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फेक्स / Fax : 044-28331015



भारत सरकार / GOVERNMENT OF INDIA
वित्त मंत्रालय / MINISTRY OF FINANCE
राजस्व विभाग / DEPARTMENT OF REVENUE

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE,
TAMILNADU AND PUDUCHERRY ZONE,
26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600 034.

C.No.II/39/178/2017-CCA.Estt.

दिनांक/Date: 02.07.2018

सेवा में To

The Principal Commissioner / Commissioner, GST & Central Excise,
Chennai North / South / Outer / Puducherry / Chennai Audit-I / II / Appeals-I / II
Coimbatore / Madurai / Salem / Trichy / Coimbatore Audit / Appeals.


महोदय/महोदया Sir/Madam,

Sub : Estt – Filling up the post of Hindi Translator (Junior) on deputation in the pay matrix level-6, basic pay of Rs.35400/- (6th CPC PB-2 of Rs.9300-34800 + 4200 GP) in the Regional Office, PIB Chennai, Ministry of I & B on deputation basis – Calling for willingness – Reg:

Please see a Vacancy Circular which is uploaded on the official website of Central Excise, Chennai Zone (vide reference F.No.02/26/2018-C dated 28.05.2018 of PIB Chennai, Ministry of I & B) calling for willingness for the post of Hindi Translator on deputation basis.

2. The willingness, if any, received from the **eligible officers under your charge enclosing their particulars as mentioned in the said circular may be forwarded to this office immediately.**

Yours faithfully,


(S.SRIPATHI) 02/07/2018

ASSISTANT COMMISSIONER (CCA)

प्रतिलिपि प्रस्तुत Copy submitted to:

1. The Chief Commissioner of Customs (Preventive), Trichy.

प्रतिलिपि Copy to :

The Superintendent of GST & Central Excise. (Computer Section), Chennai North - For display on Internet and Intranet.

The Hindi Cell (For translation).

Recd for uploady
on. 23/07/2018

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19.6.17

पत्र सूचना कार्यालय / Press Information Bureau

भारत सरकार / Government of India

सूचना और प्रसारण मंत्रालय / Ministry of Information and Broadcasting

By E-mail/Fax/Speed post
आयुक्त कार्यालय
Office of the Chief Commissioner
of Central Excise
18

टेलीफोन / Telephone : 044 - 28228147

फैक्स / Fax : 044 - 28226977

ई-मेल / E-mail : pibchennaiadm@gmail.com

F.No.02/26/2018-C

26, हड्डोस रोड / 26, Haddows Road,
शास्त्री भवन / Shastri Bhavan,
चेन्नै / Chennai - 600 006.

*Ms. would
Est
for*

Dated: 28.05.2018.

CIRCULAR

Subject: Filling up the post of Hindi Translator (Junior) on deputation in the pay matrix level -6, basic pay of Rs.35400/- (6th CPC PB-2 of Rs.9300-34800 + 4200 GP) in the Regional Office, PIB Chennai, Ministry of I&B - regarding.

It is proposed to fill up one (01) vacant post of Hindi Translator (Junior) carrying the pay matrix level -6, basic pay of Rs. 35400/- (6th CPC PB-2 of Rs.9300-34800 + 4200 GP) in the Regional Office, PIB Chennai, Ministry of I&B on deputation basis. The details of the post, eligibility conditions etc. are given in Annexure-I.

2. The terms and conditions for appointment on deputation will be regulated in terms of Department of Personnel & Training's Office Memorandum No.6/8/2009-Estt.(pay II) dated 17.06.2010 and as amended from time to time.

3. It is requested that applications of such eligible candidates desiring to be considered for the post and who can be relieved immediately on selection, may be forwarded through proper channel along with their bio-data in the proforma prescribed at Annexure II, complete & upto-date APAR Dossier (in case of photocopies, the same may be attested by an officer not below the rank of Under Secretary to the Government of India), Vigilance clearance, Integrity Certificate and statement of Major/minor penalties imposed during the last 10 years, so as to reach to Addl. Director General - Chennai, Press Information Bureau, Min. of I&B, Shastri Bhavan, 26, Haddows Road, Chennai- 600 006, within 45 days from the date of advertisement. Applications received without the aforesaid documents or after the deadline will not be entertained. Applicants, if selected will not be permitted to withdraw their candidature on a later date.

V. R. R. C.
V. Ravi Rama Krishna
Addl. DG
PIB, Chennai

To

All the Central Government Offices located in and around Chennai/Tamil Nadu.

Nadeem
Nadeem Thufail T.
Dy. Director (M&C)

Annexure-I

1. Post : Hindi Translator (Junior)
2. Number of post and Station : One at Chennai
3. Scale of Pay : Level – 6, basic pay- Rs.35400/-
4. Essential qualifications
 - a. Central Government officers holding analogous posts or equivalent with 5 years regular service in the grade and possessing educational and other qualifications.
 - b. Master's degree of a recognized University in Hindi/English with English/Hindi as a compulsory elective subject or as a 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 compulsory/elective subject or either of the medium of examination and the other as a compulsory/elective subject at degree level
(OR)
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)
Bachelor's degree of a recognized University, with Hindi/English as compulsory/elective subjects or either of the 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 Government of India Undertakings.
5. Desirable qualifications
 - a. Experience in administrative work
 - b. Proficiency in computer
 - c. Proficiency in bilingual typing
6. Age : Not exceeding 56 years

Annexure II

APPLICATION FOR THE POST OF HINDI TRANSLATOR [Jr.] PIB CHENNAI

CURRICULUM VITAE PRO FORMA

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government rules
4. Educational Qualifications
5. 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)

		Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential	(1)		
	(2)		
	(3)		
Desired	(1)		
	(2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties (in detail)

8. Nature of present employment, i.e., ad hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on deputation/ contract basis, please state-

- (a) The date of initial appointment
- (b) Period of appointment on deputation/ contract.
- (c) Name of the parent office / organization to which you belong

10. Additional details about present employment
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

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

12. 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

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention 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).
(Note.—Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)

16. Whether belongs to SC/ST/OBC

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17. Remarks

(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) any other information.

(Note.- Enclose a separate sheet if the space is insufficient)

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I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Date.....

Address.....

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Countersigned

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.....

(Employer with Seal)