

No.1/12/2016 CLM HQ  
**HQ OFFICE OF THE COMMISSIONER FOR LINGUISTIC MINORITIES IN INDIA**  
**MINISTRY OF MINORITY AFFAIRS**  
**GOVERNMENT OF INDIA**  
**14/11 & 15/11, Jam Nagar House, Shahjahan Raod, New Delhi-110011.**  
**Vacancy Circular**

The Organization of the Commissioner for Linguistic Minorities in India is a Constitutional body as provided under Article 350 B of the Constitution of India. The basic function of the Commissioner for Linguistic Minorities, as enjoined in Article 350 B(2) of the Constitution, is to investigate all matters relating to the Safeguards provided to linguistic minorities and report to the President of India thereon.

2. The services of suitable Officers are required on transfer / transfer on deputation basis for filling up the posts of Research Officer (at Delhi); Statistical Assistant (at Delhi); Stenographer-D (English) at Belagavi and Lower Division Clerk (one at Delhi & one at Belagavi). The Officers who volunteer for the above posts will not be allowed to withdraw their candidature later on. The details of the posts and the eligibility conditions are indicated at **Annexure-I**.

3. The period of deputation will ordinarily not exceed 3 years. The terms and conditions of the appointment will be regulated in accordance with the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi O.M.No.AB/14017/71/89-Estt.(RR) dated 3rd October, 1989 and No.2/29/91-Estt.(Pay-II) dated 5.1.1994, as amended from time to time.

4. The pay of the Officer selected for appointment on deputation basis will be regulated in accordance with the Ministry of Finance O.M.No.F.1 (II) E/III (B)/75 dated 7.11.1975, read with the Department of Personnel and Training O.M.No. 1/4/84-Estt. (Pay- II) dated 26.12.84 (in the case of State Government Officers) and vide Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training O.M.No.2/12/87-Estt. (Pay-II) dated 29.4.88 (in the case of Central Government Officers), as amended from time to time. The maximum age limit for appointment on transfer/transfer on deputation shall not exceed 56 year as on closing date of the receipt of the application.

5. The Officers desirous of being considered for the post should apply **through proper channel**. Their applications may be forwarded along with the applicants' duly verified personal Bio-data as per proforma enclosed with this advertisement as **Annexure-II** along with Cadre Clearance, Vigilance Clearance, Integrity Certificate and attested photo copies of ACRs/APARs for the last five/eight years **within 60 days from the date of publication of this Vacancy Circular to the Office of the Commissioner for Linguistic Minorities, 14/11 Jam Nagar House, Shahjahan Road, New Delhi-110011**. Copy of the advertisement is also available on the websites [www.nclm.nic.in](http://www.nclm.nic.in) and [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in)

6. The authorities forwarding the applications should certify that in the case of selection, the officer would be relieved immediately. Applications received after the last date or received otherwise than through proper channel or without Cadre Clearance, Vigilance Clearance, and Integrity Certificate or complete ACR/APAR dossiers or otherwise found incomplete are liable to be rejected.

Sanjay Arora  
Assistant Commissioner (HQ)

Sl. No.	Name of post	No. of Post (s)	Classification	Scale of pay	Eligibility	Nature of duties of the post
1.	Research Officer (at Delhi)	01	General Central Service Group "B" (Gazetted).	PB-2(Rs 9300-34800 Gr.pay Rs.4600/-) Pre-revised	<b><u>Transfer on deputation:</u></b> Officers under the Central/ State Government holding analogous posts with 3/8 years service in the (pre-revised) Pay Scale of Rs.9300-34800 with Grade pay of Rs.4200/- Pay Band-2 or in Rs.5200-20200 with Grade Pay Rs.2800/- in Pay Band-1 or equivalent respectively and possessing at least Second Class Master Degree in Statistics/ Operation Research/ Mathematics/Economics/Commerce (with Statistics) of a recognized University.	Research Officer is required to assist the Assistant Commissioner, Deputy Commissioner/ Commissioner in discharge of all their duties and responsibilities.
2	Statistical Assistant (at Delhi)	01	General Central Service Class III (Non-Gazetted) Non-Ministerial	PB-1(Rs 5200-20200 Gr.pay Rs.2800/-) Pre-revised	<b><u>Transfer on deputation:</u></b> Officers of similar or equivalent grade, working under the Central or Governments.	Required to assist the Research Officer in discharging work related to analysis of the data/replies from the States/UTs and preparation of Report of CLM.
3.	Stenographer-D (English) (Belagavi)	01	General Central Group "C" (Non-Gazetted) Ministerial.	PB-1 (Rs 5200-20200 Gr.pay Rs.2400/-) Pre-revised	<b><u>Transfer</u></b> Persons holding equivalent or analogous posts in Central or State Governments who pass the requisite speed in shorthand and typewriting	Taking dictation in Short hand and its transcription, fixing up of appointments, screening of telephone calls, keeping the list of engagements, meetings etc. and carrying out other works assigned by the Assistant Commissioner.
4.	Lower Division Clerk (at Delhi & Belagavi)	02	General Central Group "C" (Non-Gazetted) Ministerial.	PB-1(Rs 5200-20200 Gr.pay Rs.1900/-) Pre-revised	<b><u>Transfer</u></b> Persons working in similar or equivalent grade under the Central or State Governments.	To assist the Assistant Commissioner in establishment/ administrative matters and other works as assigned to him.

OFFICE OF THE COMMISSIONER FOR LINGUISTIC MINORITIESAPPLICATION FOR THE POST OF RESEARCH OFFICER/ STATISTICAL ASSISTANT /  
STENOGRAPHER-D (English) & LOWER DIVISION CLERK

(\* Please indicate the post to which applied for)

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  
requiredQualifications/  
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 of the post
7. Details of Employment, in chronological order. Enclose a separate sheet duly  
authenticated by your signature, if the space below is in sufficient

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

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)

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade :
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and 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 things 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. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption".) :
16. Whether belongs to SC/ST :
17. 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.

Date \_\_\_\_\_

Signature of the candidate

Address \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Countersigned

\_\_\_\_\_

(Employer with Seal)