

OFFICE MEMORANDUM

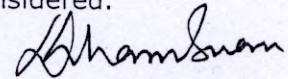
Sub: Filling up of the post of Assistant Director (Urdu), Senior Translator (Urdu) and Typist (Urdu) in the Ministry of Minority Affairs on ad-hoc deputation basis.

It is proposed to fill up (i) one post of Assistant Director (Urdu), (ii) one post of Senior Translator (Urdu) and (iii) one post of Typist (Urdu) on ad-hoc deputation basis (including short term contract) in the Ministry of Minority Affairs in New Delhi amongst suitable officers/officials Under the Central Government or State Government or Union Territory administration or Autonomous Bodies

The Pay Band, Grade Pay, eligibility conditions, qualifications and experience and the period of deputation etc. prescribed for these posts are indicated in Annexure-I to III. The bio-data proforma is given in Annexure-IV.

The pay of the candidates selected for appointment on deputation basis will be regulated in accordance with extant Orders of Government of India on the subject in force from time to time.

It is requested that the duly filled in Bio-data (in prescribed proforma) in triplicate along with last five years Annual Confidential Reports (ACRs) and Certificates of vigilance clearance, major/minor penalty imposed during the last 10 years and integrity certificate in respect of suitable officer(s)/official(s), who can be relieved in the event of their selection, may be sent through proper channel to the Deputy Secretary (Establishment), Ministry of Minority Affairs, 11th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003 within 30 days from the date of publication of this advertisement. It is also clarified that officers/officials, who volunteer for these posts, will not be allowed to withdraw their names subsequently. Applications received after the last date or without Confidential reports and other desired documents or otherwise found incomplete will not be considered.



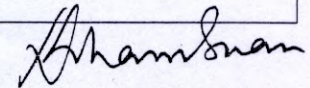
(Lucas L. Kamsuan)

Deputy Secretary to the Government of India

NIC (Director)

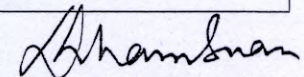
Annexure-I

1.	Name of the post	Assistant Director (Urdu)
2.	Classification of the post	General Central Service Group 'B' Gazetted Non Ministerial
3.	Pay Band & Grade Pay	Pay Band -3 Rs.15600-39100 & Rs.5400/- plus other allowances admissible as per Central Government Rules in force from time to time.
4.	Number of Post	1 (One)
5.	Eligibility	<p>Officers Under the Central Government or State Government or Union Territory administration or Autonomous Bodies ,-</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre / department ; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band PB-2 (Rs.9300-34800) plus Grade Pay of Rs.4600/- or equivalent in the parent cadre/ department; and</p> <p>(b) possessing the following educational qualifications and experience :-</p> <p>Essential:-</p> <p>(i) Master's Degree of a recognized University or equivalent in Urdu with English as a subject at the Degree level</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University or equivalent in English with Urdu as a subject at the Degree level</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University or equivalent in any subject with Urdu and English as subjects at the Degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University or equivalent in any subject with Urdu medium and English as subjects at the Degree level.</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University or equivalent in any subject with English medium and Urdu/ as subjects at the Degree level.</p> <p>Experience:-</p> <p>(ii) five years experience of translation work from English to Urdu and vice versa and Hindi to Urdu and vice versa out of which three years experience should be in</p> <p>a) Supervision and</p> <p>b) Vetting of translation or imparting training in translation work.</p>



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1.	Name of the Post	SENIOR TRANSLATOR (URDU)
2.	Classification of the Post	General Central Service Group 'B' Non-Gazetted, Ministerial
3.	Pay Band and Grade Pay	PB-2-Rs.9300-34800/-, Grade Pay: Rs.4600/- plus other allowances admissible as per Central Government Rules in force from time to time.
4.	No. of Post (s)	1 (One)
5.	Eligibility Conditions	<p>Officers under the Central Government or State Government or Union Territories Administration or Autonomous Bodies:-</p> <p>(i) Holding analogous post on regular basis in the parent cadre/ Department with the following qualification:-</p> <p>Master's Degree of a recognized University or equivalent in Urdu with English as a subject at the Degree level</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University or equivalent in English with Urdu as a subject at the Degree level</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University or equivalent in any subject with Urdu and English as subjects at the Degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University or equivalent in any subject with Urdu medium and English as subjects at the Degree level.</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University or equivalent in any subject with English medium and Urdu as subjects at the Degree level.</p> <p>Experience:-</p> <p>(ii) With three years regular service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band PB-2 (Rs.9300-34800) plus Grade Pay of Rs.4200/- or equivalent in the parent cadre/Department with following minimum educational qualification:- Bachelor's Degree from a recognized University with Urdu as a subject.</p> <p>(iii) (a) Three years working experience of terminological work in Urdu and/or translation work in Urdu to English/Hindi or vice versa of technical or scientific work.</p> <p style="text-align: center;">OR</p> <p>(b) Three years experience of teaching, writing or journalism in Urdu.</p>

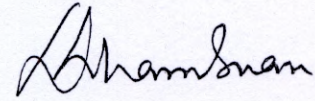


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Annexure-III

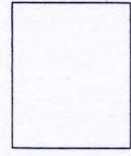
1.	Name of the Post	Typist (Urdu)
2.	Classification of the Post	General Central Service Group 'C' Non-Gazetted, Ministerial
3.	Pay Band and Grade Pay	PB-1-Rs.5200-20200/-, Grade Pay: Rs.1900/- plus other allowances admissible as per Central Government Rules in force from time to time.
4.	No. of Post (s)	1 (one)
5.	Eligibility Conditions	Official Under the Central/State governments/Union Territories/Autonomous Bodies:- Holding analogous post OR Group 'D' employees of the Central Government in the Pay Band (PB-1) with Grade Pay of Rs.1800/- who have put in a minimum of five years regular service in the Grade and having the following qualification:- (i) Matriculation or equivalent from recognized Board or University with English/Hindi and urdu as subject. (ii) A typing speed of 30 w.p.m. in Urdu.



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Bio-Data Proforma

1. Name in block letters
2. Father's Name (in Christian era):
3. Date of retirement Under Central/State Government rules:
4. Educational Qualifications:
5. 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).



Qualification/Experience Required	Qualification/Experience Possessed by the Officer
Essential (1)	
(2)	
(3)	
Desired (1)	
(2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, If the space below is in sufficient.

Office/Instt./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment i.e. ad-hoc or temporary or permanent:
9. In case the present employment is held on deputation/contract basis, please state:
 - (a) The date of initial appointment:
 - (b) Period of appointment on deputation/contract:
 - (c) Name of the parent office/organisation to which you belong:
10. Additional details about present employment. Please state whether working Under:
 - (a) Central Govt.
 - (b) State Govt.
 - (c) Autonomous Organisations
 - (d) Government Undertakings
11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:
12. Total emoluments per month now drawn:
13. 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.
14. Whether belongs to SC/ST/OBC/UR
15. Remarks, if any:

Signature of candidate
Address.....
Tel No.

Certified that the particulars have been verified and found to be correct and there is no vigilance case either pending and /or contemplated against the official. The integrity of the official is also certified.

Place:
Date:

Signature of the Head of Department with Official Seal.....