



GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
(Ministry of Urban Development)  
CIVIL LINES, DELHI – 110 054.

Website: [www.deptpub.gov.in/](http://www.deptpub.gov.in/) [egazette.nic.in](http://egazette.nic.in)  
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No.Estt. 2/2/99-10(HT)-.

Date: 07-01-2016

**OFFICE CIRCULAR**

**Subject:- Filling up of one post of Hindi Translator (Re-designated as Junior Translator) in the pay scale of PB-II, ₹ 9300-34800/-+Grade pay ₹ 4200/- on deputation basis in the Department of Publication, Ministry of Urban Development.**

Applications are invited from eligible persons desirous of being considered for appointment to the post of Hindi Translator (Redesignated as Jr. Translator) on deputation basis in the Department of Publication, Civil Lines Delhi-54. The post is Group 'C'- Non-Gazetted, Ministerial in the pay Band-II Rs. 9300-34800/- plus Grade Pay-4200/-

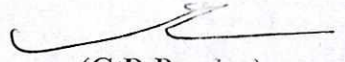
The post is required to be filled up immediately on deputation basis from amongst the Upper Division Clerks, Lower Division Clerks and Junior Stenographers with at least 5 years regular service in the Grade. The other eligibility conditions are given in the Annexure-I. The deputation will be ordinarily for a period of not exceeding 3 years.

The deputation will be governed by the terms and conditions contained in Govt. of India, Department of personnel & Training O.M. No. 2/29/91-Estt.(pt.) dated 05-01-94 as amended from time to time.

The application (as per enclosed prescribed format i.e. Bio-Data/Curriculum Vitae Proforma) of applicants from other Govt. Departments should reach through proper channel along-with last 5 years ACRS and Vigilance clearance. **The applications should reach the undersigned within 60 days from the date of publication of this advertisement in the Employment News.** Incomplete applications and any application received after the stipulated time frame will not be entertained.

This issues with the approval of Controller of Publication.


Encl:- Annexure-I and prescribed format- Bio-Data/Curriculum Vitae Proforma.

  
(G.D.Pandey)  
Asstt. Controller (Admn.)



**Copy to:-**

1. All Ministry/Department/Subordinate/Attached offices of the Govt. of India.
2. All Heads of Sections in Department of Publication including Sale Counters at Bombay & Book Depot Kolkata, Kitab Mahal, with the direction that the circular may please be brought to the notice of all concerned.
3. Editor, Employment News/Rozgar Samachar, Publication Division, Ministry of Information and Broadcasting, East Block-IV, Level-5, R.K. Puram, New Delhi.
4. Admn.-II Section, Ministry of Urban Development, New Delhi.
5. Under Secy.(PSP), Ministry of Urban Development, Nirman Bhawan, New Delhi.
6. The Deputy Director (Admn.), Directorate of printing, 'B' wing, Nirman Bhawan, New Delhi.
7. Asstt. Controller of Stationary (Admn.), G.O.I. Stationary Office, 3 Church Lane, Kolkata-700001.
8. Directorate of Estate, Nirman Bhawan, New Delhi.
9. Directorate, L&D.O Nirman Bhawan, New Delhi.
10. N.B.O. Nirman Bhawan, New Delhi.
11. P.A. to Controller of Publication.
12. P.A. to F.O., Department of Publication.
13. P.A. to A.C. (A.), Department of Publication.
14. P.A. to A.C. (B), Department of Publication.
15. Guard file.
16. Notice Board.
17. Hindi Section for Hindi version.
18. E-gazette section for uploading on the website of this Department.

  
Asstt. Controller (Admn.)



ANNEXURE-I

1. Name of the post: Hindi Translator (Redesignated as Junior Translator)
2. Scale of pay: Pay Band-II ₹ 9300-34800/- plus G.P. 4200/- (Pre-revised scale of ₹ 5000-150-8000/-)
3. Number of Post: One
4. Office & Work Place: Department of Publication, Ministry of Urban Development, Civil Lines, Delhi-54
5. Eligibility: as per Recruitment Rule for the post of Hindi Translator of Department of Publication.

Degree of a recognized University with Hindi medium and with English as one of the elective subjects at the degree level or Degree of a recognized university with English medium and with Hindi as one of elective subjects at degree level.

Or

Degree of a recognized university in any Subject but with Hindi medium and with English as one of the elective subjects at Degree level.

Desirable:

Degree or its equivalent examination with Sanskrit as one of the elective subjects at Degree level.

(ii) Knowledge of any of the modern Indian Languages in addition to Hindi.

(ii) Experience of translation from Hindi to English and vice versa.
6. Period of Deputation: Period of deputation including period of Deputation in and ex-cadre post held Immediately preceding this appointment in the Preceding this appointment in the same or Some other Organization/Deptt. will ordinarily Not exceed 3years.



**BIO-DATA/CURRICULUM VITAE PROFORMA**

|     |   |   |
|-----|---|---|
| 1.  | Name and Address (in Block Letters)   |   |
| 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 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 required as mentioned in the advertisement/vacancy circular.  | Qualifications/experience possessed by the Officer. |
|     | <b>Essential</b>  | <b>Essential</b>                                    |
|     | (A) Qualification   | (A) Qualification                                   |
|     | (B) Experience  | (B) Experience                                      |
|     | <b>Desirable</b>  | <b>Desirable</b>                                    |
|     | (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/Institution   | Post held on regular basis                               | From  | To  | *Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|     |  |  |   |   |   |  |
|     | <p><b>*Important:</b> 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;</p> |  |   |   |   |  |
|     | Office/Institution   | Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From  | To  |   |  |
|     |  |  |   |   |   |  |
| 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 the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation |   |  |
|     |  |  |   |   |   |  |
| 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.   |  |   |   |   |  |
| 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/ organization   |  |   |   |   |  |
| 10. | If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.  |  |   |   |   |  |



|       |   |   |                  |
|-------|---|---|------------------|
| 11.   | <p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government<br/> b) State Government<br/> c) Autonomous Organization<br/> d) Government Undertaking<br/> e) Universities<br/> f) Others</p>   |   |                  |
| 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  |   |                  |
|       | Basic Pay in the PB   | Grade Pay   | Total Emoluments |
| 15.   | In case, the 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) | Total Emoluments |
| 16 A. | <p>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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p> |   |                  |



|       |   |  |
|-------|---|--|
| 16 B. | <p><b>Achievements:</b><br/> The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition</li> <li>vi) Any other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p> |  |
|-------|---|--|

|     |   |  |
|-----|---|--|
| 17. | <p>Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.</p> <p># (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> |  |
|     | <p># (The option of 'STC'/Absorption/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>  |  |
| 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:

Contact No.:

Date \_\_\_\_\_



**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)