



## NOIDA SPECIAL ECONOMIC ZONE

Government of India, Ministry of Commerce & Industry, Deptt. of Commerce  
Noida Dadri Road, Phase-II, Noida-201305, (U.P.)  
Tel: 091 120 2567270, 3021444-46, Fax: +91 120 2562314, 2567276

F. No. PER-8(27)88-89-Admn./

Dated: 09/07/2015

### VACANCY CIRCULAR

**Sub: Filling UP the post of Jr. Hindi Translator in Pay Band of ₹ 9300-34800/- with Grade Pay of ₹ 4200/- in the office of Development Commissioner, Noida Special Economic Zone, Noida-reg.**

Applications are invited, through proper channel, for filling up vacancy of Junior Hindi Translator, on deputation basis in the Pay Band of ₹ 9300-34800/- (Grade pay of ₹ 4200/-) in the office of Development Commissioner, NSEZ. The eligibility for the post is detailed in enclosed Annexure-I.

Applications, in duplicate in the enclosed Annexure-II, of the eligible and willing officer, who could be relieved in the event of selection, may please be forwarded to the Development Commissioner at the above mentioned address on or before 60 days from the date of publication of the vacancy circular in Employment News, along with the following documents:-

1. A copy of complete and up-to-date confidential reports/ACRs Grading for the last five years;
2. Vigilance clearance and Integrity Certificate;
3. Details of minor or major penalties imposed, if any, during the last 10 years. If no penalties have been imposed, it should be so stated.

Application received after the date or without the confidential reports and other necessary documents or otherwise found incomplete will not be considered.

The initial period of deputation is 3 years and all rules, regulations and provisions issued from time to time for deputation shall be applicable.

A Govt. officer in higher grade pay/scale shall be ineligible for appointment on deputation to post in the lower grade pay/scale in terms of Deptt. of Expenditure's O.M. No. 1/1/2008-LC dt. 26.03.2009 and DOPT O.M. No. 6/8/2009-Estt(Pay II) dt. 17.06.2010.

This vacancy circular and proforma is available on NSEZ website "www.nsez.gov.in"

(Subodh Kumar Jha)  
Asstt. Development Commissioner

#### Annexure-I

1. **Name of the post** : Junior Hindi Translator (01 Post, General Central Service Group C, Non-Gazetted in Pay band ₹ 9300-34800/- with G.P. ₹ 4200/-)
- Eligibility for deputation** : Central Govt. Officers holding:
  - (a) (i) Analogous posts on regular basis or,
  - (ii) Post in the pay scale of Rs. 5200-20200 (G.P. 2400/-) with 5 years regular service in the grade; or
  - (iii) Post in the pay scale of Rs. 5200-20200(G.P. 1900/-) with 13 years regular service in the grade.
  - (b) Possessing Master's Degree of a recognized university in Hindi/English with English/Hindi as a min subject at the degree level; or
  - Master's Degree of a recognized university in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at the degree level; or
  - Bachelor's Degree with Hindi and English as main subject or either of the two as medium of examination and other as a main subject plus recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central/State Govt. offices, including Govt. of India undertaking; and
  - (c) Knowledge in word processing and use in Hindi Software.  
(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years).
2. **Job Requirements** : Looking after all types of works related to progress of Hindi, sending various reports related to the post and translation Hindi to English and English to Hindi etc.

#### PROFORMA

1. Name :
2. Date of Birth :
3. Educational Qualification :
4. Present post held and Scale of pay and ate for which held :
5. Present pay drawn (Basic Pay) :
6. Post held or regular basis with Scale Pay and date of appointment :
7. Permanent post held with Scale of Pay and date of confirmation :
8. Brief service particulars :

Sl.No.	Name of Officer	Post held (with scale pay)	Period
1.			

9. Experience :
10. Date of return for last Deputation, if any :
11. Whether belongs to SC/ST :