

No.-11014/2/2013-Hindi  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training  
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Shram Shakti Bhavan, New Delhi  
Dated 19<sup>th</sup> April, 2016

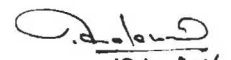
Circular

**Subject: Engaging retired translators and officers of the Central Secretariat Official Language Service and other qualified and eligible persons as Hindi translator/Consultant (Hindi) temporarily on contract basis in DGE&T.**

It has been decided to engage retired translators and/or officers of the Central Secretariat Official Language Service cadre and other qualified and eligible persons as Hindi translator/Consultant (Hindi) on contract basis to fill up the vacant posts of a translator in this Directorate General for six months or until regular candidate joins the duty, whichever is earlier, for which a consolidated remuneration of Rs.24,000/- per month will be paid to the selected person. This engagement will be completely temporary and the selected person will not be entitled to get regular appointment in the Directorate General. Selection of suitable candidate will be made on the basis of a written examination relating to translation. Details of the terms and conditions are mentioned in Annexure "A".

2. Services of the translator/consultant engaged on contract basis will automatically be deemed over when the regular translator joins this office on the vacant posts. If there is delay in the regular translator joining this office, the period of contract may be extended also provided the competent authority approves so.

3. The willing candidates may make their applications available within one month of issuance of this circular to Deputy Director (OL), Directorate General of Employment & Training, Room No.335, C Wing, Shram Shakti Bhavan, New Delhi – 110001.

  
19.4.2016  
(M.S.Kalaria)

Deputy Secretary to the Government of India

**Terms and conditions**

- (1) **Period of Engagement:** Engagement as Hindi Translator/Consultant (Hindi) will be for a period of six month in the first instance or till regular translator becomes available, whichever is earlier. The engagement will, however, be liable to be terminated at any time without assigning any reasons therefor.
- (2) **Eligibility:** Retired translators/officers of CSOL cadre and other qualified and eligible persons.
- (3) **Educational Qualification:**  
Master's degree of a recognized University in Hindi with English as a subject at a degree level;  
or  
Master's degree of a recognized University in English with Hindi as a subject at a degree level;  
or  
Master's degree of a recognized University in any subject with Hindi and English as a subject at a degree level;  
or  
Master's degree of a recognized University in any subject with Hindi Medium and English as a subject at a degree level;  
or  
Master's degree of a recognized University in any subject with English Medium and Hindi as a subject at a degree level;
- (4) **Experience:** 8 year's experience of translation from English to Hindi or vice versa.
- (5) **Remuneration:** A consolidated remuneration of Rs. 24,000/- will be paid as a full time consultant.
- (6) The selected person will not be eligible for some other allowance (such as Travelling Allowance, Dearness Allowance/House Rent Allowance etc.).
- (7) The Selected person will be eligible for 8 days' leave in a calendar year on prorata basis.
- (8) The selected person will be expected to appropriately co-operate in the implementation of Official Language Hindi in addition to translation from English to Hindi and vice-versa.
- (9) The applicants will have to apply in the form attached as Annexure "B".

APPLICATION FOR THE POST OF HINDI TRANSLATOR/CONSULTANT (HINDI)  
ON CONTRACT BASIS

Please paste  
your recent  
photo

1. Made of recruitment : On contract basis
2. Name of the Candidate (in Block : \_\_\_\_\_  
letters)
3. Father's/Husband's Name : \_\_\_\_\_
4. Date of Birth (in Christian era) : \_\_\_\_\_
5. Permanent Address (with PIN code) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Address for Correspondence : \_\_\_\_\_  
(with PIN code) \_\_\_\_\_  
\_\_\_\_\_
7. E-mail address, Phone Numbers : \_\_\_\_\_
8. Mobile no. : \_\_\_\_\_

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9. Details of Educational Qualifications : \_\_\_\_\_  
 from Graduation onwards

Sl.No.	(1)	(2)	(3)
a. Examination passed			
b. year of passing			
c. Name of College/ Institute			
d. University/ Board			
e. Main subjects			
f. Total aggregate & percentage of marks obtained, division and remarks, if any			

10. Description of translation :  
 experience

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

(Signature of candidate)