

No. 6(1)/2001 Estt- I
Government of India
**Ministry of
Commerce and
Industry**

**Department of Commerce
Directorate General of
Commercial Intelligence and
Statistics**

**565, Anandapur, Sector No. I,
Plot No. 22, Kolkata -700107**

One post of Junior Hindi Translator (Group C post) in the Scale of Rs. 9300-34800 + Grade pay Rs. 4200 is lying vacant in this Directorate and is required to be filled up by deputation immediately. As per Recruitment Rules for the post, the vacancy is to be filled up by deputation for a period of ordinarily not exceeding 3 years. Officials of the Central Government possessing qualification as mentioned in Annexure - I and holding analogous posts on regular basis or with 10 years regular service in the grade of Rs. 5200 - 20200 + Grade pay Rs. 2400 or with 18 years regular service in the grade of Rs. 5200 - 20200 with grade pay of Rs. 1900 can apply for the post. The candidate selected for the post will be treated as on deputation and his/her pay will be regulated in accordance with the Ministry of Finance. O.M. No. 10(24) Estt.- III/ 60 dated 04.05.61 as amended from time to time.

2. Department/Offices of the Central Government are requested to circulate the vacancy among suitable candidates working under their control. Application from eligible candidates, who can be spared, may kindly be forwarded in the prescribed proforma (Annexure - II) along with their up-to-date C.R. dossiers, to this office by 15.06.11.

3. Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are pending or being contemplated against the employee concerned should also be attached.

4. Candidates exceeding 56 years of age as on closing date for the receipt of application will not be eligible to apply for the post.

5. Candidates who volunteer for the post will not be permitted to withdraw their candidature later on. Names recommended without C.R. dossiers, Personal Data and Vigilance Certificate and received after the stipulated time will not be considered for selection.

6. Application is required to be submitted through proper channel.

**Dy. Director
Head of Office**

Annexure-I

1. **Name of Post** : Junior Hindi Translator
2. **No. of Post** : One(1)
3. **Pay Scale** : Rs. 9300-34800 + Grade Pay Rs. 4200
4. **Eligibility**: Officers under the Central Govt. Service holding analogous posts on regular basis or with 18 years regular service in the grade of Rs. 5200-20200+Grade Pay Rs. 2400 or with 18 years regular service in the grade of Rs. 5200 - 20200 + Grade pay Rs. 1900.
5. **Essential Qualification** : (i) Master's degree of a recognized University in Hindi/English with English/Hindi as a main subject at a degree level, **or**
(ii) Master's degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level **or**
(iii) Bachelor's degree with Hindi and English as main subjects or either of the two as main subject or either of the two as medium of examination and other as main subject plus recognized Diploma/Certificate course in translation from Hindi to English & 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 Undertaking.

Annexure-II

1. Name :
2. Educational Qualification :
3. Present Post held and Scale of Pay :
4. Present pay drawn :
5. Post held on regular basis :
6. Permanent post held and date of confirmation :
7. Brief service particulars :
8. Experience :
9. Date of return for last deputation if any :
10. Whether belongs to SC/ST :

Signature of Candidate

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