

No. 2 (15)/2015-Pers-II
Government of India
Ministry of Communications & Information Technology
Department of Electronics & Information Technology
Electronics Niketan
6, CGO Complex

New Delhi-110 003
Dated: 06th October, 2015

C I R C U L A R

Subject: Engagement of two Hindi Translators in DeitY from retired officials of Central Government - inviting application from eligible retired officers thereof.

It is proposed to engage two Hindi Translators in the Department of Electronics & Information Technology from retired officials of Central Government who superannuated from the post of Junior Hindi Translator or higher from Central Government with following terms & conditions:

- (i) His/Her engagement as Hindi Translator will be on full time basis for a period of six months in the first instance w.e.f. the date he/she actually takes up the assignment or till competent authority of DeitY desires his/her services or until a regular officer is actually appointed from Staff Selection Commission or till further orders, whichever is earliest. The engagement will however, be liable to be terminated at any time without assigning any reason thereof.
- (ii) The consolidated remuneration of Rs. 20,000/- (Rupees Twenty Thousand only) per month will be paid to Hindi Translator. He/She will not be entitled to any allowances such as TA (Transport Allowance)/DA/CCA/HRA/CGHS/Medical Reimbursement/LTC/Tuition fee reimbursement etc. as applicable to Central Government Employees of his/her status. However, he/she will be entitled to TA/DA as per normal rules whichever applicable to him/her in the DeitY while he/she is on official tour.
- (iii) He/she will be eligible for 4 days leave in a period of six months on pro-rata basis. Therefore, he/she will not draw any remuneration in case of absence beyond 4 days in a period of six months (calculated on a pro-rata basis). Also unavailed leave in a period of six months cannot be carried forward to next period of six months.
- (iv) He/she will have access to the DeitY during the period of engagement and will be allowed to borrow books as per library rules.
- (v) He/She will be required to discharge the following duties during the engagement as Hindi Translator:
 - (a) Translation of various documents from English to Hindi and vice versa.

- (b) To assist Asstt. Director (OL) in organizing Hindi Meetings and Hindi Workshops.
- (c) To act as liaison officer in Hindi Meetings.
- (d) Maintenance of files, records and to attend other works relating to Hindi Section whenever assigned to him/her.
- (vi) He/She will not take up any other assignment during the period of engagement of consultancy without the prior approval of the DeitY.
- (vii) He/She will give an undertaking on joining that while discharging duties and responsibilities as Hindi Translator in DeitY, he/she shall not disclose any confidentiality of office matter. He/She will require signing an agreement of engagement w.e.f. the date he/she actually takes up the assignment.

2. Applicants who retired/superannuated at least from the post of Junior Hindi Translator or Higher from Central Government will forward/submit his/her application in the **enclosed format** and invariably accompany a copy of the PPO to Deputy Director (Pers), Department of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi -110 003, **within 20 days of issue of this circular.**

(Vinod Kumar)
Deputy Director (Pers)

Encl: Proforma of application

To

All Ministries/Departments : for circulating among retired officials.

Copy to:

1. The Under Secretary(OL), Department of Official Language, NDCC-II Bhawan, B-Wing, 4th Floor, Jaisingh Road, New Delhi-110 001 with the request to publish this circular on the website of D/o OL for wide circulation among retired officials of CSOLs.
2. Intra-DeitY-with the request to upload this circular on intra-DeitY notice board immediately.
3. DeitY-website- for uploading this circular on DeitY's website immediately.
4. JD(OL), DeitY.

PROFORMA

ENGAGEMENT OF HINDI TRANSLATOR IN DEPARTMENT OF ELECTRONICS & INFORMATION TECHNOLOGY

1. Name :
2. Date of Birth :
3. Contact Number :
4. Address for communication :
:
5. Date of Joining in Govt. service :
6. Date of retirement :
7. Name of the Ministry/
Department from which retired :
8. Last pay drawn :
(Whether copy of PPO enclosed)
9. Education Qualifications :
10. Details of knowledge in computer :
11. Brief particulars of Experience ;

Recent passport size photo to be pasted here

Post held	From	To	Ministry/Deptt.	Subject handles (in brief)

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

Signature of the Applicant

