

Government of India  
**Town and Country Planning Organisation**

**Ministry of Urban Development**

'E' Block, Delhi Vikas Bhawan

I.P.Estate, New Delhi - 110002.

F.No.A.12026/1/2009- TCPO/Admn.III

**Filling up of the Post of Hindi Translator (GCS Group 'B') in the Pre-Revised Pay Scale of ₹ 5000-150-8000 Corresponding to Revised PB 2 ₹ 9300-34800/- + Grade Pay ₹ 4200/- in the Town & Country Planning Organisation, Ministry of Urban Development.**

One post of Hindi Translator (GCS Group 'B') in the pre-revised pay scale of ₹ 5000-150-8000 corresponding to revised PB 2 ₹ 9300-34800/- + Grade Pay ₹ 4200/- in the Town and Country Planning Organisation, a subordinate office of Ministry of Urban Development is proposed to be filled up on deputation.

Applications are invited in the prescribed format (Annexure-I) from suitable officials of the Central Government. Details of qualification and experience required for the post are given in Annexure-II. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Deptt. of Central Govt. shall ordinarily not exceed three years. The terms of deputation will be governed by the instructions issued by the Government in this regard from time to time.

Duly verified applications from eligible and willing officials who can be spared, accompanied by the following documents may be forwarded through proper channel to the undersigned **within 60 days** from the date of publication of this Advt. in the Employment News.

(i) Attested copies of Annual Confidential Report of the applicant for the last five years.

(ii) Vigilance Clearance in respect of the applicant.

(iii) Integrity Certificate in respect of the applicant duly signed by the appropriate officer and stamped.

(iv) A certificate regarding imposition of major/minor penalties, if any, on the applicant during the last ten years duly signed by the appropriate officer and stamped.

The officials applying for the post will not be allowed to withdraw their candidature at a later stage. The eligibility will be ascertained on the last date of receiving of application. Applications not received through proper channel or after due date or without the above documents will be rejected.

(S. Surendra)  
Town & Country Planner &  
Administrative Officer (I/C)  
Tel. No. 23378950  
Annexure-I

**Application Proforma for the post of Hindi Translator in TCPO.**

1. Name :
2. Postal Address :
3. Date of Birth :
4. Educational qualifications :
5. Experience in Translation from Hindi to English and vice versa :
6. Present post held and since when on regular basis :
7. Present pay and from which date :
8. Whether SC/ST. :
9. Date of retirement :
10. Date of return from last deputation :
11. Any other facts which he may like to mention :

Signature of the Applicant:  
Name of the Applicant:

Certified that the above particulars furnished by the candidate have been thoroughly checked from service book/other records and are found to be correct.

Signature of the Sponsoring Authority with Stamp  
Tel No.....

**Annexure-II**

**Qualifications, Experience and Other Details of the Post of Hindi Translator in TCPO.**

1. **Name of the Post** : Hindi Translator.
2. **Scale of the Post** : ₹ 5000-150-8000 (GCS Group 'B')  
(corresponding to revised PB 2 ₹ 9300-34800/- + Grade Pay ₹ 4200/-)
3. **Qualification** : Master's degree of a recognised University in Hindi or English with English or Hindi as a main subject at degree level. **OR**  
Master's degree of a recognised University in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at degree level. **OR**  
Bachelor's degree of a recognised University with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus a recognised Diploma or Certificate Course in translation from Hindi to English and vice-versa or two years experience in translation work from Hindi to English and vice-versa in Central or State Government offices including Govt. of India Undertakings.
4. **Eligibility** : Officers of the Central Government or State Government/Union Territory;  
i) holding analogous posts on a regular basis; or  
ii) with five years regular service in post in the scale of ₹ 4000-6000 (corresponding to revised PB 1 ₹ 5400-20200/- + grade pay ₹ 2400/-); or  
iii) with thirteen years regular service in the posts in the scale of ₹ 3050-4590 (corresponding to revised PB 1 ₹ 5400-20200/- + grade pay ₹ 1900/-).
5. **Period of deputation** : The period of deputation shall not ordinarily exceed 3 years.
6. **Pay fixation** : Either the Grade Pay of the post or Deputation Duty Allowance can be opted as per the relevant rules of the Government of India.

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