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File No. A. 12023/3/2021-Admin.
Government of India
Ministry of Law & Justice
Legislative Department
Official Languages Wing

To the Chief Secretary
Dy. No. 5610.6627
Dated

Room No. 726, A-Wing, Shastri Bahawan,
Dr. Rajender Prasad Road, New Delhi-110001
New Delhi, the 24th June 2024

To:
The Chief Secretary to the
Government of -----

Subject: Appointment to the post of Superintendent Translation (Hindi Branch) by deputation
in the Official Languages Wing, Legislative Department, Ministry of Law & Justice.

Sir/Madam,

I am directed to say that one post of Superintendent Translation (Hindi Branch) in the
Official Languages Wing of the Legislative Department, Ministry of Law & Justice is required to
be filled on deputation basis. The post of Superintendent Translation (Hindi Branch) belongs to
General Central Service, Group 'A' (Gazetted) (Non-Ministerial) in level 10 in the pay matric (Rs.
56100-177500). Deputation to the said post is to be made from amongst the officers of the
Central/State Government: -

Essential:

- a)(i) Holding analogous posts on regular basis in the parent Cadre or Department; or
(ii) With two years' service in the grade rendered after appointment thereto on regular basis in
level-8 (Rs. 47600-151100) or level-9 (Rs. 53100-167810) in the pay matrix or equivalent in the
parent cadre or Department; and

Note 1: - The departmental officers in the feeder category who are in the direct line of
promotion will not be eligible for consideration for appointment on deputation. Similarly,
deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another excadre post held
immediately preceding this appointment in the same or some other organisation or department
of the Central Government shall ordinarily not exceed three years.

Note 3: The maximum age limit for appointment by deputation shall be not exceeding fifty six
years as on the closing date of receipt of applications.

(b) possessing the educational qualifications and experience prescribed for recruitment as set
out in Annexure-I

2. I am to request that the applications in the prescribed form (Annexure-II) of suitable
officers who satisfy the educational qualifications and experience and whose services can be
spared immediately may be sent to this Department. The final selection of the candidate will be
made in consultation with the Union Public Service Commission.

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3. The applications of willing officers should reach the undersigned (in duplicate) along with their up-to-date CR Dossier, Vigilance Clearance Certificate and Integrity Certificate separately within 60 days from the date of publication of the vacancy in the Employment News. While forwarding the applications, a certificate showing that no minor/major penalty has been imposed on the officers in the past ten years may also be enclosed separately.

Encl: As above.

Yours faithfully,



(P.C. Meena)

Director (Admn.)

Tel.: 011- 23388007

Copy to: -

1. All Ministries/Departments of the Government of India. {for giving wide publicity}.
2. Deputy Secretary (Vidhi Sahitya Prakashan) [for giving wide publicity].
3. The Editor, Employment News, 7th Floor, Sookhana Bhawan, Lodhi Road, New Delhi.
[It is requested that the vacancy may kindly be published in the Employment News in the forth- coming issue **and the time limit for submission of application may be given as 60 days from the date of publication of the said vacancy in the Employment News.** A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department at the address of Director (Admn.), Legislative Department, Official Languages Wing, Room No. 728, 'A' Wing, Shastri Bhawan, New Delhi immediately.]
4. In charge, NIC-Cell, M/o Law & Justice with request to upload the aforesaid circular on the website of this Ministry by way of giving a link "vacancy circular" on the Home page.
5. The Department of Personnel & Training with a request to upload the said vacancy circular on their website for the sake of vide publicity.

Essential:

- (A)(i) Masters Degree in Law from a recognized University or Institution and
(ii) Possessing the following educational qualification and experience, namely;-
I. a Member of State Judicial Service for a period of two years; or
II. a Central or State or Union territory Government Servant or an executive or officer in a Public Sector Undertaking or Statutory Body or Autonomous Body, who has experience in Legal Affairs for two years; or
III. a qualified legal practitioner who has practised as such for two years; or
IV. a teacher of law for two years in a recognised institution; or
V. two years experience of translation into Hindi of statutes, statutory rules and orders in Central Government or State Government or Union territory administration; or
VI. two years experience of drafting of statutes in the Central Government or State Government or Union territory administration; and
(iii) Passed Secondary School Examination or any higher examination from a recognised Board or University or institution through Hindi medium or had offered Hindi as a subject in Secondary School Examination or any higher examination from a recognised Board or University or any institution or foreign university approved by the Central Government; or

- (B)(i) Bachelors Degree in Law from a recognised University or Institution; and
(ii) Possessing the following educational qualifications and experience, namely:
I. a Member of State Judicial Service for a period of four years; or
II. a Central or State or Union territory Government Servant or an executive or officer in a Public Sector Undertaking or Statutory Body or Autonomous Body who has had experience in Legal Affairs for four years; or
III. a qualified legal practitioner who has practised as such for four years; or
IV. a teacher of law for four years in a recognised institution; or
V. four years experience of translation into Hindi of statutes, statutory rules and orders in the Central Government or the State Government or Union territory; or
VI. four years experience of drafting or statutes in the Central Government or the State Government or Union territory administration; and
(iii) Passed Secondary School Examination or any higher examination from a recognised Board or University or institution through Hindi medium or had offered Hindi as a subject in Secondary School Examination or any higher examination from a recognised Board or University or any institution or foreign university approved by the Central Government.

Note 1: The expression qualified legal practitioner used in the essential qualifications means a person who is an advocate or a pleader and has practised as such for two years in case of Masters Degree in Law or four years in case of Bachelors Degree in Law.

Note 2: The term experience in Legal Affairs means holding of a substantive legal post under the Government or Public Sector Undertaking or Statutory Body or Autonomous Body for which Bachelors Degree in Law is a prerequisite or essential qualification for recruitment.

Note 3: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing in the case of candidates otherwise well qualified.

Note 4: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Union Public Service Commission, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable:

Experience: Three years experience of translation into Hindi of statutes, statutory rules and orders in Central Government or State Government or Union territory administration.

CURRICULUM VITAE PROFORMA

1. Name and Address
(In Block Letters)
2. Date of Birth
(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)

Qualifications/Experience
required

Qualifications/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
requirement of the post.
 7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your
signature, if the space below is insufficient
-

Office/Institution

Post
held

From

To

Scale of Pay
and Basic
Pay

Nature of
duties (in
detail)

308

8. Nature of present employment i.e. Ad-hoc of Temporary or Quasi-Permanent 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 (indicate the name of your employer against the relevant column)

a) Central Govt.

b) State Govt.

c) Autonomous Organisation

d) Government Undertaking

e) Universities

f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis (Officers under Central/ State Governments are only eligible for "Absorption" Candidates of non-Government Organisations are eligible only for Short Term Contract).
16. Whether belongs to SC/ST
17. Remarks: (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship /Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information

(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidates

Date _____

Address _____

Countersigned

(Employer with seal)