

No.DGET-A-32015/1/2006-WOT  
Government of India  
Ministry of Labour & Employment  
(Directorate General of Employment & Training)  
Shram Shakti Bhavan, Rafi Marg.

New Delhi, Dated the 10<sup>th</sup> June, 2010

**CIRCULAR**

**SUBJECT: Filling up of 03 posts of Hindi Translator (at RVTI, Indore, Vadodra and Jaipur) in the pay scale of Rs. 4500-7000 (pre-revised) revised to Rs. 9300-3400 + Grade Pay Rs. 4200/-, 04 posts of Accountant (at Mumbai, Tura, Allahabad and Vadodara), in the pay of Rs. 4500-7000 (pre-revised) corresponding to Rs. 5200-20000 + Grade Pay Rs. 2800/- and 01 post of UDC (at RVTI, Mumbai) in the pay scale of Rs. 4000-6000 (pre-revised) corresponding to Rs. 5200-20000 + Grade Pay Rs. 2400/- on transfer on deputation/transfer basis at Regional Vocational Training Institute for Women.**

It is proposed to fill up 03 posts of Hindi Translator (at RVTI, Indore, Vadodra and Jaipur) in the pay scale of Rs. 4500-7000 (pre-revised) revised to Rs. 9300-3400 + Grade Pay Rs. 4200/-, 04 posts of Accountant (at Mumbai, Tura, Allahabad and Vadodara), in the pay of Rs. 4500-7000 (pre-revised) corresponding to Rs. 5200-20000 + Grade Pay Rs. 2800/- and 01 post of UDC (at RVTI, Mumbai) in the pay scale of Rs. 4000-6000 (pre-revised) corresponding to Rs. 5200-20000 + Grade Pay Rs. 2400/- on transfer on deputation/transfer under Women's Vocational Training Programme. The period of deputation will be initially for a period of one year (extendable to a maximum of three years).

2. Eligibility :-

For the post of Hindi Translator

Persons from Central Government Offices:-

- (a) (i) Holding analogous posts on a regular basis in the parent cadre/department;  
**OR**  
(ii) Holding the post in the pay scale of Rs.4000-6000(pre-revised) corresponding to Rs. **5200-20000 + Grade Pay Rs. 2400/** with three years service in the grade; **OR**  
(iii) Holding the post in the pay scale of Rs.3050-4590 (pre-revised) corresponding to Rs. **5200-20000 + Grade Pay Rs. 1900/** or equivalent with 5 years service in the grades; **and**

Contd...2..

(b) Possessing following educational qualifications:

Master's Degree of a recognized university in Hindi/English, with English/Hindi as compulsory elective subject or as medium of examination at degree level. or

Master's Degree of 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 the other as a compulsory/elective subject at degree level or

Master's Degree of a recognized university in any subject other than Hindi/English, with Hindi/English and English/Hindi as a compulsory elective subject or as medium of examination at degree level

or

Bachelor's Degree of a recognized University, with Hindi and English as Compulsory /elective subject or either of the two as medium of examination and the other as a compulsory/elective subject and a recognized Diploma/Certificate course in translation from Hindi to English and vice-versa or two year's experience of translation work from Hindi to English and vice-versa in Central Government offices, including Government of India undertakings;

For the post of **Accountant**

Persons from Central Govt. or state Government offices

- (i) Holding analogous posts on a regular basis in the parent cadre/department; **OR**
- (ii) Holding a post in the pay scale of Rs.4000-6000(pre-revised) corresponding to Rs. **5200-20000 + Grade Pay Rs. 2400** with five years service in grade rendered after appointment thereto on a regular basis and possessing at least two years experience in book-keeping and accountancy and/purchase.

For the post of **UDC**

Persons from Central Govt. or state Government offices

- (i) Holding analogous posts on a regular basis in the parent cadre/department; **OR**
- (iii) Holding a post in the pay scale of Rs.3050-4590(pre-revised) corresponding to Rs. **5200-20000 + Grade Pay Rs. 1900/** with eight years service in grade rendered after appointment thereto on a regular basis and having experience in establishment or stores or accounts work.

