

# Ministry of External Affairs

New Delhi

**Subject:- Filling up of the posts of Attaché (Hindi & Culture) and Senior Hindi Translator in Indian Missions abroad on "deputation" basis.**

Applications are invited to fill up two posts of Attaché (Hindi & Culture) and one post of Senior Hindi Translator in Indian Missions abroad on "deputation" basis as per following details:-

**(I) Filling up of the posts of Attaché (Hindi & Culture) in the High Commission of India, London and Embassy of India at Kathmandu on "deputation" basis.**

It is proposed to fill up two posts of Attaché (Hindi & Culture), one each in the High Commission of India, London and the Embassy of India, Kathmandu on "deputation" basis. The post carries a pay scale of Rs. 2000-3500 (revised in Pay Band-2, Rs. 9,300-34,800 and Grade Pay of Rs. 4800) and usual allowances as admissible to officers of equivalent ranks posted to the above Missions, besides free furnished residential accommodation, passages to Mission for the selected officer and entitled members of his family.

Officers working in Central Government Offices holding analogous posts on regular basis or with 3 years of regular service in posts in the scale of Rs. 1640-2900 (revised in Pay Band-2 Rs. 9300-34800 and Grade Pay of Rs. 4600) or equivalent; or with 8 years regular service in posts in the scale of Rs. 1400-1600 (revised in Pay Band-2, Rs. 9300-34800 and Grade Pay of Rs. 4200) or equivalent and possessing the following educational qualifications and experience are eligible to apply: -

**ESSENTIAL:**

Master's degree of a recognized University or equivalent in Hindi with English as a subject at degree level; **OR**  
Master's degree of a recognized University or equivalent in English with Hindi as a subject at degree level; **OR**  
Master's degree of a recognized University or equivalent in any subject with Hindi and English as subjects at degree level.

**EXPERIENCE:**

5 years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature. **OR**  
5 years' experience of teaching, research, writing or journalism in Hindi.

**DESIRABLE:-**

- P.G. degree in Indian History and Culture/philosophy;
- Sanskrit as one of the subjects at graduation level;
- Should have studied one or more Indian Languages other than Hindi at graduation level;
- Published work relating to India's cultural heritage/different forms of literary and cultural expressions in the country;
- Experience of organizing Hindi Classes or Workshop for noting and drafting;
- Experience of dealing with establishment matters.

**For Armed Forces Personnel:** Deputation/ Re-employment (for ex-servicemen)-

The Armed Forces Personnel who are due to retire or to be transferred to reserve within a period of one year and having the requisite qualifications and experience prescribed for deputationists shall also be considered. Such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter, they may be continued on re-employment. (Re-employment up to the age of superannuation with reference to civil posts).

**(II) Filling up of the post of Senior Hindi Translator in the Embassy of India, Paramaribo on "deputation" basis.**

It is proposed to fill up one post of Senior Hindi Translator in the Embassy of India, Paramaribo on "deputation" basis. The post carries a pay scale of Rs. 1640-2900 (revised in the Pay Band-2, Rs. 9300-34800 and Grade Pay of Rs. 4600) and usual allowances as admissible to officers of equivalent ranks posted to the above Missions, besides free furnished residential accommodation, passages to Missions for the selected officer and entitled members of his family.

Officers of the Central Government holding analogous posts on regular basis or with five years' regular service in posts in the scale of Rs. 1400-2600 (revised Pay Band-2 Rs. 9300-34800 and Grade Pay of Rs. 4200) or equivalent and possessing the following educational qualifications and experience are eligible to apply:

**ESSENTIAL:-**

- Master's degree of a recognized University in Hindi/English, with English/Hindi as a compulsory /elective subject or as a medium of examination at degree level; **OR**  
Master's degree of a recognized University in any subject other than Hindi/English, with Hindi/English medium and English/Hindi as a compulsory/ elective subject or as a medium of examination at degree level. **OR**  
Master's degree of a recognized University in any subject other than Hindi/English with Hindi and English as a compulsory/elective subject or either of the two as a medium of examination and the other as compulsory /elective subject at degree level.
  - Recognized Diploma/Certificate course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in the Central Govt./State Govts. offices including Govt. of India Undertakings.
- Applicants may send their applications through proper channel in the given proforma in duplicate to the undersigned within a period of **6 weeks** from the date of publication of this advertisement in the Employment News. Applications received after the last date or otherwise incomplete are not likely to be considered.
  - Period of deputation (posting) to the above Missions in respect of both the kind of posts shall ordinarily not exceed 3 years. Person above 55 years of age (as on closing date of receipt of applications) shall normally not be considered for the above posts.
  - Pay of the selected officers shall be fixed in the scale of the post in accordance with rules prescribed by the Government.
  - The following papers/document may also please be sent along with nomination:-
    - Statement of Bio-data in the prescribed proforma (as per Annexure) in duplicate duly signed and forwarded through proper channel.
    - Attested copies of the CR dossiers for the last five years attested (on each page) by an officer not below the rank of Under Secretary
    - Vigilance Clearance Certificate
    - Integrity Certificate
    - A statement of major/ minor penalty, if any, imposed on the officer during the last 10 years.
    - Cadre Clearance Certificate.

**(Vipra Pandey)**  
**Under Secretary (Cadre)**  
**Room No. 4086, B Wing, Jawaharlal Nehru Bhawan**  
**Ministry of External Affairs**  
**Tel.: 49015380**  
**Annexure**

**CURRICULUM VITAE PROFORMA**

**(To be submitted in duplicate through proper channel)**

- Name of the post applied for:
- Name and Address (in Block Letters) :
- Date of Birth (in Christian era) :
- Date of retirement:
- 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
<b>Essential</b>		
<b>Desired</b>		

- Please state clearly whether in the light of entries made by you above, you meet the requirement 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/ Institution	Post held	From	To	Scale of pay and basic pay*	Nature of appointment	Nature of duties (in detail)

- \* Basic pay in the post being held on regular basis.
- Nature of present employment i.e., ad-hoc or Temporary or Quasi-permanent 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  
(Indicate the name of your employer against the relevant column) --
    - Central Government :
    - State Government :
    - Autonomous Organization :
    - Government Undertaking :
    - Universities :
    - Others :
  - Please state whether you are working in the same Department and are in the feeder grade or feeder grade
  - Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:
  - Total emoluments per month now drawn:
  - 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.
  - Whether belongs to SC/ST:
  - Remarks:

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

**Date:** \_\_\_\_\_ **(Signature of the Candidate)**  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Tel:** (O) \_\_\_\_\_  
(R) \_\_\_\_\_  
(M) \_\_\_\_\_

**Certificate to be furnished by the Employer / Head of Office/ Forwarding Authority**

- Certified that the particulars furnished by ----- are correct and he/she possesses educational qualifications and experience mentioned in the Advt.
- Also certified that:
  - There is no vigilance case pending/contemplated against him/her
  - Attested copies of complete ACRs dossiers for the last 5 years attested (on each page) by an officer not below the rank of Under Secretary to the Government of India are enclosed.
  - His/Her integrity is beyond doubt.
  - No major/minor penalties has been imposed on him/her during the last 10 years/ lists of major/minor penalties imposed on him/her during the last 10 years is enclosed. (Strike out whichever is not applicable)
  - Cadre Clearances Certificate from Cadre Controlling Authority is enclosed.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Place:** \_\_\_\_\_ **Name & Designation:** \_\_\_\_\_