

# केन्द्रीय होम्योपैथी अनुसंधान परिषद्

(स्वायत्त निकाय, आयुष मंत्रालय, भारत सरकार)

## CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

(An Autonomous Body of Ministry of AYUSH, Govt. of India)

जवाहर लाल नेहरु भारतीय चिकित्सा एवं होम्योपैथिक अनुसंधान भवन

Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathy Anusandhan Bhawan

61-65 संस्थागत क्षेत्र, डी-ब्लॉक के सामने, जनकपुरी, नई दिल्ली-110058

61-65, Institutional Area, Opp.D-Block, Janakpuri, New Delhi-110058

**Advt. No. 21/2018**

**Date: 17<sup>th</sup> November, 2018**

### **Vacancy Announcement - Junior Hindi Translator**

The Council invites applications for 01 (one) post of Junior Hindi Translator as per following details:

Name of the post	Junior Hindi Translator
Scale of Pay	Level-6 of the Pay Matrix (Pre-revised PB-2, Rs.9300-34800, Grade Pay Rs.4200/-)
Age Limit	30 years
Educational and other qualification	1. Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at degree level. (for other options in educational qualification, kindly refer to the detailed advertisement). 2. Recognised Diploma or Certificate course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government Undertakings/ Autonomous Bodies.
Last Date	3 <sup>rd</sup> January, 2019

Detailed advertisement, including application form, is available at the website of the Council, namely, [www.ccrhindia.nic.in](http://www.ccrhindia.nic.in).

  
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Assistant Director (Admn.)

Applications are invited from eligible candidates for the post of Junior Hindi Translator under the Central Council for Research in Homoeopathy. Qualifications and other eligibility conditions are given below:

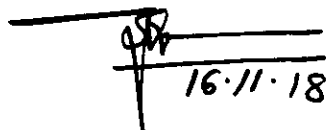
Name of the post	Junior Hindi Translator
No. of post	01 (one) - Unreserved
Scale of pay	Level-6 of the Pay Matrix (Pre-revised PB-2, Rs.9300-34800, Grade Pay Rs.4200/-)
Age	Not exceeding 30 years. (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government).
Educational and other Qualifications	<p>(I) Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at degree level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognised 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 examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;</p> <p style="text-align: center;"><b>AND</b></p> <p>(II) Recognised Diploma or Certificate course in translation from Hindi to English and <i>vice-versa</i> or two years' experience of translation work from Hindi to English and <i>vice-versa</i> in Central or State Government offices, including Government Undertakings/ Autonomous Bodies.</p>

**Initial place of posting:**

Central Council for Research in Homoeopathy, 61-65, Institutional Area, Opposite D-Block, Janakpuri, New Delhi-110058.

**General Conditions:**

1. Last date for receipt of application is 3<sup>rd</sup> January, 2019. The applications received after the last date OR with incomplete information will be summarily

  
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rejected. If the last date happens to be a holiday, it will stand extended to the next working day.

2. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/ cancel the recruitment exercise for the post at any stage of recruitment.
3. Eligibility of the candidate including maximum age limit will be counted as on the closing date.
4. The candidates are required to pay the following fee:

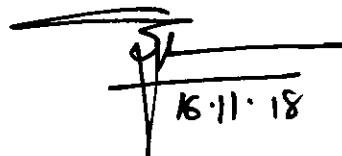
General and OBC	Women/SC/ST/Physically handicapped
Rs.250/- (Two hundred fifty only)	Nil

Fee is to be paid in the form of Demand Draft or Pay Order, to be drawn in favour of 'Director General, CCRH' and payable at New Delhi. Fees once paid will not be refunded nor adjusted in future recruitment. Applications received without requisite fee will be summarily rejected.

5. Self-attested copies of the following documents should be submitted along with the application:
  - a) Matriculation/ Secondary Certificate issued by Central/ State Board of Education as proof of date of birth.
  - b) Complete set of all mark-sheets Graduation and Post-Graduation, Bachelor's Degree certificate and Post Graduate Degree certificate in support of educational qualifications.
  - c) Copy of Diploma/ Certificate course in Translation from Hindi to English and *vice-versa*.
  - d) Certificate of experience of Translation from Hindi to English and *vice-versa* in Central or State Government Offices, including Government Undertakings/ Autonomous Bodies.

