

GOVT. OF INDIA PRESS SHIMLA---- 171004.

No. A/12025/2/2012/Estt.-I/235 HQ-

Dated:- 19-3-12

OFFICE MEMORANDUM

Subject: - Filling up of one post of Hindi Translator in Govt. of India Press Shimla on deputation basis for a period of three years.

It is proposed to fill up one post of Hindi Translator in this Press as per Recruitment Rules, 2003 applicable for all GIPs. The details of post, number of vacancy, pay scale of the post, classification of post, education /technical qualification/experience etc. required and general information, Bio-Data, Proforma in Annexure 'A' and 'B' are enclosed herewith.

All General Manager/Manager/Head of Presses are requested to circulate the vacancy amongst the eligible officials and application of suitable candidates may be forwarded to this office along with last 5 years CR Dossiers (attested copies) in the enclosed Annexure 'A' & 'B' within 30 days from the date of issue of this Office Memorandum.

The applications of the eligible candidates, who can be spared immediately, need only be forwarded. The applications etc. received after the due date and without attested copies of last five years CR Dossiers will not be entertained under any circumstance. While forwarding the applications, it may be verified and certified that the particulars furnished by the applicant are correct and that no disciplinary case is either pending or contemplated against the applicant. In case none is interested, a 'NIL' report may be furnished. If nothing is heard within the stipulated time, it would be presumed that there are no willing and eligible candidates from their office.

515/AE
26/3/12

For A.I

AM
29/3
Anka
25/3
Sh. Y.S.

Manzoor Ahmed
(Manzoor Ahmed)
Manager.

Encl: As above

1. Copy to all General Manager/Manager/Office-in-Charge of all Govt. of India Presses (
2. The Deputy Director (Admn), Directorate of Printing, New Delhi- 110011.
3. Notice Board

भारत सरकार मुद्रणालय शिमला-171004(हि. प्र)

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प्रबन्धक भारत सरकार मुद्रणालय, शिमला द्वारा प्रतिनियुक्ति आधार पर एक पद हिन्दी अनुवादक भरने हेतू आवेदन-पत्र आमंत्रित किये जाते हैं ।

वेतनमान :- रू0 5000-8000 संशोधित वेतनमान रू0 9300-34800+ ग्रेड वेतन 4200/-

पात्रता:- केन्द्र सरकार के कर्मचारी जो ऐसे ही पद पर कार्यरत हों या तीन साल की नियुक्ति सेवा रू0 4500-125-7000 संशोधित वेतनमान पी. बी.-2 रू09300-34800 ग्रेड पे रू0 4200/-के वेतन में की हो अथवा रू0 4000-6000 संशोधित वेतनमान पी. बी.-1रू0 5200-20200 ग्रेड पे रू02400/- के वेतनमान में नियुक्तिसेवा पांच वर्ष की हो तथा जिन्होंने किसी मान्यता प्राप्त विश्वविद्यालय से स्नातकोत्तर की डिग्री हिन्दी/अंग्रेजी में प्राप्त की हो तथा स्नातक स्तर पर हिन्दी/अंग्रेजी एक अनिवार्य विषय के रूप में पास की हों तथा उसकी परीक्षा का माध्यम हिन्दी रहा हों अथवा किसी मान्यता प्राप्त अनुवाद प्रशिक्षण केन्द्र से एक वर्ष का हिन्दी से अंग्रेजी व अंग्रेजी से हिन्दी अनुवाद प्रशिक्षण का सर्टीफिकेट प्राप्त किया हो या किसी केन्द्र सरकार के कार्यालय / उपक्रम में 2 वर्ष का हिन्दी से अंग्रेजी व अंग्रेजी से हिन्दी का अनुवाद अनुभव प्राप्त किया हो।

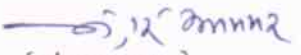
अन्य शर्तें:- उपरोक्त पद पर प्रतिनियुक्ति अवधि केन्द्र सरकार के कार्यालय में प्रतिनियुक्ति के आधार पर संवर्ग-बाह्य पद पर की हुई सेवा को मिलाकर तीन वर्ष से अधिक नहीं होगी।

आवेदन की अन्तिम तिथि को प्रतिनियुक्ति/स्थानान्तर आधार पर नियुक्ति के समय आवेदक की आयु 56 वर्ष से अधिक नहीं होनी चाहिए। आवेदन-पत्र प्राप्त होने की अन्तिम तिथि ही योग्यता निर्धारण के लिये निर्णायक होगी।

प्रतिनियुक्ति पर चुने गए अधिकारी अपना वेतन निर्धारण के लिये प्रतिनियुक्ति अथवा अपना वेतनमान लेने के लिए अपना विकल्प दे सकेंगे।

केवल उन्ही अधिकारियों/कर्मचारियों के आवेदन-पत्र इस कार्यालय में अग्रेषित करें जो पात्रता मापदण्ड पूरा करते हों तथा नियुक्ति होने पर कार्यालय से शीघ्र छोड़े जा सकते हों। उनके आवेदन पत्रों के साथ उनकी गोपनीय रिपोर्ट (अघतन गोपनीय रिपोर्ट) सतर्कता/अनुशासनिक कार्रवाही क्लियरेंस जिस में उसका सत्यनिष्ठा प्रमाण-पत्र भी साथ में लगा हों, प्रबन्धक भारत सरकार मुद्रणालय, शिमला को प्रकाशन की तिथि से 30 दिन के भीतर भेज देना चाहिए। चयनित अधिकारी/कर्मचारी को बाद में अपना नाम वापिस लेने की अनुमति नहीं होगी।

