



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-10023

सं./No.....02/05/25-Admn

दिनांक / Dated.....01.07.2025

**VACANCY NOTICE**

**Subject: Filling up the 02 posts of Hindi Translator on deputation basis in Central Vigilance Commission -Reg.**

The undersigned is directed to say that **two (02)** posts of Hindi Translator [Group 'B' Non-Gazetted, Level 6 ( Rs. 35,400 – 1,12,400/-) in Pay Matrix] in the Central Vigilance Commission are proposed to be filled up by transfer on deputation basis. The qualification and experience required for the post and other details are given in **Annexure-I**.

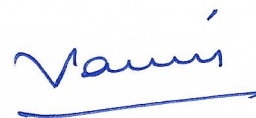
2. It is requested that the applications of eligible officials in prescribed form (Annexure-II), may be sent through proper channel to **Under Secretary (Admn)**, Central Vigilance Commission, Satarkata Bhawan, Block-A, GPO Complex, INA, New Delhi-110023 [Tel No. 011-24651392 & Email- [pvr.krishna@nic.in](mailto:pvr.krishna@nic.in)] within 45 days from the date of publication of this circular in Employment News with the following supporting documents:

- i) Up-to-date CR dossiers of the applicant or clear photocopies of their CRs for the last 05 years duly attested by a Group 'A' Officers (not below the rank of Under Secretary to the Government of India);
- ii) A statement showing major or minor penalties, if any, imposed on the officer during the 10 years;
- iii) Integrity certificate/Vigilance clearance in respect of the official;
- iv) Cadre clearance in respect of the official.

3. Applications received after the closing date for the receipt of applications or received without CR dossiers (or attested photocopies of CRs) and other documents/information mentioned in para 2 above or otherwise found incomplete will liable to be rejected. Officials who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applications, it may please be verified and certified that the particulars furnished by the official is correct. It may also be confirmed that in the event of selected for appointment, the official concerned will be relieved of his/her duties.

*Contd./-*

4. Pay of the officials selected on deputation will be regulated in accordance with relevant instructions of the Department of Personnel & Training as amended from time to time.



**(P. Vamsi Rama Krishna)**  
**Under Secretary(Admn.)**

**Encl. As above**

## **Annexure-I**

1. Name of the post  
**Hindi Translator** – Group-B Non-Gazetted (Non Ministerial)
2. Ministry/Department/Office  
Central Vigilance Commission
3. No. of Vacancies  
**02 (two)**
4. Pay scale/Pay Matrix  
Level 6 (Rs. 35,400 – 1,12,400/-)
5. Method of recruitment  
By deputation
6. Eligibility and Age limit  
Officials of the Central Government holding:  
  
(i) the post of Senior Secretariat Assistant /Junior Secretariat Assistant/Stenographer Grade ‘D’ with 05 years of regular service in the grade; and  
  
(ii) Degree of a recognized University with Hindi and English as elective subject; and  
  
(iii) At least two years experience in translation from English to Hindi and vice-versa.  
  
7. Period of Deputation  
Period of deputation shall be of 03 years which is extendable up to 07 years with the approval of the Competent Authority. The maximum age for appointment on deputation basis shall not be exceeding **56 years** as on the closing date of receipt of applications.  
  
8. Last Date  
The last date for receipt of application forms is **45 days** from the date of publication of this advertisement.

**(Certificate by the Employer/Head of Office/forwarding Authority)**

Name of the Ministry :

Department :

No. :

Date :

1. "Certified that, the particulars given above are true and have been verified from the office records."
2. The applicant, if selected, will be relieved immediately,
3. It is certified that no vigilance case is pending or being contemplated against Shri/Smt./Ms.....and is/her integrity is certified.
4. Attested copies of ACRs/APARs of last 5 years are also enclosed.
5. \*No major/minor penalty has been imposed on him/her during the last 10 years. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Signature of the Competent Authority)