Original certificates are required to be produced before appointment.

6. Persons already in service must submit their applications, through their Employers, with "No Objection Certificate".
7. The applications in the prescribed format (Annex-1) duly completed in all respects, along with the requisite fee, should reach the **Director General, Central Council for Research in Homoeopathy, 61-65, Institutional Area, Opposite D-Block, Janakpuri, New Delhi-110058** by the prescribed closing date. The candidate should also fill up the relevant column of Admission Ticket (Annex-2) and submit the same alongwith the application form. The candidates should mention "Application for the post of Junior Hindi Translator" in bold letters on top of the envelope.

  
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8. The upper age limit is relaxable for Government servants as per Government of India (DoPT) orders. A candidate seeking age relaxation under this category would have to produce a certificate issued after the date of advertisement from his/her employer on the office letter head as per the proforma attached (**Annex-3**). The age relaxation will be admissible to such Government servant as are working in posts which are in the same line or allied cadres and where a relationship could be established that his service already rendered in a particular post will be useful for the efficient discharge of the duties of the post the recruitment of which has been advertised.

9. The selection will be made through a written test as under:

Paper	Subject	Marks	Duration
I	1. General Hindi (100 questions)	100	02 hours
	2. General English (100 questions)	100	
II	<u>Translation &amp; Essay:</u> (i) Translation of 2 passages (1 each from Hindi to English and <i>vice-versa</i> ); (ii) Two Essays -1 each in Hindi and English	200	02 hours

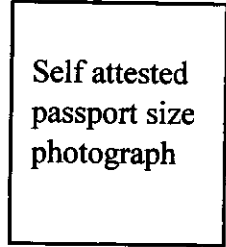
**Note:**

- All the candidates will have to appear in both the papers mentioned above.
  - Paper-I will consist of objective type (multiple choice questions) only.
  - Paper-II shall be evaluated in respect of those candidates [subject to a maximum of 10 (ten)] who attain the minimum qualifying marks in Paper-I or part thereof as may be fixed by the Council.**
  - There will be negative marking of  $\frac{1}{4}$  marks for each wrong answer in Paper-I.
  - Final selection will be based on the performance in Paper-I + Paper-II.
- Details about the date, time and venue of written test will be intimated to the candidates.
  - The number of vacancies may vary subject to the requirement at the stage of final selection.
  - The jurisdiction for all legal matters for this recruitment will be exclusively at New Delhi and legal cases filed (if any) in other courts will not be maintainable.
  - Council will not be held responsible for any postal delay.
  - Candidates are requested to see Council's website on regular basis for any new announcement in this regard. Any new announcement will be made only through website of the Council.
  - The appointment will be subject to medical examination and verification of character and antecedents of the candidates from the competent authorities.

16. The selected candidates will be governed by the Rules and Regulations as are applicable to other employees of the Council and necessary undertakings will have to be given before appointment.
17. New Pension Scheme (NPS), 2004 will be applicable.
18. The candidate selected for appointment is liable to be transferred anywhere in India.
19. No TA/DA will be admissible for attending written test or joining the post.
20. **Canvassing through any source will lead to disqualification of the candidate.**

  
16.11.18  
Assistant Director (Admn.)

**APPLICATION FORM FOR THE POST OF JUNIOR HINDI TRANSLATOR**  
**(ADVT. NO. 21/2018)**



1. Name of the candidate :  
(in block letters)
2. Father's/ Husband's Name :
3. Category : SC/ ST/ OBC/ PH/ GENERAL

(please attach Photostat copy of relevant certificate(s) in the prescribed format issued by the competent authority).

4. If exempted from payment of fee, state the category:

5. Particulars of Demand Draft/ Pay Orders:

Name of the Bank	Branch	Amount	No. of DD/ Pay Order

6. Address (in block letters):

a) Permanent:

b) Email I.D: .....

c) Mobile Phone No. ....

d) Landline Phone No. (with STD code) .....

