

No.A-12026/1/2011-Estt.VII
Government of India
Central Water Commission

Sewa Bhawan, Room No.806(S),
R.K. Puram, New Delhi – 110066.

Dated: 15 July, 2011.

OFFICE MEMORANDUM

Sub: Filling up the post of Junior Translator at Lucknow & Agra on deputation/absorption basis – regarding.

One post each of Junior Translator at Lucknow and Agra Offices of Central Water Commission in Pay Band-II of Rs.9300-34800/- with Grade Pay Rs.4200/- is required to be filled up on deputation/absorption basis from amongst Central Government Officers fulfilling following eligibility conditions :-

- a) i) Holding analogous post on a regular basis or
- ii) Holding posts in Pay Band-I of Rs.5200-20200/- Grade Pay Rs.2400/- or equivalent with 5 years regular service in the grade, or
- iii) Holding posts in Pay Band-I of Rs.5200-20200/- Grade Pay Rs.1900/- of equivalent with 13 years regular service in the grade and
- b) Possessing the following educational and other qualifications :-
- i) Master's Degree of recognized University in English/Hindi with Hindi/English as a compulsory and elective subject at Degree level.

OR

Bachelor's Degree with Hindi and English as main subject (which includes the term compulsory and elective).

2. The period of deputation including period of deputation in another ex-cadre post immediately preceding this appointment in the same or other organization/ department of the Central Government shall ordinarily not exceed 3 years.
3. The pay of the officers selected will be regularized in accordance with the DOPT OM No.2/29/91-Estt.(Pay-II) dated 05.01.1994 as amended from time to time.

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CWC, New Delhi

up. to 2011-12
AD/

4. It is requested that application in duplicate in the enclosed prescribed Proforma alongwith:-

- i) Complete upto date APAR Dossier.
- ii) Vigilance Clearance Certificate.
- iii) No Penalty Statement and Integrity Certificate in respect of interested and eligible officers, who can be spared immediately in the event of their selection, may be forwarded to this Commission within 60 days from the date of issue of this Circular. It may not be possible to consider the applications received after the prescribed time limit or otherwise found incomplete.

5. Candidates, who had applied earlier in response to this Commission's advertisement published in the Employment News dated 5-11 March, 2001 may also apply again.

Encl: Proforma.


(OM VIR SINGH)
Under Secretary
☎ : 26175839.

Copy to:-

1. All Ministries/Departments of Government of India.
2. All Subordinate Offices of CWC/RD Directorate, CWC, West Block-I, R.K. Puram, New Delhi.
3. All Sections/Dtes./Units of CWC.

PART-I
BIO-DATA

1.	Name						
2.	Date of Birth						
3.	Date of retirement						
4.	Whether a Central Govt. Employee						
5.	If so, details of the post/posts held (in chronological order)						
	Sl. No.	Post held	Regular/ad-hoc	Pay Scale Pay Band	Grade Pay	From	To
	(i)						
	(ii)						
6.	Educational Qualifications						
	Sl. No.	Name of the Board	Exam passed	Year	<u>Subjects</u> Main/Compulsory/Elective		
	(i)						
	(ii)						
	(iii)						
	(iv)						
7.	Experience if any, relating to Hindi/English translation work						
8.	Whether the eligibility conditions prescribed for the post are satisfied						
9.	Whether belongs to SC/ST Community						
10.	Address for communication with Telephone/Mobile Number						
11.	Remarks if any						

(Signature of Candidate)

Date :

Place :

Contd.....P/2.

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PART - II

(TO BE FILLED BY LENDING AUTHORITY)

1. Certified that the particulars given by
Shri/Kumar/Smt. _____
Designation _____
Part-I are correct.
2. Certified that no Vigilance/Disciplinary case is either pending or contemplated against him/her.
3. In case of selection he/she will be relieved of his/her duties immediately to take up his/her new assignment.
4. His/her APAR Dossier containing reports for last five years, No Penalty Statement Certificate and Integrity Certificate are enclosed.

Signature
(Name of the Authority)
Designation: _____
Department/Ministry _____
Official Seal _____
Telephone No. _____