

No. 6-27/2011-12/NMNH /Admn.
Government of India
National Museum of Natural History
(Ministry of Environment and Forests)
Tansen Marg, New Delhi-110001

Dated: 21st May, 2014

Office Memorandum

It is proposed to fill up one post of Senior Translator PB-2, Rs. 9300-34800 + grade pay of Rs. 4600 in the National Museum of Natural History, New Delhi, a subordinate office under the administrative control of Ministry of Environment and Forests, Government of India on deputation basis. Pay and Allowances of the selected officer will be regulated in accordance with the provisions of the DOP&T's O. M. No. 2/6/2009- Estt. (Pay-II) dated 25.02.2009 as amended from time to time. The period of deputation will ordinarily be for a period of three years.

2. The eligibility criteria, qualifications, experience etc., required for the post are indicated in Annexure-I.

3. Applications in the prescribed proforma (Annexure-II) of suitable candidates who are eligible, willing and who can be spared may be sent to Dr. Reena Dey, Scientist 'C', National Museum of Natural History, Tansen Marg, New Delhi- 110001 within 60 days of publishing of this advertisement in the Employment News alongwith (i) Photocopies of up-to date ACR dossiers of the officers for last 5 years duly attested by an officer of the level of Under Secretary or equivalent (original ACR's may not be sent), (ii) Cadre Clearance/Vigilance Clearance/Integrity Certificate and (iii) Certificate to the effect that no major or minor penalty has been imposed on the officer during the last 10 years.

4. Applications received late or without the ACRs or which are otherwise found incomplete will not be considered. The applicants will not be permitted to withdraw their candidature later on.

(Dr. Reena Dey)
Scientist 'C' & Head of Office

1. All Ministries / Departments.
2. All Attached / Subordinate Offices of the Ministries.

Details of eligibility conditions etc. for the post of Senior Translator in the National Museum of Natural History, New Delhi.

1. Name of the post : Senior Translator
2. Number of vacancy : 1 (One)
3. Classification of the Post: General Central Service, Group-B, Non-Gazetted, Non-Ministerial.
4. Scale of Pay: PB-2, Rs. 9300-34800 + grade pay of Rs. 4600.
5. Method of Recruitment: On deputation basis. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization/department of Central Government shall not exceed three years.
6. Eligibility conditions : Central Government officers holding:
 - (a) (i) analogous post, or (ii) posts in PB-1, Rs. 5200-20200 + Rs. 2800 G.P. or equivalent with 5 years' regular service in the grade; and
 - (b) possessing educational and other qualifications as under:-
 - (1) Master's degree of a recognized university in Hindi/ English with English/ Hindi as a Compulsory/ elective subject or as medium of examination 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
Master's degree of a recognized university in any subject other than Hindi/ English with Hindi & English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject at degree level,
and
 - (2) Recognised 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 Office including Government of India Undertakings.
7. Age limit: The maximum age limit for appointment on deputation/ short term contract shall not be exceeding 56 years as on the closing date for receipt of applications.

Proforma for application for the post of Senior Translator in the National Museum of Natural History on transfer on deputation basis.

1.	Name	
2.	Date of Birth	
3.	Date of superannuation	
4.	Educational Qualifications	
5.	Eligibility conditions [(a) (i) or (a) (ii)] + (b)	
(a) (i)	Officer under Central Government holding analogous post on regular basis in PB-2, Rs. 9300-34800 + grade pay of Rs. 4200	
(a) (ii)	Officer under Central Government holding a post on regular basis for five years in PB-1, Rs. 5200-20200 + grade pay of Rs. 2800	
(b)	(b) possessing educational and other qualifications as under:- (1) Master's degree of a recognized university in Hindi/ English with English/ Hindi as a Compulsory/ elective subject or as medium of examination 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 Master's degree of a recognized university in any subject other than Hindi/ English with Hindi & English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject at degree level, and (2) Recognised 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 Office including Government of India Undertakings.	
6.	Present post held, date from which held and the Pay band and grade pay therein.	
7.	Experience in the subject field of selection.	
8.	Details of service rendered (i) to (iv)	
(i)	Name of the post and Employer	
(ii)	Duration (Fromto.....)	
(iii)	Pay band and grade pay	
(iv)	Nature of appointment (Regular or Adhoc)	
(v)	Nature of duties performed	
9.	Whether belongs to SC/ST/OBC	
10.	Other relevant information if any	

Signature of the candidate

Countersigned
(Employer)