

केन्द्रीय सूचना आयोग
Central Information Commission
बाबा गंगनाथ मार्ग/Baba Gangnath Marg
मुनिरका/Munirka, नई दिल्ली-११००६७/New Delhi -110067

Dated:06.03.2026

Advertisement


Subject: Filling up the posts of Sr. Principal Private Secretary and Principal Private Secretary on Deputation (ISTC)/ absorption basis and Hindi Translator on Deputation basis in the Central Information Commission.

Applications, in the prescribed Proforma as per Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt. (RR) dated 02.07.2015, are invited from eligible persons for filling up the following posts in the Central Information Commission:

S.No.	Name of the Post	No. of Posts	Mode of Selection
1.	Sr. Principal Private Secretary	Two (02)	Deputation (including short term contract)/absorption.
2.	Principal Private Secretary	One (01)	Deputation (including short term contract)/absorption.
3.	Hindi Translator	Two (02)	Deputation

The eligibility criteria, qualifications and particulars to be submitted with the application regarding the above posts are given in enclosed circular.

2. It is requested that applications of such eligible persons, who are desirous of being considered for the posts advertised and can be relieved immediately on selection, may be forwarded along with their complete and up to date APAR Dossiers for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate, Certificate towards Major/Minor Penalties imposed, if any during the period of last 10 years, to Central Information Commission within a period of 45 days from the date of publication of this Advertisement in Employment News. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up-to-date APAR Dossiers, cadre clearance, Vigilance Clearance and Integrity Certificate (duly attested by the officer not below the rank of Under Secretary) will not be entertained. The details regarding the eligibility criteria, educational qualification etc. and Bio-data/Curriculum Vitae Proforma, as mentioned above, can be downloaded from the Central Information Commission's website www.cic.gov.in.



(Sonia Maheshwari)
Deputy Secretary (Admn.)
Tele: 011-26716023, 26105041

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Dated: 06.03.2026

C I R C U L A R

The Central Information Commission, quasi-judicial authority, requires Sr. Principal Private Secretary and Principal Private Secretary on Deputation (ISTC)/ absorption basis and Hindi translator on Deputation basis. The eligibility criteria for these posts have been indicated below: -

S. No.	Name of the Post	No. Of post	Eligibility Criteria
1.	Sr. Principal Private Secretary (Level 12 in the pay matrix)	02	Stenographers of the Central Government/ state Governments/ Union Territory Administrations/ Public Sector Undertakings/ Universities/ Recognized Research Institutions/ Semi Government or Autonomous Bodies/Statutory Organizations: - (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on regular basis in Level-11 in the Pay Matrix or equivalent in the parent cadre or department.
2.	Principal Private Secretary (Level 11 in the pay matrix)	01	Stenographers of the Central Government/State Governments/Union territory Administrations/Public Sector Undertakings/Universities/Recognised Research Institutions/Semi Government or Autonomous Bodies or Statutory Organisations: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years service in the grade rendered after appointment thereto on regular basis in Level-10 in the Pay Matrix or equivalent in the parent cadre or department; or (iii) With six years service in the grade rendered after appointment thereto on regular basis in Level-8 in the Pay Matrix or equivalent in the parent cadre or department.
	For S. No. 1 & 2		Note: 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2: Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or

		<p>Department of the Central Govt. shall ordinarily not to exceed four years.</p> <p>Note 3: The maximum age limit for appointment by deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 4: Only officers from Central or State Governments or Union territories will be considered for absorption.</p>
3.	<p>Hindi translator (PB-2 Rs. 9300-34,800 plus Grade Pay Rs. 4,200) -(Level 6 in the 7th CPC pay matrix)</p>	<p>02 Deputation: From amongst Officers of Central Government (a) (i) holding analogous posts on regular basis in the parent cadre or department: OR (ii) with six years service in the grade rendered after appointment thereto on regular basis in Pay Band 1. Rs.5200-20200 plus Grade Pay of Rs.2800 - Level 5 in the 7th CPC pay matrix or equivalent in the parent cadre or Department OR (iii) with ten years service in the grade rendered after appointment thereto on regular basis in Pay Band 1, Rs.5200-20200 plus Grade Pay of Rs.2400- Level 4 in the 7th CPC pay matrix or equivalent in the parent cadre or Department.</p> <p>and</p> <p>(b) Possessing educational and other qualifications as under: (i) Master's degree of a recognised University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level OR Master's degree of a recognised University or equivalent in any subject other than Hindi or English with English or Hindi as a compulsory or elective subjects or either of the two as medium of examination and the other as a compulsory or elective subject at degree level. OR Master's Degree of a recognised University or equivalent in any subject other than Hindi or English with English or Hindi medium and English or Hindi as a compulsory or elective subject or a medium of examination at degree level AND (ii) Recognised 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 or State Government offices, including Government of India Undertakings.</p> <p>Desirable: Knowledge at the level of Matriculation of a recognised Board or equivalent of one of the languages other than Hindi mentioned in the Eight Schedule of the Constitution.</p>
		<p>Note 1: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this</p>

