

Vigyan Bhawan Annexe, New Delhi
Dated the 20th July, 2018

OFFICE MEMORANDUM

Subject: Filling up the post of Senior Hindi Translator in the Zonal Council Secretariat (Ministry of Home Affairs) on deputation basis.

The undersigned is directed to state that one post of Senior Hindi Translator in this Secretariat in the Pay level 7 of pay Matrix of revised Pay rules, 2017 [Pre revised PB - 2 (Rs.9,300-34,800) with Grade Pay of Rs.4,600/-] is required to be filled up on transfer on deputation Transfer basis from amongst the eligible employees. The details of the post and necessary terms and conditions are given in Annexure - I.

2. This vacancy may be circulated among the eligible employees and their applications, in duplicate in the format enclosed in Annexure II may be forwarded to the undersigned along with the following certificates/documents within 45 days of publication of employment notice in the Employment News.

- (i) Attested copies of the ACRs/APARs for the preceding 5 years i.e upto 2017-18. The ACRs/APARs should be attested by an officer not below the rank of Under Secretary.
- (ii) Cadre Clearance
- (iii) Vigilance clearance
- (iv) Integrity certificate signed by an officer not below the rank of Deputy Secretary
- (v) Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Deputy Secretary.

3. The pay and allowances and other terms and conditions governing the deputation in respect of the officer selected will be regulated in accordance with the Department of Personnel and Training's O.M. No.2/29/91-Estt.(P.II) dated 5.1.94 as amended from time to time.

4. Any candidate selected will ordinarily not be allowed to withdraw his/her name.

5. The applications not received through proper channel or received without complete certificates/documents or after the stipulated date will not be entertained.



(A.K. Shrivastwa)

Under Secretary to the Govt. of India
Tele. No.23022153

- (i) All Ministries/Departments of the Govt. of India
- (ii) Ministry of Home Affairs, Ad.I(B) section. It is requested that vacancy may be circulated amongst the eligible and interested employees of various units of Ministry of Home Affairs.
- (iii) NIC (Shri Sibli Sirajee, Sr. Analyst) with the request to upload the vacancy circular on the website of ISCS.

No.25/6/2011-ZCS (Pt.)
Government of India
Inter-Sate Council Secretariat
(Ministry of Home Affairs)

Subject: Filling up the post of Senior Hindi Translator in the Zonal Council Secretariat (Ministry of Home Affairs) on deputation basis.

1. Name of post : Senior Hindi Translator
2. Classification : General Central Service Group C, Non-Gazetted (Ministerial)
3. Scale of Pay : Level 7 of pay matrix of revised Pay rules, 2017 (Pre revised PB-2 – Rs.9300-34800, Grade pay Rs.4600/-)
4. Number of Post : One
5. Mode of recruitment : Transfer on deputation/transfer
6. Eligibility condition : Officers under the Central Government holding:
 - (i) (a) analogous posts; or
(b) posts in the pay band -2 (Rs.9300-34800) with grade pay of Rs.4200/- or equivalent with 5 years' regular service in the grade; and
 - (ii) Possessing the following educational and other qualifications:
 - (1) Master's degree of a recognized University in Hindi/English with English/Hindi as a compulsory/ elective subject or as medium of examination at degree level

OR

Master's degree of a recognized University in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at degree level.

OR
Master's degree of a recognized University
in any subject other than Hindi/English with
Hindi and English as compulsory/elective
subjects or either of the two as medium of
examination and the other as a
compulsory/elective subject at agree level.

AND

- (2) Recognised Diploma/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/State Government offices
including Government of India
Undertakings.

5. Period of deputation : Initially for one year but likely to be extended further.
6. Maximum Age Limit : The maximum age limit for appointment by transfer on deputation/transfer shall not be exceeding 56 years as on the closing date of receipt of applications.
6. Other conditions :
(i) The pay and allowances and other terms and conditions governing the deputation in respect of the officer selected will be regulated in accordance with the Department of Personnel and Training's O.M. No.2/29/91-Estt. (P.II) dated 5.1.94 as amended from time to time.
(ii) Any candidate selected will ordinarily not be allowed to withdraw his name.

BIO- DATA 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. Post applied for
5. Educational Qualifications
6. Details of employment in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department	Post Held		Pay band and Grade Pay	Nature of duties
	From	To		

7. Nature of present employment i.e. ad-hoc or regular
8. In case of present employment is held on Deputation basis, please state:
 - (i) the date of initial appointment
 - (ii) period of appointment on deputation
 - (iii) Name of the present office/organization to which belong
9. Present pay and pay band indicating Grade pay also.
10. Remarks, if any

Signature

Place :

Date :