

No. DGM-HQ-13012(25)/1/2021-E-II (E-42273)  
Government of India  
India Meteorological Department  
Office of the Director General of Meteorology  
Lodi Road, New Delhi-110003

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Dated: 22.04.2025

**OFFICE MEMORANDUM**

**Subject: - Filling up of vacancies for the post of Deputy Director, Assistant Director and Senior Translation Officer in the Official Language Cadre in India Meteorological Department on deputation basis-regarding.**

It has been decided to fill up the vacant posts of Deputy Director, Assistant Director and Senior Translation Officer in the Official Language Cadre on deputation basis in various offices of the India Meteorological Department (IMD) wherever vacancy exists/ manpower required in exigency of office work. Details are given below against each post:

S.No.	Name & Pay Scale	No. of Post	Min. Qualification & Experience	Place of Posting	Mode of Recruitment
1.	<b>Deputy Director (Official Language)</b>  Level-11  (Rs. 67,700 - 2,08,700)	01	<b><u>Essential:</u></b>  In terms of the Recruitment Rules, officers under the Central Government or State Government or Union territory Administration or public sector undertakings or Semi-Government Organisation or statutory or autonomous body or University or recognised research or educational institutions:  (a)(i) holding analogous post on regular basis in the parent cadre or department; or  (ii) with five years service in the grade rendered after appointment thereto on a regular basis level-10 (Rs. 56,100-1,77,500) in the pay matrix or equivalent in the parent cadre or department; and  (b) possessing the following educational qualifications and experience :	Delhi	By Deputation (including short-term contract)

			<p>Essential: (i)(a) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>(b) Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>(c) Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>(d) Master's degree of a recognised 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</p> <p>(e) Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as compulsory or elective subject at the degree level; and</p> <p>(ii)(a) five 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 Central Government or State Government or autonomous body or statutory organisation or public sector undertakings or University or recognised research or educational Institutions; or</p> <p>(b) five years experience of teaching in Hindi and English or</p>		
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			<p>research in Hindi or English under Central Government or State Government or autonomous body or statutory organization or public sector undertakings or Universities or recognised research or 1378 THE GAZETTE OF INDIA: SEPTEMBER 21, 2019/BHADRA 30, 1941 [PART II—SEC. 3(i)] educational institutions.</p> <p><b>Desirable:</b> Studied one of the languages other than Hindi included in the Eighth schedule to the Constitution at 10th level from a recognised board.</p>		
2.	<p><b>Assistant Director (Official Language)</b></p> <p>Level 10 (Rs. 56,100 – 1,77,500)</p>	03	<p><b><u>Essential:</u></b></p> <p>In terms of the Recruitment Rules, Officers under Central Government or State Governments or Union territory administrations or public sector undertakings or recognized universities or recognized research institutions or statutory or autonomous bodies:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with three years service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900 1,42,400) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following qualifications and experience:</p> <p>(i)(a) Master's degree of a recognised University or equivalent in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>(b) Master's degree of a recognised University or equivalent in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or</p>	Delhi, Mumbai and Chennai or any other place as per requirement.	By Deputation  (including short-term contract)

			<p>(c) Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>(d) Master's degree of a recognised 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</p> <p>(e) Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as compulsory or elective subject at the degree level; and</p> <p>(ii)(a) five 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 Central Government or State Governments or autonomous body or statutory organization or public sector undertakings or Universities or recognised research or educational Institutions; or 1380 THE GAZETTE OF INDIA : SEPTEMBER 21, 2019/BHADRA 30, 1941 [PART II—SEC. 3(i)] (b) five years experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or autonomous body or statutory organization or public sector undertakings or Universities or recognised research or educational Institutions.</p> <p><b>Desirable:</b> Studied one of the languages other than Hindi included in the Constitution at 10th level from a recognized Board;</p>		
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3.	<b>Senior Translation Officer</b>  Level 7 (Rs. 44,900 – 1,42,400)	02	<u><b>Essential:</b></u>  In terms of the Recruitment Rules, Officers under Central Government or State Governments or Union territory administrations or public sector undertakings or recognized universities or recognized research institutions or statutory or autonomous bodies:  (a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the level-6 in pay matrix (Rs. 35,400 1,12,400) or equivalent in the parent cadre or department; and  (b) possessing the following educational qualification and experience:  (i) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or  (ii) Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or  (iii) Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; or  (iv) Master's degree of a recognised 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 a examination at the degree level; or  (v) Master's degree of a recognised University in any subject other	Delhi and Nagpur or any other place as per requirement.	By Deputation  (including short-term contract)
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			<p>than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; and</p> <p>(vi) Recognized Diploma or certificate course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central Government or State Government office, including Government of India undertaking</p>		
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Note 1: The period of deputation including the period of deputation 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 exceed three years.