		<p>appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p> <p>Note 2: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing. in case of candidates otherwise well qualified.</p> <p>Note 3: The qualification regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing. in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Staff Selection Commission or the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>
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2. Application must be sent in the Bio-data/Curriculum Vitae Proforma as per **Annexure-I of DoP&T OM No. AB.14017/28/2014-Estt. (RR) dated 02.07.2015** to **Deputy Secretary (Admn), Central Information Commission, 5th Floor, Baba Gangnath Marg, Munirka, New Delhi-110067**. This proforma can also be downloaded from Central Information Commission's website www.cic.gov.in
3. Application duly filled in and supported by all relevant documents and envelop should be superscripted: "**Application for the post of -----on deputation or deputation (including short term contract)/absorption basis.**"
4. While forwarding applications, the APARs (each page duly attested by the officer not below the rank of Under Secretary to the GOI) for the last five years, Cadre clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.
5. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up-to-date APAR dossiers, Cadre Clearance, Vigilance Clearance and Integrity Certificate (duly attested each page by the officer not below the rank of Under Secretary) will not be entertained.
6. The Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.
7. The last date of receipt of application in the Commission is **45 days from the date of publication** of the advertisement in Employment News.

Digitally signed by
Sonia Maheshwari
Date: 06-03-2026
(Sonia Maheshwari)
Deputy Secretary (Admn.)

Tele: 011-26716023, 26105041
E-mail Id: dsadmin-cic@cic.nic.in

BIO-DATA/CURRICULUM VITAE/ PROFORMA for the post of

1.	Name and Address (in Block Letters)			
	Present Designation & Organization			
	Office Address			
	Residential Address			
	Telephone No.			
	Mobile No.			
	E-mail ID			
2.	Date of Birth (in Christian Era)			
3.	(i) Date of entry into service			
	(ii) Date of retirement under Central/State Government Rules			
4.	Educational Qualification :			
	Degree & Any other Diploma/Course etc	Name of Institute/ Board/University	Percentage/ Grade	Specialization/ Main Subjects
5.	Whether Educational and other qualifications required for the post are satisfied (If any qualification been treated as equivalent to the one prescribed in this rule, state the authority for the same)			
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer	
	Essential		Essential	
A)	Qualification :			
B)	Experience :			
	Desirable		Desirable	
	A) Qualification		A) Qualification	
	B) Experience		B) Experience	
5.1 Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.				
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.				
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post			
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-Data) with reference to the post applied.				

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

Office/ Organization	Post Held	Period of service From To	Pay Band & Grade Pay	Brief description of duties

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8.	Nature of present employment, i.e. adhoc or Temporary or Permanent or Quasi-Permanent	
9.	In case the present employment is held on deputation/contract basis, please state: (a) Date on Initial Appointment (b) Period of appointment on deputation/ contract (c) Name of Parent office/Organization to which you belong (d) Name of the post and Pay of the post held in substantive capacity in parent office	
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>		

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	
11.	Additional details about present employment – Whether working under (a) Central Government (b) State Government (c) Autonomous Organization (d) Government undertakings (e) Universities & (f) Others	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13.	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:	

14.	Total emoluments per month now drawn a) Basic Pay in the PB b) Grade Pay c) Total Emoluments	
15.	In case applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.	
	Basic Pay with scale of pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (With break-up details)
16 A.	Additional information, if any, relevant to the post you applied for 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)	
16. B.	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measures involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17.	Please state whether you are applying for deputation(ISTC)/Absorption/Re-employment Basis. #(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract	
	#(The option of 'STC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are

correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address: _____

Dated :

Place :

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the 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 Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)