



No.A-35018/01/2016-Admn.II
Union Public Service Commission
(संघ लोक सेवा आयोग)

Dholpur House, Shahjahan Road
New Delhi-110069

Dated: 11.04.2016

VACANCY CIRCULAR

Subject : Filling up the post of Linguistic Administrator (General Central Service, Group-'A' Gazetted, Non-Ministerial) in the scale of PB-4 (Rs.37400-67000/-) with Grade Pay Rs.8700/- on Deputation (including short term contract) basis in the O/o UPSC-reg.

It is proposed to fill up one post of Linguistic Administrator (General Central Service, Group-'A' Gazetted, Non-Ministerial) in the scale of PB-4 (Rs.37400-67000/-) with Grade Pay Rs.8700/- on Deputation (including short term contract) basis in the O/o UPSC.

2. Eligibility Conditions: Deputation (including short term contract):

"Officers from the Central/State Government/UTs/ Recognized Research Institutions/Universities /Public Sector Undertakings/Semi-Government/Autonomous or Statutory Organizations/ Recruitment Boards viz. Banking and Railway Recruitment Boards, Staff Selection Commission:

(a) (i) holding analogous posts on regular basis in the parent cadre/department; or
(ii) with 5 years regular service in the grade rendered after appointment thereto on regular basis in posts in Pay Band-3, Rs. 15600-39100/-with Grade Pay Rs. 7600/- or equivalent in the parent cadre/department; and

(b) Possessing following educational qualification and other qualifications:

Essential:

(i) Master's Degree of a recognized University in Linguistics;

OR

Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

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

Master's Degree of a 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 examination at the degree level

OR

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 examination at the degree level

OR

Master's Degree of a recognized University in any subject other than Hindi or 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

(ii) A minimum of 10 years of experience in English-Hindi translation of the texts of academic and technical content, in different disciplines of humanities, social sciences, science and technology etc.,

(iii) Experience of handling examination work of recruitment in government.

Desirable:

(i) 3 years of experience in organizing/associating in national/ international conference/seminars of academician/experts.

(ii) A PhD awarded in Hindi or published work in linguistic research

3. List of duties / responsibilities attached to the post of Linguistic Administrator:

- (i) Work related to scientific and technical terminology, translation from English to Hindi and vice-versa.
- (ii) Linguistic research relevant to scientific and technical terminology.
- (iii) To coordinate and interact with senior academicians in discharging his duties.
- (iv) Any other work assigned by the Senior Officers.

4. Regulation of pay and other terms of deputation : -

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended time to time.

5. Age-limit :-

The maximum age-limit for appointment by deputation(including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

6. Period of deputation: -

Period of deputation(including short term contract) including the period of deputation(Including short-term contract) 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 **five years**.

7. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible* candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

- (i) Integrity certificate
- (ii) List of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years (2010-11 to 2014-15) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to Sh. Suresh Kumar Nayak, Under Secretary (Admn.), Room No. 216 AB, Union Public Service Commission, Dhoolpur House, Shahjahan Road, New Delhi-110069, **within 45 days** of the publication of the circular in the Employment News/ Rozgar Samachar. *Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.*

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

"Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply".


(Suresh Kumar Nayak)
Under Secretary(Admn.)
Union Public Service Commission
Tel. No. 011-23381202

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Governments/ Union Territories, Cadre Controlling Authorities of Universities/ Recognised Research Institutions/ public sector undertakings/Semi-Government/statutory and autonomous organizations/Recruitment Boards viz. Banking and Railway Recruitment Boards, Staff Selection Commission (as per list attached); with a request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
4. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
5. Shri V. Ravi Ramkrishna, Director, Room No. 835, DAVP, Ministry of Information and Broadcasting, 14th Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.
6. Smt. Pushpinder Kaur, General Manager-cum-Chief Editor, Employment News, Ministry of Information & Broadcasting, East Block-IV, Level-5, R.K. Puram, New Delhi-110066; with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.


(Suresh Kumar Nayak)
Under Secretary(Admn.)

Proforma for application for the post of Linguistic Administrator on Deputation (including short term contract) basis in the Office of UPSC.

BIO-DATA PROFORMA

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
- 5(a). Do you hold analogous post on a regular basis in the parent cadre or Department
- 5(b). Do you possess five years' regular service in the grade rendered after appointment thereto on regular basis in posts in Pay Band-3, Rs. 15600-39100/- with Grade Pay Rs. 7600/- or equivalent in the parent cadre/department
- 6(a). Do you possess Master's Degree of a recognized University in Linguistics.
- 6(b). Do you possess Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level
- 6(c). Do you possess 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
- 6(d). Do you possess Master's Degree of a 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 examination at the degree level
- 6(e). Do you possess 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 examination at the degree level
- 6(f). Do you possess Master's Degree of a recognized University in any subject other than Hindi or 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
- 7(a). Do you possess a minimum of 10 years of experience in English-Hindi translation of the texts of academic and technical content, in different disciplines of humanities, social sciences, science and technology etc.,
- 7(b). Do you possess Experience of handling examination work of recruitment in government
- 8(a). Do you possess three years of experience in organizing/associating in national/ international conference/seminars of academicians/experts
- 8(b). Do you possess a PhD awarded in Hindi or published work in linguistic research



9. Details of employment, in chronological order (Starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Post held with scale of pay	Period of service		Nature of appointment (regular/ ad- hoc/ deputation)	Basic Pay (revised)			Nature of duties with Brief Details of works performed during the appointment
		from	to		Pay in PB	G.P.	Basic pay	
1	2	3	4	5	6	7	8	9

10. Nature of present employment, i.e ad-hoc or temporary or permanent
11. In case the present employment is held on deputation please state
 (a) The date of initial appointment
 (b) Period of appointment on deputation
 (c) Name of parent office/Organization to which you belong
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

Date	Pay scale (pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay, PB & G.P.	Revised basic pay

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.
(Enclose a separate sheet if the space is insufficient)
15. Full postal address of forwarding authority with name & telephone number
16. Whether belongs to SC/ST
17. Remarks

Signature of the candidate
Full office address

Tel. No.
Email ID

Date :



(Certificate To Be Furnished By The Employer/Head Of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii. His/Her integrity is certified.
- iii. The photocopies of the ACRs for the last 5 years (for the year from 2010-11 to 2014-15) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. *No major/minor penalty has been imposed on him/her during the last 10 years.
- v. *A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.*

Signature :
Name & Designation :
Telephone No. :
Fax No. :
Office Seal :

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out which is not applicable.)

