


F.No.CIRTES-4(4)/90-Adm
Government of India
National Institute for Career Service
Directorate General of Employment, Ministry of Labour & Employment
A-49, Sector-62, NOIDA-201309(U.P)

Dated: 22 January, 2019

Proposal for filling up of the post of Senior Hindi Translator on transfer on deputation basis in National Institute for Career Service (erstwhile Central Institute for Research and Training in Employment Service), Directorate General of Employment, Ministry of Labour & Employment, A-49, Sector-62, NOIDA-201309(U.P).

2. The National Institute for Career Service proposes to fill up one vacant post of Senior Hindi Translator and invited application from eligible candidates working as Hindi Assistant or Junior Hindi Translator in the Ministry/Department of Central Government with 5 years' service in the grade. The vacancy is to be filled on transfer on deputation for a period of three years or until further orders, whichever is earlier.
3. The details of qualification and experience required for the post are given at Annexure-I. The period and terms of deputations will be governed by standard terms of deputation as prescribed by the Government of India from time to time.
4. Application in the prescribed proforma (Annexure-II) of interested persons working on regular basis be forwarded to the Head of Department, National Institute for Career Service (NICS), A-49, Sector-62, NOIDA-201309, U.P. within 45 days from the date of advertisement for consideration for appointment on deputation against the above mentioned post. All application should reach NICS, A-49, Sector-62, NOIDA through proper channel only.
5. Application of only such officials will be considered which are routed through proper channel and accompanied with
 - (i) Attested copies of ACRs for the last five years.
 - (ii) Vigilance clearance certificate.
 - (iii) Integrity certificate.
 - (iv) Statement giving details of major or minor penalties imposed on the official if any, during last 10 years.
6. The candidates, who applied for the post mentioned above, will not be allowed to withdraw their candidature subsequently.


(M.L. GAUTAM)
DIRECTOR i/c, NICS.

ANNEXURE-I

Sl. No.	Name of Post & Scale of Pay	No. of Vacancy	Qualification/Experience and service conditions for the post
1.	Senior Hindi Translator in Pre. Revised PB-2,(9300-34800) GP-4600/-(6 th CPC) Revised to Level -7 (7 TH CPC)	1	ESSENTIAL: (i) Master's degree in Hindi with English at degree level as a subject at degree level OR Master's degree in any subject with Hindi medium and English as a subject at degree level (ii) Three year experience of terminological work in Hindi or translation work from English into Hindi or vice-verse or of both in total. Transfer on deputation: From amongst Hindi Assistant or Junior Hindi Translators working in the Ministries or Departments of Central Government with 5 years' service in the grade. Transfer: Officers holding analogous posts with 3 year service in the grade from the joint cadre of the Ministry of Labour.

BIO-DATA PROFORMA

1	Post applied for	
2	Name of applicant	
3	Date of Birth	
4	Whether SC/ST	
5	Present post held and since when	
6	Classification and scale of pay	
7	Present pay	
8	Details of post held Permanent/Temporary	
9	Educational Qualification	
	(a) Essential	
	(b) Desirable	
10	Languages known and at level of Certificate	
11	Brief service particulars	
12	Details of experience	
13	Date of return from past ex-cadre post	

(Signature of the candidate)

It is certified that the information furnished by the candidate has been verified from records and is found to be correct.

Signature of the Head of Department/Organisation
(with stamp)