be forwarded by the concerned Cadre Controlling Authority certifying that information furnished by the applicants are verified with their Service record and found correct and should also countersign the application with the office seal. It may also be conformed that in the event of selection for appointment, the official concerned will be relieved of her/ his duties.



(v) Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed Proforma are liable to be rejected. The officers who apply for the post will not be allowed to withdraw their candidature subsequently.

(vi) The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

(vii) The eligible and willing officers may submit their application in the prescribed proforma through their respective Cadre Controlling Authorities along with all relevant documents to **Head of Office, DGCIS, Vanijya Tathyा Sadan, 565, Anandapur, Plot-22, Sector-I, Ward No. 108, Kolkata- 700107** within a period of 60 days from the date of publication of the advertisement in the Employment News. Incomplete applications and advance copies shall not be considered and shall be summarily rejected.

(viii) Complete Advertisement, Bio-data Format (Annexure-I) and consolidated certificate format (Annexure-II) for Cadre Clearance, Integrity Certificate, Vigilance Clearance, Major –Minor Penalty details, can be downloaded from the official website of DGCI&S www.dgciskol.gov.in

4. This issues with the approval of the Head of the Department, DGCI&S.

Yours faithfully,



(Ramesh Singh)

Assistant Director & Head of Office
Contact: 9830774276 / hoo-dgcis@gov.in

Copy to:

1. The Secretaries of all Ministries / Departments of Government of India *with the request to circulate it widely* amongst all the subordinate and attached offices, Universities, recognized research institutions, Public Sector Undertakings, Semi Government / Statutory/ Autonomous Organizations under their administrative control.
2. Dy. Secretary DOP&T, Lok Nayak Bhawan, Khan Market, *with the request to circulate it widely to all the offices under their control*.
3. Chief Secretary of every State and Union Territory Government *with the request to circulate it widely* amongst all the subordinate and attached offices, Universities, recognized research institutions, Public Sector Undertakings, Semi Government / Statutory/ Autonomous Organizations under the administrative control of the State or Union Territory Government.
4. Economic Adviser, Department of Commerce, Ministry of Commerce and Industry *with the request to issue suitable directions to upload the vacancy circular on the official website of Department of Commerce*.