



प्रवर्तन निदेशालय

भारत सरकार

छठा तल, लोक नायक भवन,

खान मार्किट, नई दिल्ली - ११०००३

ENFORCEMENT DIRECTORATE

Government of India

6th Floor, Lok Nayak Bhawan,

Khan Market, New Delhi - 110003

Tel. : 24693577 Fax : 24631847

F.N.: A-4/64/2017

Dated: 19/12/2017

OFFICE MEMORANDUM

Subject :- Filling up of the post of Senior Translator on deputation basis – regarding.

It is proposed to fill up the 07 posts of Senior Translator in the Pay Matrix Level - 7 (44,900 – 1,42,400) on deputation basis initially for a period of one year in the Directorate of Enforcement at the following station:-

1. Hqrs. Office, Delhi.	02
2. Central Region, Delhi	01
3. Northern Region, Chandigarh	01
4. Western Region, Mumbai	01
5. Eastern Region, Kolkata	01
6. Southern Region, Chennai	01

2. In terms of the Recruitment Rules, the following categories of officers are eligible:-

The appointment to the post is to be made by deputation of officers of the Central Government:-

(A) (I) Holding analogous post on regular basis in the parent cadre/department;

Or

(II) With five years service in the grade rendered after appointment thereto on a regular basis in post in level – 6 of the pay matrix level possessing qualifications/experience laid down as under are eligible to apply for the post:-

(B) (I) Possessing Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at degree level

Or

(B) Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.

Or

(C) Master's degree of recognized University in any subject other than Hindi or English. With Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level.

(D) Master's degree of a recognized University in any subject other than Hindi or English. With English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level.

Or

(E) Master's degree of a recognized University in any subject other than Hindi and English with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.

And

(F) Recognized Diploma or Certificate Course in Translation from Hindi to English and vice versa or three years experience of translation work from Hindi to English and vice-versa in Central or State Government office including Government of India undertaking.

3. The Pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M.No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010 as amended from time to time.

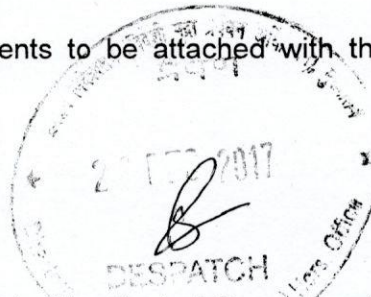
4. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forward in the proforma annexed so as to reach the Joint Director (Admn.), Directorate of Enforcement, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 11000 within a period of 45 days from the date of publication of this Circular in Employment News or Rozgar Samachar. The advertisement can also be seen on the website of the Directorate of Enforcement www.enforcementdirectorate.gov.in. The applicant should not be more than 56 years of age on the closing date of the Vacancy circular.

5. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:-

- A. Bio data
- (ii) Complete and up-to-date C.R. dossier for the last five years upto 2016-2017 or attested photocopy thereof
- (iii) Vigilance Certificate/Clearance
- (iv) Integrity Certificate/Clearance
- (v) Cadre Clearance
- (vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years;

6. Incomplete applications or applications not received through proper channel may not be considered.

7. A check list of documents to be attached with the application may also be sent (proforma enclosed).



(Rahul Rajput)
Joint Director (Admn.)

To

1. All Ministries/Department of the Central Government with the request the vacancy circular may please be circulated in their Ministry/Department and in their attached / subordinate offices.
2. The Secretary, Rajbhasha Vibhag, Department of Official Language, NDCC-II (New Delhi Citi Centre) Bhawan. 'B' Wing, 4th Floor, Jai Singh Road, New Delhi, Delhi

3. The Special Director Chandigarh (NR)/Delhi (CR)/ Kolkata (ER)/ Mumbai (WR)/ Chennai (SR).
4. The Joint Director/ Deputy Director of all Zonal /Sub Zonal Offices of the Enforcement Directorate.
5. Computer Section.
6. Guard Folder.
7. Hindi Section.

PROFORMA

APPLICATION FOR THE POST OF SENIOR TRANSLATOR IN THE
DIRECTORATE OF ENFORCEMENT

1. Name :
2. Date of Birth :
3. Date of Retirement :
4. Age as on the closing date of receipt of application :
5. Educational Qualification :
6. Present post held and the date from which held :
7. Whether the present Grade is granted By way of MACP or Regular Promotion :
8. Pay Band & Grade Pay and present basic pay (Pay Matrix level) :
9. 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.
10. Details of Service

Passport size Photo

Name of the Post	Whether post held on Regular basis or on ad-hoc	Scale of pay – With *Grade Pay / Pay Matrix Level	Nature of duties performed

11. 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
12. Additional information, if any, which you would like to mention in support of your suitability for the post. :
Enclose a separate sheet, if the space is insufficient.

14. Name, address and telephone number
of concerned officer in the office of the
Cadre Controlling Authority

15 Home State:

Declaration :-

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 at the time of selection for the post.

Date:- _____

Signature of the candidate
Address

Countersigned

(Employer with Seal)

No

Part – B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

16	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
17(a) (i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
18 (i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	
19	Whether cadre clearance for the officer by the Competent Authority has been granted	Yes/No
20	Whether Integrity Certificates issued	Yes/No

Date: Signature _____

Name:

Designation:
(With stamp)

Check list of documents to be attached

(Please tick)

1.	Application prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date C.R. dossier for the last five years up to 2016-17 or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No. report certificate (NRC) for the period to be attached along with ACR/APARs of previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor penalty Statement during last 10 years	
7.	Cadre clearance from cadre Controlling/appointing Authority (if applicable)	

Date: Signature of the forwarding authority

(With stamp)