

V.IV/578/02/15

Government of India / भारत सरकार
Ministry of External Affairs, CPV Division
विदेश मंत्रालय, सीपीवी डिवीजन

Patiala House Annexe,
Tilak Marg, New Delhi-110001,
Dated: 01.07.2015

VACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the posts of Hindi Translator in Passport Offices at stations indicated below amongst officers under the Central Government, on deputation basis:-

Post	Number of Posts & Stations	Scale of Pay	Eligibility
Hindi Translator	6 (Six) One Post each at Ahmedabad, Bhubaneswar, Chennai, Hyderabad, Jammu , Mumbai.	Pre-revised scale of Rs. 5,000-150-8,000 (revised Pay Band of Rs. 9,300-34,800 + Grade Pay of Rs.4,200/-).	Officers under the Central Government: (a) (i) holding analogous Posts in the parent cadre or department; or (ii) with five years' regular service in the Grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of Rs. 4000-100-6000 or equivalent in the parent cadre or Department; and (b) Educational qualification: Master's Degree of a recognized University in English or Hindi with Hindi or English as a compulsory and elective subject at Degree level; 'or' Bachelor's Degree of a recognized University with Hindi and English as main subjects (which includes the term compulsory and elective).

2 The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply.

Contnd2

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned, **latest by 31st July, 2015.**


(Anil Kumar Dhasmana)
DPO(PVA)
011-23386936

To,

All Ministries/ Department of Government of India

Copy to:-

1. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- with the request to upload this circular on the MEA's website.
2. **Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -with the request to upload this circular on the Passport Seva website**
3. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.
4. All Passport Offices.
5. Spokesman, JCM, MEA, New Delhi.
6. US(CPV-RTI & Cadre), CPV Div/APO(Cadre), CPV Div.
7. PS to JS (PSP) & CPO, CPV Division, MEA, New Delhi.
8. Notice Board.

Reference to circular No.: V.IV/578/...../2015

ANNEXTURE – A
CURRICULAM VITAE PRO- FORMA

Affix Passport
Size Recent
Photograph
Here

1. Name (in Block letters)
2. Applied for the post of
- (i) Place (Name of Station/s in order) (1).....
(2).....
(3).....
3. Date of Birth (in Christian era)
- (i) Age as on 31.07.2015
4. Date of retirement under Central/
State Government Rules
5. Educational Qualifications
6. Whether belongs to SC/ST
7. Educational qualifications and experienced possessed

		Qualification/ Experience possessed by the officers
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	

Contd.....2

8. Details of service, in chronological order.
Enclose a separate sheet, duly authenticated
by your signature, if the space is insufficient ...

Office/ Institution	Post held	From	To	Grade Pay	Scale of Pay and Basic Pay	Nature of Duties (in details)
1.						
2.						
3.						

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

(a) Name of Office / Organization
and address (with Tel. No.)

.....

.....

(b) The date of initial appointment

(c) Period of appointment on deputation

(d) Name of the parent office / organization
to which you belong

10 . Contact details:

(A) Present Add:-

.....

.....

(ii) Tel. No.

(ii) Mob. No.

(iii) E-mail:-

(B) Office Add(with office name):-

(i) Tel. No.

(ii) Fax No.

(iii) E-mail:-

I have carefully gone through the vacancy circular 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.....
.....

.....

It is certify that Shri/Ms.....is clear from vigilance angle and in case of selection, he/she will be relieved.

.....
(Signature of Head of Office with Seal)