



ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
(An Autonomous Body under Ministry of Finance)
Sector – 48, Pali Road
Faridabad

AJNIFM invites applications for the post of Junior Translator in the Level-6 of New Pay Matrix of 7th CPC on deputation on Adhoc basis for a period of one year. The particulars of the post, eligibility conditions etc. are given in annexure-I

The Pay and others terms & conditions of selected officer will be regulated in accordance with DoPT Office Memorandum No. 06/08/09/ (Estt.) (Pay) dated 17.06.2010, as amended from time to time.

The applicant should not be more than 56 years of age on the closing date of the application.

The last date for receipt of applications is one month from the date of publication of the advertisement.

Application in the enclosed pro-forma (Annexure-II) along with complete and up-to-date CR/APAR dossier of five years of the officer, who can be spared in the event of his / her selection, may be sent to the Chief Administrative Officer, AJNIFM. Application received after last date or without proper channel & CR/APAR or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officer are correct and no disciplinary case is either pending or contemplated against his / her. The integrity of the officer may also be certified.

(Varun Nayyar)
Chief Administrative Officer



ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
SECTOR -48, PALI ROAD
FARIDABAD

1	Name of Post	Junior Translator
2	Number of Post	01
3	Pay Level	Level – 6 of New Pay Matrix of 7 th CPC
4	Classification	General Central Service Group 'B' Non-Gazetted, Non Ministerial
5	Whether Selection post or non-selection post	Not applicable.
6	Age Limit for direct recruits	<p>30 Years (relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt or applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Dision of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division or Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)</p>
7	Educational and other qualifications required for direct recruits	<p>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;</p> <p>OR</p> <p>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;</p> <p>OR</p> <p>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 a examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any</p>

		<p>subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and elective subject at degree level;</p> <p>AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	2 years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods	<p>Direct recruitment:</p> <p>Note "Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of Central Government:-</p> <p>(a) Holding analogous posts on regular basis in the parent cadre/department; and</p>

		(b) Possessing the qualifications and experience prescribed for direct recruits under col.7".
11	In case of recruitment by promotion/Deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12	If a Departmental Promotion Screening Committee exists, what is its composition	A committee comprising of two faculty members and Chief Administrative Officer / Faculty In-charge (Administration) of AJNIFM
13	Circumstances in which Union Public Service Commission be consulted in making recruitment	Consultation with U.P.S.C. is not necessary.

BIO-DATA PROFORMA

1. Name in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Govt. rules :
4. Contact Details:

Present Address:

Permanent Address:

Tel./ Mob. No:

Email ID :
5. Educational Qualifications :
6. 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)

Qualification/ Experience required :

Qualifications/ Experience Possessed by the officer

Essential	(1)	(2)	(3)		
Desired	(1)	(2)			
7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. :
8. Details of Employment, in chronological order. Enclose :

A separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Instt/ Orgn.	Post held	From	To	Scale of Pay and basic pay	Nature of Duties

9. Nature of present employment, i.e. ad-hoc or temporary or Regular :
10. In case the present employment is held on deputation/ Contract basis, please give following details:
 - (a) The date of initial appointment to deputation post :
 - (b) Period of appointment on deputation/ contract :
 - (c) Name of the parent office/ organization to which you belong :
11. Additional details about present employment :

Please state whether work under -----

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

12. Are you in Revised Scale of Pay? If yes, please give the date from which the revision took place and also indicate the pre-revised scale

13. Detail of Pay as per New Pay Matrix

(a) Pay Level

(b) Basic Pay

:

14. Additional information, if any, which you would like to mention in support of your suitability for the post.

Please enclose a separate sheet, if the space is insufficient

15. Whether belongs to SC/ ST

:

16. Remarks

:

Signature of the Candidate

Date:

Address: _____

Countersigned (Employer) : _____

(TO BE FILLED BY FORWARDING OFFICE)

Certificate to be furnished by the employer/ Head of Office/ Forwarding Authority:-

1. Certified that the particulars furnished by _____ are correct and he/ she possesses educational qualifications and experience mentioned in the circular.
2. Certified that the Cadre Clearance in respect of the applicant has been obtained from concerned authority and he/ she would be relieved in the event of selection.

Also certified that:-

- (a) There is no vigilance case pending/ contemplated against him/ her.
- (b) His/ her complete CR dossier/ ACRs/APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary to the Government of India or equivalent are enclosed.
- (c) His/ her Integrity is beyond doubt.
- (d) No major/ minor penalties have been imposed on him/ her during the last 10 years/ list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed.

(Strike out which is not applicable)

Signature:

Date:

Place:

(Name & Designation of the employer)
(with seal)