



सं/No. A.12015/1/JHT/2023-Ad.II  
भारत सरकार / Government Of India  
गृह मंत्रालय / Ministry of Home Affairs  
समन्वय निदेशालय / Directorate of Coordination  
पुलिस बेतार / Police Wireless



ब्लॉक न.-9, सी.जी.ओ. परिसर/Block No.9, C.G.O. Comple  
लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3  
दिनांक/Dated: 23<sup>rd</sup> Oct, 2023.

**Vacancy Circular**

**Subject :- Filling up the one post of 'Junior Hindi Translator' by transfer on deputation/transfer basis in Level 6 in the pay matrix Rs. 35400-112400 in this Directorate.**

Sir,

I am directed to say that this Directorate intends to fill one post of 'Junior Hindi Translator' **by transfer on deputation/transfer basis**. The particulars of the post, eligibility conditions etc. are given in **annexure -I**.

2. The pay of the selected officer will be regulated in accordance with the Deptt. of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

3. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation ordinarily will not exceed three years.

4. It is requested that wide publicity may be given to the vacancy circular among officers under your administrative control. Application (in duplicate), in the enclosed pro-forma (**Annexure-II**) alongwith complete and up-to-date APAR dossiers of the officers, who can be spared in the event of their selection, may be sent to "**The Director, DCPW**" Block 9, CGO, Complex, Lodhi Road, New Delhi-110003, within 60 days from the date of issue of this Circular OR within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later. Application received after the last date or without APAR dossiers or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also be certified.

Encl: As above

Yours faithfully

DS (Coord) o.L

DS (IEC)

Vinay  
23.10.23

(Vinay Barthwal)  
Assistant Director (Admn.)  
Tele No. 24362833

**Government of India  
Ministry of Home Affairs  
Directorate of Coordination  
Police Wireless**

1. Name of the post : **Junior Hindi Translator**
2. Number of Post : **One**
3. Pay Scale : LEVEL -6 in the PAY MATRIX Rs. 35400-112400/
4. Classification : General Central Service, Gr. 'B', Non-Gazetted, Non-Ministerial.
5. Mode of Recruitment : **By transfer on deputation/transfer basis**
6. Last date of receiving : Sixty days from the date of the advertisement published in the 'Employment News' or from the date of issue of the vacancy circular, whichever is later.
7. Age limit : 56 years as on the closing date of the receiving of the application.
8. To whom application are to be sent. : The Director, DCPW (MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003.

**9. Eligibility:**

By transfer on deputation/transfer basis from amongst Central Government Officers holding

(a)

(i) analogous posts or; (ii) posts in Level-4 in the pay matrix (Rs. 4000-100-6000/- pre revised) or equivalent with 5 year regular service in the grade; or

(iii) Posts in the Level-2 in the pay matrix (Rs. 3050-75-3950-80-4590/- pre revised Scale) or equivalent with 8 years regular service in the grade

And

(b) Possessing the following qualifications and experience:

**A. Education and other qualifications:-**

Master's degree of a recognized University English/Hindi as a compulsory / elective subject or as medium of examination at degree level.

**Or**

Master's degree of a recognized University in any subject other than Hindi/English with Hindi and English as a compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject at the degree level.

*6/11/11*



**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. 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)	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by <b>the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work Experience of the post.	
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

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<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
<b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
<b>13.</b> 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		
<b>14.</b> Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
<b>15.</b> In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
<b>16.A Additional information</b> , if any, relevant to the post you applied for 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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		

l.n.a.y.

**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. **Also certified that:**

- i. There is no vigilance or disciplinary case pending/contemplate against Shri/Smt.\_\_\_\_\_.
- ii. His/ Her integrity is certified.
- iii. His/ Her CR Dossier (photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned  
(Employer/Cadre Controlling Authority with Seal)

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Encl.