आवेदन पत्र भेजते समय यह भी प्रमाणित किया जाये कि प्रार्थी के विरुद्ध पिछले 10 वर्ष के दौरान किसी भी प्रकार का छोटा/मोटा दंड नहीं दिया गया है तथा उसके विरुद्ध किसी भी प्रकार की कोई अनुशासनिक कार्रवाही लंबित है या कोई कार्रवाही चल रही है। इस प्रमाण-पत्र के बिना प्रार्थना-पत्र पर विचार नहीं किया जायेगा।


[मंजूर अहमद]
✓ प्रबन्धक

GOVERNMENT OF INDIA PRESS SHIMLA-171004

The Manager Govt. of India press, Shimla invites application for the post of Hindi Translator which is to be filled upon transfer on deputation basis in accordance with the Recruitment Rules as under:-

- 1 Post No. of vacancy and pay Scale Hindi Translator [One Post] Rs. 5000 -8000
Revise pay scale 9300-34800 +Grade pay Rs. 4200/- [On deputation basis] -
Group c- Non Gazetted /Ministerial.

Eligibility Condition:- Officers of the Central Govt. Holding (a) (i) analogous post: (OR) (ii) Post in the scale of pay Rs. 4500-125-7000 Revised Scale P.B-II Rs. 9300-34800 G.P Rs.4200/ or equivalent with three years regular service: (OR) (iii) post in the scale of pay of Rs.4000-100-6000 Revised scale PB -I, Rs. 5200-20200 G.P 2400/- or equivalent with five years Regular service in the grade : AND (b) possessing (i) Master's Degree of a recognized university in Hindi /English with English/ Hindi as a compulsory / elective subject or as medium of examination at degree level. (OR) (ii) Master's degree of a recognized university in any subject other than Hindi/English with Hindi and English as compulsory/elective subject or either or the two as medium of examination and the other as a compulsory/elective subject as degree level. (OR) (iii) Master's degree of a recognized university in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory elective subject or as medium of examination at degree level. (OR) (iv) Bachelor's degree of a recognized university with Hindi and English as Compulsory/elective subject or either of two as medium of examination and the other as a Compulsory elective subject, plus a 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 Government offices including Govt. of India Undertakings **General Instructions.**

- (1) For the above posts the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central Govt. shall ordinarily not exceed three years.
- (2) The maximum age limit for appointment by transfer on deputation shall be not exceeding fifty six years as on the closing date of application. The crucial date for determining the eligibility will be the last date of receipt of application.
- (3) The officer selected on deputation basis will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance with D.o.P.T's O.M No. 2/8/97-Estt.(Pay.11) dated 11.3.1998 as amended from time to time.
- (4) Application (in duplicate) in the given proforma, along with the complete and up to day Confidential Reports (Photocopies of the CRs are to be got attested by Head of Officer/Department) and Integrity Certificate of the eligible officers who could be spared in event of their selection may kindly be forwarded to the Manager, Govt. of India Press, Shimla within 30 days from the date of publication of this advertisement While forwarding the application , it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or being contemplated against them and no major /minor penalty has been imposed on the during the last 10 years. It may also be noted that application received without the C.R.s., Vigilance Clearance, Integrity Certificate and a statement of major /minor penalty, if any imposed on the officers during the last 10 years or otherwise found incomplete. will not be considered. Candidates applying for the post will not be allowed to withdraw their name latter.

Manoj Kumar
Manager

FORM OF APPLICATION

- 1. Application for the post of :
- 2. Name of Applicant :
- 3. Age/Date of Birth :
- 4. Educational/Tech. Qualification :
- 5. Additional Qualifications and experience
Required for the higher post applied for :
- 6. Date of appointment in the Department
And the post to which appointed :
- 7. Substantive appointment held and the
Date of such appointment :
- 8. Details of posts held and the period for
Which these were held :
- 9. Present post held and date from which held :
- 10. Whether the present post is held on adhoc
Basis or regular basis :
- 11. Present pay with scale :

Undertaking

I undertake that I will not withdraw my candidature under any circumstances in the event of selection in Govt. of India Press, Shimla.

Name and Signature of Applicant

Designation:

Dated:

- Certified that the conditions for selection have been explained to the applicant.
- Certified that the contents of this application have been verified from the records and found to be actually correct.
- There is no vigilance case pending or contemplated against the applicant.

Signature of Controlling/Administrative Officer with seal

Name of Press/Office:

Particulars of the applicant for the post of _____ in
Govt. of India Press, Shimla-171004.

1. Name :
2. Age and Date of Birth :
3. Educational/Technical Qualification :
4. Date of appointment in the Department :
5. Substantive appointment held and the
Date of such appointment :
6. Present post and date from which it is
Held and present pay :
7. Definite recommendation of the head of
The Office/Press with remarks as to
Whether any Vigilance case is pending or
Contemplated against the applicant :
8. Remarks :

Signature of Head of Office