



F.No.1/1/2009-S.O.(CEA)  
Government of India

# Central Electricity Authority



**Sub-Office Section**  
Sewa Bhawan, R.K. Puram  
New Delhi-110066 [ISO: 9001-2008]

**Subject: Filling up of 3 posts of Hindi Translator in Subordinate Offices of Central Electricity Authority situated at New Delhi, Mumbai and Shillong on deputation basis in PB-2 (Rs.9300-34800 with Grade Pay Rs. 4200/-).**

Three (3) posts of Hindi Translator in the Pay Band-2 (Rs.9300-34800/- with Grade Pay of Rs.4200/- (revised) are required to be filled up in the various Subordinate Offices of Central Electricity Authority situated at New Delhi, Mumbai and Shillong. The posts are General Central Service Ministerial Non-Gazetted Group 'B'. As per Recruitment Rules for the post of Hindi Translator, Grade-II the following category of officers are eligible for the post to be filled up **on deputation basis :-**

(i) In case of deputation / transfer / selection from Upper Division Clerk /Lower Division Clerk of Central Secretariat Clerical Service with 5 years as Lower Division Clerk or 3 years as Upper Division Clerk: **or**

(ii) 3 years as Stenographer, Grade-D of Central Secretariat Stenographers Service and who possess the following educational qualification :-

- Master's degree of a recognized University in Hindi with English as a subject at the degree level; **or**
- Master's degree of a recognized university in English with Hindi as a subject at the degree level; **or**
- Master's degree of a recognized University in any subject with Hindi and English as subjects at the degree level; **or**
- Master's degree of a recognized University in any subject with Hindi medium and English as subjects at the degree level.

**(iii) Period of deputation shall ordinarily not exceed 3 years**

2. The following documents required to be submitted along with the application:-

- Complete and up-to-date confidential report for the last 5 years in original or authenticated Photostat copy thereof;
- Integrity Certificate.
- Vigilance Clearance.
- Details of minor or major penalties imposed during the last 10 years if no penalties have been imposed, it should be certified.

3. Applications received after the last date or without the confidential reports and other relevant documents or otherwise found incomplete will not be considered.

4. The selected officials will have the option to draw his / her pay band and grade pay and deputation (duty) allowance in accordance with Ministry of Finance O.M. No.10/24/E-III/60 dated 4th May, 1961 as amended from time to time.

5. The particulars of eligible / willing officers and who can be relieved immediately on selection may be forwarded through proper channel to this office latest by **60 (sixty) days** from the date of the publication of this advertisement in the **given proforma**.

**(B. Bandyopadhyay)**  
**Under Secretary (P)**

**Annexure-A**

## Bio-Data Proforma

- Name and address in Block Letters
  - Date of Birth (in Christian Era)
  - Date of retirement under Central/State Government Rules
  - Educational Qualifications
  - 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      Qualifications/Experience possessed by the officer
- Essential:- (1) (2) (3)  
Desired:- (1) (2)
- Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
  - Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./Orgn	Post held	From - To	Scale of Pay and basic pay	Nature of duties

- Nature of present employment, i.e., ad-hoc or Temporary or Permanent.
- In case the present employment is held on deputation / contract basis, please state
  - The date of initial appointment:-
  - Period of appointment on deputation/contract :-
  - Name of the parent office / organization to which you belong :-
- Additional details about present employment: -  
Please state whether working under :
  - Central Government
  - State Government
  - Autonomous Organizations
  - Government Undertakings
  - Universities

11. 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.

12. Total emoluments per month now drawn.

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Remarks

Date: \_\_\_\_\_

Signature of the Candidate

Place: \_\_\_\_\_

F.No. \_\_\_\_\_

Date \_\_\_\_\_

Certified that the information submitted above by the candidate has been verified.

Countersigned \_\_\_\_\_ Office

Address \_\_\_\_\_

Name & Designation of the

Forwarding authority with office seal

**EN 13/87**