

**No.A.12032/1/2013-Estt.I**  
**Government of India**  
**Department of Personnel & Training**  
**Staff Selection Commission(HQ)**  
**Block No.12,CGO Complex, Lodhi Road, New Delhi**

**Dated: 18th March, 2016**

**CIRCULAR**

**Sub: Engagement of one Senior Translator (Hindi) in Staff Selection Commission, Department of Personnel & Training, from retired officials of Central Secretariat Official Languages(CSOLS)- inviting application from eligible retired officers thereof.-**

It is proposed to engage one Senior Translator(Hindi) against vacant post of Central Secretariat Official Language Service(CSOLS) in Staff Selection Commission, Department of Personnel & Training from retired officials of CSOLS who superannuated from the post of Senior Hindi Translator or higher from the Govt. with the following terms and conditions:

- (i) His/her engagement as Senior Translator(Hindi) will be on full time basis for a period of one year in the first instance w.e.f. the date he/she actually takes up the assignment or till competent authority of Staff Selection Commission desires his/her services or until a regular officer nominated from Deptt. of Official Language or till further orders, whichever is earlier. The engagement will, however, be liable to be terminated at any time without assigning any reason thereof.
- (ii) The consolidated remuneration of **Rs.20,000/-(Twenty thousands 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 Staff Selection Commission 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. Therefore, he/she shall not draw any remuneration in case of absence beyond 8 days in a year(calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
- (iv) He/she will have access to the Staff Selection Commission during the period of engagement and will be allowed to borrow books as per library rules.
- (v) 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) To act as Liaison Officer in Hindi Meetings.
  - (d) Maintaining files, records and to attend other works relating to Hindi Section whichever is assigned to him/her.
- (vi) He/she will not take up any other assignment during the period of consultancy without the prior approval of the Commission.

- (vii) He/she will give an undertaking on joining that while discharging duties and responsibilities as Sr. Hindi Translator(Hindi) in the Staff Selection Commission, he/she shall not disclose any confidentiality of office matter.

2. Applicants who retired/superannuated at least from the post of Senior Translator(Hindi) from Govt. will forward/submit his/her application in the enclosed format and invariably accompany a copy of the PPO to Under Secretary(Estt.I) Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003, **within 30 days** of issue of this circular.

(Monika Rai)  
Under Secretary(Estt.I)

Encl: Proforma of application

To

All Ministries/Departments for circulating among retired officials of CSOLs

Copy to:

1. Deputy Director(OL), SSC, New Delhi.
2. The Under Secretary(OL), Department of Official Language, NDCC-2 Bhawan, B Wing, 4<sup>th</sup> Floor, Jaisingh Road, New Delhi with the request to publish this circular on their website for wide circulation among retired officials of CSOLs.
3. Department of Personnel & Training, North Block, New Delhi with the request to publish this circular on their website for wide circulation.
4. NIC Cell, SSC with a request to upload this circular on the Commission's website immediately.

**P R O F O R M A**

**ENGAGEMENT AS SENIOR TRANSLATOR (HINDI) IN STAFF SELECTION COMMISSION**

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. Lat 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 declare 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