Government of India
Ministry of Defence

Room No. 320, ‘B’ Wing,
Sena Bhawan, New Delhi-10 105,
Dated 4th January, 2020

CIRCULAR

It is proposed to engage 05 (five) Consultant(Translators) in Ministry of Defence(Sectt.) purely on temporary basis. Applications are invited from retired Junior Translator/Senior Translator/Assistant Director/Deputy Director in the prescribed proforma(Annexure-I) as per the details mentioned below. Officials retired from Ministry of Defence will be given preference.

<table>
<thead>
<tr>
<th>1.</th>
<th>Name of the post</th>
<th>Consultant(Translator) in Ministry of Defence (Sectt.)</th>
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<tbody>
<tr>
<td>2.</td>
<td>Period of Consultancy</td>
<td>Appointment shall be initially for one year with the provision to increase the period depending on requirement and the same may be terminated at any time.</td>
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<td>3.</td>
<td>Nature of work</td>
<td>Translation work of the Ministry</td>
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<td>4.</td>
<td>Eligibility conditions</td>
<td>Officials/Officers retired at the level of retired Junior Translator/Senior Translator/Assistant Director(OL) /Deputy Director(OL) and less than 65 years of age having experience of translation. Applicant should have basic knowledge of computers.</td>
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<td>5.</td>
<td>Consultancy fee</td>
<td>Personnel engaged will be paid fixed monthly remuneration of Rs. 35,000/- No other allowances shall be admissible. They will only be entitled for 8 casual leaves on prorata basis in a calendar year.</td>
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<td>6.</td>
<td>How to apply</td>
<td>Willing and eligible candidates may forward the applications to Under Secretary(Gp.II), Room No. 320, ‘B’ Wing, Sena Bhawan, New Delhi.</td>
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</table>

The last date to apply for the post is within 21 days of issue of this Circular. Applications received after due date or incomplete or without necessary documents will not be entertained.

To,

1) D(IT/NIC), MoD - with the request to upload this circular on the website of MoD.
2) D(OL) for Hindi Translation.

(Phani Tulasi K. Ch.)
Under Secretary to the Government of India
Tel.: 23012538
1. Name:
2. Date of Birth:
3. Gender:
4. Educations qualification:
5. Mobile no.:
6. Email-ID:
7. Aadhar no. and PAN no (enclose photocopy):
8. Pension Payment Order No (enclose photocopy):
9. Address (enclose photocopy):

10. Date of Superannuation:
11. Details of experience:

<table>
<thead>
<tr>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Subject handled (in brief)</th>
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</table>

12. Languages known:
13. Details of knowledge in computer:
14. Working knowledge of Translation:
15. Any other information:

I certify that the information furnished above to be true and correct to the best of my knowledge and belief.

Dated (Signature of candidate)