7. Date of birth (in Christian era):

8. Age as on closing date:

9. Whether seeking age relaxation: Yes/ No  
If 'Yes' state the category:

10. Nationality:

11. Aadhar No.:

12. Educational qualification (starting from Secondary/ Matriculation): -

Examination passed & year of passing	Board/ University	Subject(s) studied		Medium of Examination	% of marks obtained
		Compulsory	Elective		
10 <sup>th</sup> Year .....					
12 <sup>th</sup> Year .....					
Graduation Year .....					
Post-Graduation Year .....					

13. Diploma or Certificate course in Translation from Hindi to English & vice-versa:

Name of the Course	Name of the Institute	Duration of Course	Board/ University	Year of passing	Marks obtained
1.	2.	3.	4.	5.	6.

14. Experience:

Details of the employment in chronological order (enclose separate sheet showing status of the post etc. duly signed)

Office/ Institution/ Organisation	Post held	From	To	Pay Band/ Scale of Pay and present Basic Pay, Grade Pay	Nature of duties

15. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.
16. In case the present employment is held on deputation/ contract basis please state:
- Date of initial appointment
  - Period of appointment, on deputation/ contract
  - Name of the present Office/ Organisation to which you belong
17. Additional details about present employment:
- Whether working under – Central Government/ Autonomous Organisation/ Government Undertaking/ State Government/ Universities
  - Total emoluments receiving per month:
18. 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)
19. Please enclose attested photocopies in support of your qualifications (general & technical) mark sheets of all the examinations conducted by Board/ Council/ University for the technical courses, Internship training, Registration Certificate, experience etc.
20. List of Enclosures
21. Remarks

### UNDERTAKING

I hereby declare that the information & particulars furnished by me as above are true and correct to the best of my knowledge and belief and nothing has been concealed or suppressed. I understand that if any of the information is found incomplete/ incorrect, false or misleading, my candidature is liable to be cancelled at any state before appointment; and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria/ conditions stipulated in the advertisement.

Date:

Signature of candidate  
Complete Postal Address of the candidate  
with PIN CODE

**Note: Every page of the application, along with enclosures, should be continuously page numbered and also self attested by the candidate.**



**Admit Card (to be filled in duplicate)**  
**CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY**  
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**POST: JUNIOR HINDI TRANSLATOR**

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

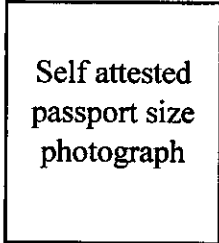
Father's/ Husband's Name: \_\_\_\_\_

Name & Address (in bold letters with PIN code)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Sign. of the Candidate

(For official use)

Roll No. \_\_\_\_\_

Sign of Rep. of CCRH

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**Admit Card (to be filled in duplicate)**  
**CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY**  
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**POST: JUNIOR HINDI TRANSLATOR**

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

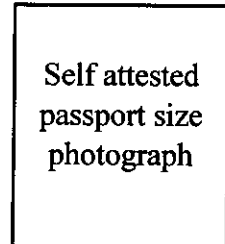
Father's/ Husband's Name: \_\_\_\_\_

Name & Address (in bold letters with PIN code)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Sign. of the Candidate

(For official use)

Roll No. \_\_\_\_\_

Sign of Rep. of CCRH

**Proforma for claiming age concession**

**The form of certificate to be produced by Government servants for claiming Age concession**

**(Letter Head of the Institution/ Issuing authority)**

This is to certify that Shri/Ms. \_\_\_\_\_ S/o, D/o, W/o Shri \_\_\_\_\_ is a regularly appointed employee of this Organisation/ Department/ Ministry and duties performed by him/ her during the period(s) are as under: -

**Certified that:**

\*(a) Shri/Smt./Kum \_\_\_\_\_ holds substantively a permanent post of \_\_\_\_\_ in the Office/ Department of \_\_\_\_\_ with effect from \_\_\_\_\_.

\*(b) Shri/Smt./Kum \_\_\_\_\_ has been continuously in temporary service on a regular basis under the Central Government in the post of \_\_\_\_\_ in the Office/ Department \_\_\_\_\_ with effect from \_\_\_\_\_.

Place .....

Date .....

Signature .....

Name .....

Designation .....

Ministry/ Office.....

Address .....

Office SEAL

\* Please delete the work/ paragraph not applicable.