

New Delhi, the 26th July, 2010.

OFFICE MEMORANDUM

Subject : Filling up the three posts of Senior Translator (Hindi) on deputation basis in the Official Languages Wing of the Legislative Department, Ministry of Law & Justice.

The undersigned is directed to say that three posts of Senior Translator (Hindi) in the Official Languages Wing of the Legislative Department; Ministry of Law & Justice are required to be filled on deputation basis. The post of Senior Translator (Hindi) belongs to General Central Services, Group 'B' (Non-Gazetted) (Non-Ministerial) in the pay band of Rs.9300- 34800/- with Grade Pay of Rs.4600/-. Deputation to the said posts is to be made from amongst the officers under Central Government: -

- (a) (i) holding analogous posts on regular basis in the Parent Cadre/Department ; or
(ii) with three years' service in the grade rendered after appointment thereto on regular basis in the scale of Pay of Rs.5000-8000 (pre-revised) or equivalent in the Parent Cadre/Department; and
- (b) possessing the educational qualifications and experience as under:
(i) Bachelor's degree in Law (LLB) from a recognised University or equivalent;
(ii) Passed Secondary School Examination or equivalent or any higher examination of a recognized Board/University or equivalent with Hindi and English as compulsory/optional subjects or either of the two as medium of examination and other as compulsory/optional subject;
(iii) Two years' experience in legal matters in Central/State Government. Or

Should be a qualified legal practitioner who has practiced as such for a period of two years, should have two years experience in drafting of statutes in Hindi in the Central/State Government.

Desirable:

- (i) Two years experience of translation of legal matters in a Department of Central/State Government.

2. Appointment to these posts on deputation will be initially for a period of one year. It is requested that applications from suitable Central Government Officers in the prescribed proforma (enclosed), who possess the requisite qualifications and experience, and are willing to be considered for appointment to the posts, may be forwarded to this Department together with their up-to-date CR dossiers and vigilance clearance within 45 days from the date of the publication of the vacancy.



(M.R. Beerh)

Deputy Secretary to the Government of India.

Tel.: 23389014.

To


All Ministries/Departments of the Central Government of India.
(with request for giving wide publicity)

Copy to: -

1. DS (Official Languages Wing) / DS (Vidhi Sahitya Prakashan) [for giving wide publicity].
2. Ms. Nalini Rani, Editor, Employment News, East Block Level-III, R. K. Puram, New Delhi.

[It is requested that the vacancy may kindly be published in the Employment News in the forthcoming issue. A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department immediately.]

3. In charge, NIC-Cell, M/o Law & Justice with request to upload the circular on the website of this Department.


(Arun Kumar)
Section Officer.
Tel. 23385023.

PROFORMA

1.	Name of the Officer	:	
2.	Post for which to be considered	:	
3.	(a) Date of Birth (b) Date of retirement	:	
4.	Educational and other qualifications possessed by the Officer	:	
5.	Whether fulfils the essential qualifications and experience prescribed for the post under the recruitment rules	:	
6.	Present Address	:	
7.	Present post held on regular basis under the Central/ State Government with Pay Band + Grade Pay	:	
8.	Date of appointment to the present grade	:	
9.	Permanent post held under the Central/ State Government and scale of pay.	:	
10.	If belongs to Schedule Caste/ Scheduled Tribe/OBC	:	
11.	Brief particulars of service with nature of duties-performed	:	
12.	Remarks	:	

Place:

Date:

Signature of the Candidate.

CERTIFICATE

The particulars have been verified from his/her Service Book.

Signature of the Head of the Office.