Contd...3...

3. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Department of the Central Government shall ordinarily not exceed 3 years.

Application (in duplicate) in the enclosed proforma along with photocopies of the last five years' confidential reports duly attested by an officer not below the rank of Under Secretary in respect of the officers who could be spared in the event of their selection may be sent to the Principal of the respective Institute at the addresses given in Annexure -I within 60 days of this advertisement in the Employment News (**5<sup>th</sup> June, 2010 – 11<sup>th</sup> June, 2010**). Applications received after the last date or without attested copies of Confidential Reports or otherwise found incomplete, will not be considered. While forwarding applications it may be verified and ensured that particulars furnished by the applicants are true and correct. A certificate that no vigilance case is pending or contemplated against the applicant and no major/minor penalty is imposed on him/her during last 10 years along with cadre clearance and integrity certificate may be furnished with the applications. .

(Alka Sharma)  
Deputy Director of Training

Distribution:-

1. All Ministries/Departments of Govt. of India including Main Ministry of Labour
2. All the State Government/Union Territories (Deptts. Dealing with Training)
3. All field Offices of D.G.E.& T., including N.V.T.I./R.V.T.Is under WOT.
4. The Assistant Director (Hindi), D.G.E.&T., New Delhi for providing a copy of Hindi version
5. The Principal, RVTI, Allahabad, Indore, Jaipur, Mumbai, Vadodara, and Tura for follow-up and necessary action.

<b>S.No.</b>	<b>Name of the Institute</b>	<b>Contact address &amp; tele no.</b>
2	RVTI Allahabad	Principal, RVTI for Women, 5 New Katra Road Allahabad-211 002 Tele : 0532-2640783
5	RVTI Indore	Principal, RVTI for Women, Nanda Nagar, ITI Campus Indore-452 003 Tele : 0721-2550105
6	RVTI Jaipur	Principal, RVTI for Women, Jhalna Dongri, Jaipur, Rajasthan-302 004 Tele : 0141-2702430
7	RVTI Mumbai	Principal, RVTI for Women, Kashinath Dhuru Marg, Dadar (West) Mumbai -400028 Tele : 022-24223962
9	RVTI Vadodara	Principal, RVTI for Women, ITI Campus, Tarsali Road Vadodara, Gujarat-390 009 Tele : 0265-2642678
10	RVTI Tura	Principal, RVTI for Women, Dakopgere, Tura Meghalaya Tele : 03651-232393

## BIO DATA PROFORMA

1. (i) Name of the post applied for :
- (ii) No. of Date of advertisement :
2. Name (in Block Capital Letters) Post held :
3. Date of Birth (in Christian era) :
4. Date of retirement under Central State Government rules (in Christian era) :
5. Educational Qualification & Experience :
6. Whether Education 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) :

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

6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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/Institute/ Organisation	Post held	From	To	Scale of pay and Basic pay	Nature of duties

8. Nature of present employment i.e., ad hoc or temporary or permanent

9. In case the present employment is held on deputation/contact basis, please state:-

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract
- (c) Name of the parent office/organisation to which you belong.

10. Additional details about present employment

Please state whether working under:-

- (a) Central Government
- (b) State Government
- (b) Autonomous Organisation
- (d) Government Undertakings
- (c) Universities

11. 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.

12. Total emoluments per month now drawn

13. 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. Whether belongs to SC/ST/OBC

15. Remarks

**SIGNATURE OF APPLICANT**

**DATE :**

**PLACE :**

**Verified**

**Counter Signature of the Employer**

**NOTE**

It may be ensured that while furnishing the bio-data in the above prescribed proforma, all the information required in respective columns are given clearly and in details. No column should be left blank. The proforma should be countersigned by the employer and certified the information given therein verified and found to be correct.