Full address with Phone Number and Official Seal

*\*Strike out which is not applicable.*

**ANNEXURE - II****FORMAT OF APPLICATION**

Copy of passport  
size photograph to  
be pasted here

|     |  |                                      |                 |                    |          |  |
|-----|--|--------------------------------------|-----------------|--------------------|----------|--|
| 1.  | Name in Full (IN BLOCK LETTERS)  |                                      |                 |                    |          |  |
| 2.  | Post Applied For<br>(Separate applications be submitted for separate posts)  |                                      |                 |                    |          |  |
| 3.  | Date of Birth(DD/MM/YYYY)  |                                      |                 |                    |          |  |
| 4.  | Date of Superannuation(DD/MM/YYYY)   |                                      |                 |                    |          |  |
| 5.  | Service to which you belong  |                                      |                 |                    |          |  |
| 6.  | Status of your present employer<br>(Pl. specify whether Central Govt./ State Govt./ Autonomous/ Statutory Body/ PSU/ University/ Judicial Institution/ Others) |                                      |                 |                    |          |  |
| 7.  | Initial date of appointment in Govt. service   |                                      |                 |                    |          |  |
| 8.  | Office address with Telephone No. & e-mail   |                                      |                 |                    |          |  |
| 9.  | Residential Address with Telephone No. & e-mail  |                                      |                 |                    |          |  |
| 10. | Present post held, along with Pay Level and present Basic Pay/ Pay Scale/ Pay Band and Grade Pay of the post held  |                                      |                 |                    |          |  |
| 11  | Educational Qualification (Matric Onwards):  |                                      |                 |                    |          |  |
|     | Exam Passed  | Name of University/ Institute/ Board | Year of Passing | Duration of Course | Subjects | Percentage of Marks<br>(Mention Distinction, if any) |
|     |  |                                      |                 |                    |          |  |

|  |  |                          |                   |  |   |   |                  |
|--|--|--------------------------|-------------------|--|---|---|------------------|
| 12.  | Please state clearly whether in the light of entries made below, you meet the requisite Essential Educational and other qualifications and work experience required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same) |                          |                   |  |   |   |                  |
| <b>Qualification / Experience required</b> |  |                          |                   | <b>Qualification / Experience possessed by</b> |   |   |                  |
| <b>Essential:</b>                          |  |                          |                   | <b>Essential:</b>                              |   |   |                  |
| a) Qualification                           |  |                          |                   | a) Qualification                               |   |   |                  |
| b) Experience                              |  |                          |                   | b) Experience                                  |   |   |                  |
| <b>Desirable</b>                           |  |                          |                   | <b>Desirable</b>                               |   |   |                  |
| A) Qualification                           |  |                          |                   | A) Qualification                               |   |   |                  |
| B) Experience                              |  |                          |                   | B) Experience                                  |   |   |                  |
| 13.  | Details of employment in chronological order(if needed, enclose a separate sheet duly authenticated by your signature in the format given below):  |                          |                   |  |   |   |                  |
|  | Name of Office/Instt./ Organisation  | Post held (Designation ) | Period of Service |  | Nature of appointment (Regular/ Ad-hoc/ Deputation) | Scale of Pay i.e. Pay Level/ Pay Band and Grade Pay | Nature of duties |
|  |  |                          | <u>From</u>       | <u>To</u>                                      |   |   |                  |
| 14.  | Details of experience in chronological order, if any, in Translation from English to Hindi and <i>vice-versa</i> & specify number of years of such experience):  |                          |                   |  |   |   |                  |
| 15.  | Nature of present employment i.e. Permanent/ ad-hoc/ Temporary   |                          |                   |  |   |   |                  |
| 16.  | In case the present employment is held on deputation , please state:   |                          |                   |  |   |   |                  |

|     |  |  |
|-----|--|--|
|     | a) The date of initial appointment.<br>b) Period of appointment with address<br>c) Name of the Parent office/organization. |  |
| 17. | Details of training undergone:   |  |
| 18. | Details of proficiency in computer:  |  |
| 19. | Any other information, applicant wants to furnish:   |  |
| 20. | Please state briefly how you find yourself best suitable for the post applied for:   |  |
|     |  |  |

# Applicants not holding the post in the new Pay Matrix Pay Scales/ Pay Band & Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-à-vis the Central Government's pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular / advertisement 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. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Place:

Date: