

A-39011/7/2015-Admin.  
Government of India  
Ministry of Drinking Water and Sanitation

8<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110003  
Dated: 21<sup>st</sup> February, 2017

**CIRCULAR**

Subject: Engagement of Retired Central Government Officers as Hindi Translator in the Ministry of Drinking Water and Sanitation

It is proposed to engage retired Government Officers to work as full time Retainers in the Ministry of Drinking Water and Sanitation against the post of Hindi Translator on the following terms and conditions:

- a) Must have retired from Government Service as Sr. Hindi Translator or above.
- b) Must be well acquainted with functioning of Government Ministries.
- c) Work profile and responsibility would be equivalent to post in the Central Government.
- d) Must have working knowledge of Hindi Translation and Computer usage.

2. The engagement of retainers shall be subject to the following conditions:

- (i) Persons till the age of 64 years can apply.
- (ii) Engagement shall initially be for a period of six months or until regular incumbents are available, whichever is earlier.
- (iii) Extension of engagement, if any, shall at the sole discretion of Competent Authority.
- (iv) Working hours shall be from 9.00 a.m. to 5.30 p.m. on all working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays without extra remuneration.
- (v) The selected Officer will be paid a consolidated remuneration of ₹ 27,000/- plus ₹ 1,000/- as conveyance. No allowances in the form of TA, HRA, OTA, etc. will be admissible.
- (vi) Individual will give one month notice for leaving the services of the Ministry.
- (vii) Engagement may be terminated at any time by the Government without assigning any reason or without any prior notice.
- (viii) No typing assistance will be provided.

(ix) Preference will be given to those retired in the last one year.

3. Willing and eligible retired Government Officers of the Government of India may submit their application along with their Bio-data (in the format enclosed) by e-mail or by post to the following address on or before 7<sup>th</sup> March, 2017. Applications received after this date will not be entertained.

Under Secretary (Administration)  
Ministry of Drinking Water and Sanitation  
8<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110003  
E-mail: ddws\_usadm@nic.in



(Sudhir Kumar Sinha)  
Under Secretary to Govt. of India

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**BIO – DATA**

|    |  |                          |  |
|----|--|--------------------------|--|
| 1  | Name   |                          |  |
| 2  | Father's Name  |                          |  |
| 3  | Telephone/Mobile Number  |                          |  |
| 4  | E-mail address   |                          |  |
| 5  | Address for communication  |                          |  |
| 6  | Permanent Address  |                          |  |
| 7  | Date of Birth  |                          |  |
| 8  | Present Age  |                          |  |
| 9  | Date of Retirement   |                          |  |
| 10 | Post from which retired  |                          |  |
| 11 | Last pay drawn (Pay in Pay band + Grade Pay)   |                          |  |
| 12 | PPO Number   |                          |  |
| 13 | PPO issued by  |                          |  |
| 14 | Educational Qualification (Academic)   |                          |  |
| 15 | Technical Qualification, if any  |                          |  |
| 16 | Number of Years in service in the Government   |                          |  |
| 17 | Nature of duties attended while in service*  |                          |  |
| 18 | Computer knowledge   | (a) Typing speed (Hindi) |  |
|    |  | (b) Excel                |  |
|    |  | (c) Powerpoint           |  |
| 19 | Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.* |                          |  |

\*Attach additional sheet if necessary.

(Certified that the information furnished above are true)

(Signature)