

No.A.12026/1/2004-Adm.II  
Government of India  
Planning Commission

Yojana Bhavan, Sansad Marg, New  
Delhi, 30th August, 2005.

To

**All Central Government Ministries/Departments.**

**Subject: Filling up one post of Junior Hindi Translator in the Planning Commission on Ad -hoc Deputation basis**

Sir

Planning Commission proposes to fill up one post of Junior Hindi Translator in the scale of pay of Rs, 5500-175-9000 on ad-hoc deputation basis initially for a period of one year or till the regular candidate becomes available or till the post is filled up on regular basis, whichever is the earliest, If however, the regular candidate does not become available even after one year, the period of deputation may be further extended beyond one year also. Employees of various Central Government Ministries and Departments and their attached and Subordinate Offices who are holding either analogous post or those holding post in die scale of pay of Rs.5000-150-8000 with at least 3 years service or those in the scale of pay of Rs.4500-125-7000 with at least 6 years service or those in the scale of pay of Rs.4000-100-6000 with at least 10 years service in their respective grades and possessing the following educational qualifications are eligible to apply

**Master's degree in English or Hindi with Hindi or English (respectively) as a Compulsory and Elective subject at degree level.**

**[Preference will be given to those who possess experience of actual working as Hindi Translators]**

2. Ministries / Departments of the Central Government are requested to bring this vacancy to the notice of all eligible officials working under their control and forward the applications of those who are interested and can be spared within a month of intimation for taking up the assignment in the event of their selection, in the enclosed Performa (in duplicate) duly signed by the candidate and verified by the Head of office or an officer authorised to sign on his behalf. The applications of eligible candidates should also accompany the following documents: -

(a) Specific No Objection/ Cadre Clearance

(b) Up-to-date Confidential Report Dossier or photocopies of the Annual Confidential Reports for the last five years of the candidate concerned, duly attested by an officer not below the rank of Under Secretary to the Govt.of India;

Contd.,2/-

- (c) Vigilance Clearance in the enclosed format indicating that no disciplinary proceedings/ criminal proceedings are pending /contemplated against the candidate;
- (d) Integrity Certificate, in the enclosed format, duly signed by an officer not below the rank of Deputy Secretary to the Govt. of India; and
- (e) Details of major/minor penalties, if any, imposed upon the candidate during the last ten years or 'No Penalty Certificate' in the enclosed format, as the case may be.

3. The vacancy is also being published in the Employment News/ Rozgar Samachar, Last date for receipt of applications in the Planning Commission shall be 60 days from the date of its publication in the Employment News and the crucial date for determining eligibility shall be the closing date for receipt of applications. The applications complete in all respects should reach Under Secretary (A-II), Planning Commission, Room No, 516, Yojana Bhavan, Sansad Marg, New Delhi-110001 on or before the closing date as per publication in the Employment News. Applications received after the closing date or those which are not in the prescribed format or those which are incomplete or advance applications if not followed through proper channel to reach before the closing date will not be considered.

You're faithfully,



Under Secretary to the Government of India

Copy to :-

1. Hindi Section, Planning Commission.
2. Standard Distribution in Yojana Bhavan/ Notice Board.
3. Department of Official Language [Atten: Shri Moti Lal, Under Secretary (Services)], Lok Nayak Bhavan, Khan Market, New Delhi-w.r.t. their OM No.5/10/2004-OL (S) dated 23.08.2004.
4. Joint Director (OL), Planning Commission.



Under Secretary to the Government of India

**PROFORMA**

1.	Name	
2.	Present Post held and its status i.e. whether it is held on regular or <u>ad-hoc basis</u> . Whether it is a cadre or Ex-cadre post.	
3.	It the present post is held on ad-hoc basis or if it is an ex-cadre post, the post substantively held	
4.	Date of Birth	
5.	Office where employed	
6.	Present Pay and Pay scale .	
7.	Educational Qualifications	
8.	Experience (Attested copies of certificates to be enclosed)	
9.	Special Qualification, if any	
10.	Date of continuous appointment in the present post	
11.	Date of return from the last Ex-cadre post, if any	
12.	Brief service particulars	
13.	Whether SC/ST	

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Tel\_\_\_\_\_

No.\_\_\_\_\_

The above entries have been verified from the service records available in this office and are found correct.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Seal of Office\_\_\_\_\_

**INTEGRITY CERTIFICATE**

After scrutinizing Annual Confidential Reports of Shri/Smt/Ms. \_\_\_\_\_, \_\_\_\_\_ who has applied for the post of Junior Hindi Translator in the Planning Commission on Ad-hoc Deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the rank of  
Deputy Secretary or above)

Name & Office Seal: \_\_\_\_\_

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

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of Junior Hindi Translator in die Planning Commission on Ad-hoc Deputation basis.

[Authorised signatory]

Name & Office Seal: \_\_\_\_\_

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

**NO PENALTY CERTIFICATE**

Certified that no minor/major penalty has been imposed on Shri/Smt/Ms. \_\_\_\_\_, \_\_\_\_\_ who has applied for the post of Junior Hindi Translator in the Planning Commission, on Ad-hoc Deputation basis during the last ten years.

[Authorised signatory]

Name & Office Seal: \_\_\_\_\_

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