Note 2: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note 3: Age limit - Not exceeding fifty-six years as on the closing date of receipt of application.

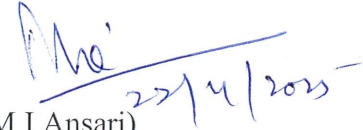
2. The Pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M.No. 6/8/2009-Estt (Pay-II) dated 17<sup>th</sup> June, 2010 and O.M.No. 2/10/2018-Estt. (Pay-II) dated 2<sup>nd</sup> March, 2021 as amended from time to time.

3. Applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent to the Administrative Officer (Recruitment Cell), O/o the Director General of Meteorology, Mausam Bhawan, Lodi Road, New Delhi – 110003. **The last date for receiving application is 30 days from publishing the advertisement in Employment News.** Advance copies of applications or those received after the prescribed closing date or not accompanied with the required certificate/ documents are liable to be rejected.

4. Applications of only such officials/ candidates will be considered which are routed through proper channel and are accompanied by (i) Bio-data as per Proforma (Annexure-I) (ii) Photocopies of ACRs/APARs for the last five years, if applicable, duly attested (Signed and Stamped) on each page by an officer not below the rank Under Secretary to the Government of India (iii) Vigilance Clearance Certificate, Integrity Certificate, No Penalty Certificate or a Statement giving detail of major or Minor penalties imposed on the officers, if any, during the last 10 years. It may also be verified and certified that the particulars furnished by the official are correct.

5. Incomplete applications or applications not received through proper channel will not be considered. This is an open vacancy circular. The complete applications received by closing date will be considered for selection.

6. A check list of documents to be attached with the application may also be sent (proforma enclosed).

  
22/4/2025

(M I Ansari)

Scientist-F (Establishment)

Phone: 011-24344332

Email ID: - [imd.dgmrc@gmail.com](mailto:imd.dgmrc@gmail.com)

Copy to: -

With a request to upload this Vacancy Circular on the official website of the Ministry/ Department/ Attached Offices/ Sub ordinate Offices for circulation to all the offices under their jurisdiction and forward the applications of eligible & willing officials for filling up the post of Deputy Director and Assistant Director in the Official Language Cadre in India Meteorological Department on deputation basis: -

1. All Ministries/ Departments of Government of India.
2. All the Secretaries of States/UTs
3. Department of Official Language, Ministry of Home Affairs, Government of India NDCC II Bhawan, Jai Singh Road, New Delhi – 110001.
4. DoP&T with the request to upload it on their website.

**PROFORMA**

1. Name (Block Letter) :
2. Post applied for :
3. Date of Birth :
4. Date of Retirement :
5. Age as on the closing date of receipt of application:
6. Educational Qualification :
7. Present post held and the date from which held :

Name of the Office	Post held	Scale of pay	Period		Nature of duties in details
			From	To	

8. Present pay level and present basic pay :
9. Details of Service :
10. Choice of postings :
11. Name,  
Address,  
telephone number and email Id :  
of the concerned officer in the office of  
the Cadre Controlling Authority

**Declaration: -**

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 at the time of selection for the post.

Signature of the candidate

Date:-----

Address:-----

**Certificate by the employer/ Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the fact available on records. He/ She possess educational qualification and experience mentioned in the vacancy Circular. If selected, He/ She will be relieved immediately.

1. Also certified that:

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./ Ms.
- (ii) His/ Her integrity is certified.
- (iii) Photocopies of His/ Her ACRs for the last 5 Years, duly attested by an Officer of the rank of Under Secretary of the Govt. of India or above, are enclosed.
- (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years is enclosed (as the case may be)

Date:

Signature of sponsoring Authority  
(With office seal)

## **Part - B**

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2. (a) (i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b) (i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	
(c)	Whether cadre clearance for the officer by the Competent Authority has been granted	Yes/No
(d)	Whether Integrity Certified	Yes/No

Date:

Signature\_\_\_\_\_

Name:

Designation:  
(With stamp)

### Check list of documents to be attached

(Please tick)

1.	Application prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date C.R. dossier for the last five years up to 2023-24 or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for the period to be attached along with ACR/APARS of previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor penalty Statement during last 10 years	
7.	Cadre clearance from cadre Controlling/appointing Authority (if applicable)	

Date:

Signature of the forwarding authority  
(With stamp)