

33

File No.13011/14/2020-Rajbhasha (Central Translation Bureau)

Government Of India

Department of Official Language: Ministry of Home Affairs

4th Floor, NDCC Building-II, Jai Singh Road

New Delhi-3, dated 31/1/22

Subject: Regarding appointment of Consultant on the post of Office Superintendent in Central Translation Bureau, New Delhi

Applications are invited from eligible candidates for appointment of Consultant against the post of Office Superintendent in the Central Translation Bureau, New Delhi, a subordinate office under the Ministry of Home Affairs, Department of Official Language, in the prescribed proforma (Annexure-I) as per the details given below:

1.	Name of the Posts	Consultant (Office Superintendent)
2.	Period of Consultancy	Initially 01 year or till regular appointment, whichever is earlier. This period may be extended or terminated at any time depending upon the performance evaluation, mutual consent and requirement.
3.	Nature of work	Selected candidates appointed as Consultant (Office Superintendent) will have to perform in the Central Translation Bureau and its field offices at Bangalore, Kolkata and Mumbai on administrative and financial matters like framing of recruitment rules, general administrative matters, cash matters, leave related matters, court cases, promotion matters, budget related matters etc.
4.	Place of Work,	Ministry of Home Affairs, Central Translation Bureau, 8th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-3
5.	Eligibility / Essential Criteria	The applicant should have retired in the post of Level 06 or should have served for 10 years in the post of level 04 before his/her retirement. The applicant should have at least 5 years supervisory experience of administration, establishment and of accounts matters and their age should not be more than 65 years as on the date of issue of this circular. The applicant should also have knowledge of computer.

		Preference will be given to the applicants of Central Secretariat Service Cadre.
6.	Remuneration and entitlement	<p>Remuneration and Leave Will be regulated by the guidelines given in the Department of Expenditure's Office Memorandum No. 3-25/2020 E-III A dated December 09, 2020.</p> <p>In case the Consultant is required to travel locally or in the country/abroad for Government work, TA/DA will be paid as per eligibility at the time of retirement.</p>
7.	HOW to APPLY	<p>Interested applicants may submit their application in the prescribed format to the Director (Central Translation Bureau), 8th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi.</p> <p>The Central Translation Bureau, Department of Official Language, Ministry of Home Affairs will scrutinize the applications and shortlist the candidates found suitable. The shortlisted candidates may be called for an interview at the Central Translation Bureau, Department of Official Language. No Daily Allowance/Traveling Allowance will be paid for this purpose.</p> <p>The date, time and venue of the interview will be informed in the interview letter.</p>

Applications will be accepted within 15 days from the date of issue of this circular. Applications received after the due date or without the prescribed documents or found incomplete or application not being in the prescribed format, will be rejected and no correspondence will be entertained in this regard.

(Anand Kumar)
Director (Training)

35

Annexure-I

Application form for the post of Consultant (OFFICE SUPERINTENDENT) in Central Translation Bureau, New Delhi.

1. Name:
2. Date of birth:
3. Gender:
4. Educational Qualification:
5. Mobile No.:
6. Email ID:
7. Date of Retirement:
8. Name of the Ministry/Department from which retired :
9. Educational Qualification:
10. Pension Payment Order No. (PPO No.): (With photocopy)
11. Details of employment chronologically (If the space below is insufficient, a separate sheet is to be attached).

Department/ Institution/ Organization	Position held	From	To	Emoluments (including level)	Nature of work executed

12. Details of previous consultancy, if any;
13. Additional information, if any, which you would like to mention in support of your suitability for the post. If necessary, attach a separate seat.
14. I declare that I fulfill all the requirements for the post mentioned in the advertisement.
15. I declare that at the time of retirement I was clear from a vigilance point of view. Till date no disciplinary or judiciary proceedings are pending against me.
16. I hereby declare that the particulars given above are true and correct to the best of my knowledge.

(Signature of the candidate)

Address:

Date: