



नौएडा विशेष आर्थिक क्षेत्र  
NOIDA SPECIAL ECONOMIC ZONE

भारत सरकार

Government of India

वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग

Ministry of Commerce & Industry, Deptt. of Commerce

नौएडा-दादरी रोड, फेस-II, नौएडा-201305 (उ० प्र०)

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F. No. : A-23011/01/2016-Admn./ 7350

Dated: 01/08/2016

**CIRCULAR**

**Sub: Engagement of Junior Hindi Translator in Noida Special Economic Zone, D/o Commerce from retired officials of Central secretariat Official Languages (CSOLs) inviting application from eligible retired officers thereof:- reg**

It is proposed to engage one Junior Hindi Translator against vacant post in this office from retired Hindi Officers of central/state Govt. with the following terms and conditions:

- (i) His/her engagement as Junior Hindi Translator will be on full time basis for a period of one year in the first instance w.e.f. the date of Joining. The engagement will, however, be liable to be terminated at any time without assigning any reason thereof.
- (ii) The consolidated remuneration of Rs. 18,000/- (Rupees Eighteen thousand only) will be paid per month. He/she will not be entitled to any allowances such TA/DA/CCA/HRA/CGHS/ Medical reimbursement/LTC/Tuition fee reimbursement such as applicable to Central Govt. employees of his/her status. However, he/she will be entitled to TA/DA as per normal rules whichever is applicable to him/her in the Noida Special Economic Zone while he/she is on official tour.
- (iii) He/she will be eligible for 8 days Casual Leave in a calendar year on pro-rata basis.
- (iv) He/she will be required to discharge the following duties as Sr. Hindi Translator:-
  - (a) Translation of various documents from English to Hindi and Vice-versa.
  - (b) To assist Hindi Officer in organizing Hindi meetings and Hindi workshops.
  - (c) Maintaining files, records and to attend other works relating to Hindi Section whichever is assigned to him/her.
  - (d) He/she will not take up any other assignment during the period of consultancy without the prior approval this office.
  - (e) He/she will give an undertaking on joining that while discharging duties and responsibilities as Hindi Translator (Hindi) in this office he/she shall not disclose any confidentiality of office matter.

2. Applicants who retired/superannuated at least from the post of Junior Hindi Translator from Govt. may forward/submit his/her application in the enclosed format and invariably accompany a copy of the PPO to ADC, NSEZ, within 30 days of issue of this circular.

(R. K. Srivastava)

Dy. Development Commissioner

**Encl:** Proforma of application

**ENGAGEMENT AS Junior Hindi Translator in Noida Special Economic Zone.**

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. Educational Qualifications :
10. Details of knowledge in computer :
11. Brief particulars of Experience :

Recent passport size Photo to be pasted here
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Post held	From	To	Ministry/Deptt.	Subject handles (in brief)

I hereby dedare 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