



Government of India
Ministry of Law & Justice
INCOME TAX APPELLATE TRIBUNAL,
6th, 10th & 11th Floors,
Loknaya Bhawan, B-Wing, Khan Market,
DELHI – 110 003

No.F.301-Ad(AT)/2021-22

Dated the 08th July, 2021

VACANCY CIRCULAR

Applications are invited from the eligible officials for filling up two (02) vacancies to the post of **Senior Hindi Translator**, a General Central Service, Group 'B', Non - Gazetted, Non-Ministerial post in Level-7 of the Pay Matrix at Income Tax Appellate Tribunal – (Administrative Ministry - Law & Justice), **by Deputation**. Details of the post, eligibility conditions etc. are given in the **Annexure-I**.

2. Applications of only such candidates will be considered as are routed through proper channel and are accompanied by:-

- (i) Bio-data (as per the proforma given in **Annexure-II**) - Certification part to be filled up and countersigned by the Employer/ Cadre Controlling Authority. Each page of the Bio-Data and all supporting documents to be attested by an officer not below the rank of Under Secretary.
- (ii) Photocopies of APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary.

3. Applications of suitable and eligible officials, who can be spared immediately in the event of selection, may be sent to the undersigned within a period of **60 days** from the date of publication/circulation of this advertisement.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/ documents are liable to be rejected.

(MANOJ KASHYAP)
ASSISTANT REGISTRAR
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मनोज कश्यप / Manoj Kashyap
सहायक फंजीकार / Assistant Registrar
आयकर अपीलिय अधिकरण
Income Tax Appellate Tribunal
दिल्ली गेटे, नई दिल्ली

For the post of Sr. Hindi Translator

Annexure-I

1. Name of the post:- Sr. Hindi Translator.
2. Number of posts:- 2 (Two)
3. Classification of post: - Group 'B' Non-Gazetted, Non- Ministerial
4. Pay Scale: - Level-7 of the Pay Matrix
5. Age Limit: The maximum age-limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date for receipt of applications.

6. Educational and other qualifications required for Direct Recruits are as under :-

Essential:-

- (i) Master's degree of a recognized University or equivalent in Hindi/English with English/Hindi as a compulsory elective subject or as medium of examination at the Bachelor's Degree level; **or**

Master's Degree of a recognized University in any subject other than Hindi/English, with Hindi/English as medium and English/Hindi as compulsory/elective subject or as medium of examination at the Bachelor's Degree level; **or**

Master's Degree of a recognized university in any subject other than Hindi/English, with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and other as compulsory/elective subject at the Bachelor's Degree level; and

- (ii) Diploma/Certificate Course in Translation from Hindi to English and vice-versa from a recognized Institution or two years' experience of translation work from Hindi to English and vice-versa in Central Government or State Government.

7. Eligibility conditions for appointment on Deputation basis: Officers of Central Government:-

- (a) (i) Holding analogous posts on regular basis in the parent Cadre/ Department; **or**
- (ii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5000-8000 or equivalent in the parent Cadre/Department (Level-6); and

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. (The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).

8. Place of Posting :- The place of posting will be Income Tax Appellate Tribunal at 6th, 10th & 11th Floors, Loknayak Bhawan, B-Wing, Khan Market, Delhi – 110 003.

9. Duties attached to the post:-

- (1) Translation of documents from English to Hindi and vice-versa.
- (2) Translation of papers/documents falling under sub-section 3 of section 3 of the Official Language Act, 1963 as amended from time to time.
- (3) Translation of at least five Tribunal Orders per month and to forward the same to the Head Office (each order running into three pages at least)
- (4) To acquaint the officers and staff of the concerned Bench with the provisions of the Official Languages Act, Government rules and orders pertaining to the official language and Hindi Training Schemes and to help them in implementing the same.
- (5) To ensure compliance of orders/instructions issued by the Deptt. of Official Language from time to time.
- (6) To ensure proper compliance with the provisions of the Official Language Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy.
- (7) To propose suggestions, from time to time, for promoting the progressive use of Hindi.
- (8) Organization of Hindi workshops and assisting the officers and staff in learning Hindi and using Hindi in official business.
- (9) Preparation/consolidation of the periodical, (quarterly, half yearly and annual) reports, for submission to the Department of Official Language.
- (10) Celebration of Hindi Day/Fortnight/Month and all matters connected therewith.
- (11) To convene the meetings of the “Official Language Implementation Committee” timely and to prepare the agenda and minutes of the meetings and also to coordinate the action taken report on the decisions taken in such meetings.
- (12) To perform any other/additional duty that may be assigned by the President/Senior Vice-President/Vice-President/Senior Members/Nominated Official Language Officer/Hindi Officer from time to time.

BIO-DATA CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Date of entry into service	
ii.	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)	
FOR THE POST OF SENIOR HINDI TRANSLATOR		
A	ESSENTIAL	ESSENTIAL
(i)	<u>QUALIFICATION:-</u> (i) Master's degree of a recognized University or equivalent in Hindi/English with English/Hindi as a compulsory elective subject or as medium of examination at the Bachelor's Degree level; or Master's Degree of a recognized University in any subject other than Hindi/English, with Hindi/English as medium and English/Hindi as compulsory/elective subject or as medium of examination at the Bachelor's Degree level; or Master's Degree of a recognized university in any subject other than Hindi/English, with Hindi and	<u>QUALIFICATION:-</u>

	English as compulsory/elective subjects or either of the two as medium of examination and other as compulsory/elective subject at the Bachelor's Degree level; and (ii) Diploma/Certificate Course in Translation from Hindi to English and vice-versa from a recognized Institution or two years' experience of translation work from Hindi to English and vice-versa in Central Government or State Government.	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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 on regular basis	From	To	* Pay Band and Grade Pay/ Pay Scale of the post held on regular basis Nature of Duties (in detail) highlighting experience required for the post applied for

*** Important:** Pay-band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Pay Band, Band Pay and Grade Pay drawn under ACP/ MACP Scheme	From	To

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 the applicant belongs
			d) Name of the post and Pay of the post held in substantive capacity in the parent organization
	<p>9.1. Note: In case of Officials already on deputation, the applications of such officials should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2. Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.</p>		
10.	If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities</p>		
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		
	Basic Pay in PB	Grade Pay	Total Emoluments
14.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)	Total Emoluments

15 A	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, If the space is insufficient)</p>	
15 B	<p><u>Achievements:-</u></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/ Scholarships/ Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or</p>	
16	<p>Please state whether you are applying for deputation (ISTC)/ Absorption/ Reemployment Basis.</p> <p>#(Officers under Central/ State Governments are only eligible for.</p> <p># (The option of 'STC' / 'Absorption'/ 'Reemployment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
17	Whether belongs to SC/ ST	