

Ministry of Defence

Office of the Principal Director, Defence Estates, Central Command, Lucknow Cantt.

Applications are invited in prescribed format (given below) from Indian nationals only for following post in various Offices of Defence Estates Department, (i) 03 Junior Hindi Translators (JHT) (ii) 01 post of Hindi Typist (HT).

Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

2. The eligibility conditions, vacancies positions and other details are as follows:-

S. No.	Name of the post & pay scale	Total no. of posts	Details of reservation				Physically Handicapped (PH)/ESM	Age as on 15.07.2016
			Gen	OBC	SC	ST		
1.	Junior Hindi Translator (Gp-'C', Non Gazetted) Rs.9300- 34800 + Grade Pay Rs. 4200/-	03	01	01	0	0	01 PH (VH) Low vision	18-30 years
2.	Hindi Typist (Gp- 'C', Non Gazetted) Rs.5200- 20200 + Grade Pay Rs. 1900/-	01	0	0	0	0	01 PH (VH) Low vision	18-27 years

Note:- Gen- General, **OBC-** Other Backward Classes, **SC-** Scheduled Caste, **ST-**Scheduled Tribe, **PH-** Physically Handicapped, **ESM-** Ex-Service Man, **VH-** Visually Handicapped.

3. AGE RELAXATION:-

(i) Upper age limit is relaxable by 03 years for OBC and 10 years for physically handicapped candidates. DOPT OM No. 15012/12003-Estt. (D) dated **29.06.2015** shall apply. Application of physically handicapped candidate, without proper certificate specifying the percentage of disability (VH, Low vision), will not be considered for age-relaxation.

(ii) Up to 40 years for Departmental candidates with 03 years continuous service. Additional relaxation as per (i) above will be available to candidates belonging to OBC/PH as applicable.

(iii) The candidates other than reserve categories who apply for the aforesaid posts will be treated as general candidates.

4. (i) Educational Qualification for Junior Hindi Translators (JHT):-

Master's degree of a recognized Univ. in Hindi/English as a compulsory/elective subject or as medium of examination at degree level. **Or**

Master's degree of a recognized Univ. in any subject other than Hindi/English with Hindi and English as compulsory/elective subject or either as a compulsory/elective subject at degree level. **Or**

Master's degree of a recognized Univ. in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at degree level. **Or**

Bachelor's degree of a recognized Univ. with Hindi and English as compulsory/ elective subject or either of the two as medium of examination and the other as a compulsory/elective subject plus recognized Diploma/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/State Govt. of India undertaking.

(ii) Educational Qualification for Hindi Typist (HT):-

(i) Matriculation or equivalent examination of recognized Univ./Board.

(ii) Speed of not less than 25 words per minute in Typewriting in Hindi provided:-

(a) That a person not possessing the said qualification in typewriting may be appointed subject to the condition that he will not be eligible for drawing increment in the pay scale or for quasi-permanency or for confirmation in the grade till he acquires the prescribed speed in typewriting either in English or in Hindi and

(b) That a physically handicapped person who is otherwise suitable to hold a clerical post but does not possess the said qualification in typewriting may be appointed subject to the condition that a civil surgeon or equivalent certifies that the said handicapped person is not in a fit condition to be able to type.

5. (i) Exam Pattern for Junior Hindi Translator

There shall be a Written Test of 200 marks in respect of JHT. The Written Exam for JHT shall comprise of Objective Type Test and Translation of Passage (English to Hindi and Hindi to English). The paper shall be of 2 hours duration.

(ii) Exam Pattern for Hindi Typist

Selection of HT will be based on written test and skill test. Weightage of written test will be 85% and skill test 15%. The written test for the candidates will comprise of Objective Type Test for 170 marks. The paper will be for 2 hours duration. The Skill test shall be conducted on Computers to test the Typing Skills. The skill test will be for 30 marks and the duration of the skill test shall be 10 minutes. The Typing Speed should be 25 words per minute.

6. In respect of Hindi Typist, only those candidates shortlisted in the Written Test will be allowed to appear in the Skill Test which shall be held on the next-to-next (i.e. 2nd day) day of the Written Test.

7. The written test / skill test for the post of Hindi Typist and written test for the post of Junior Hindi Translator will be conducted at Lucknow (UP).

8. No interview will be conducted for the aforesaid posts.

9. Last date for receipt of application form is **15.07.2016**. Candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Laddakh, Subdivision of Jammu and Kashmir state, Lahaul and Spiti District of Pangri Sub-division of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep are given two weeks extra time to submit the application i.e. **31.07.2016**.

10. Eligible candidates will be called to appear for written test/skill test in respect of Hindi Typist and Written Test in respect of JHT and date, time and venue of the same will be separately intimated to the candidates. No TA/DA will be paid. The eligible Candidates shall bring the admit card along with him for appearing in the Written Test.

11. A reserve panel of 03 candidates will be drawn against each category and the said panel will be valid as per a extant Govt. instructions in this regard. It is specified that being on the panel does not bestow any right for appointment.

12. The post carries **All- India Service Liability (AISL)**. Thus, the candidates selected for appointment are liable to serve anywhere in India. .

13. Two passport size photographs duly self attested. (One to be affixed on the form and other affixed on the admit card) and One self-addressed envelope of size 10 cms X 22 cms affixed with Rs.5/- postal stamp is required to be attached alongwith the application.

14. The application should be in the prescribed proforma given below and sent by "ordinary post" in an envelope superscribed as "APPLICATION FOR THE POST OF and should be addressed to the **Principal Director, Defence Estates, Central Command, 17 Cariappa Road, Lucknow Cantt.-226002 (U.P)**

15. Photocopy of documents relating to Date of Birth, Educational Qualification, Category Certificate and Disability certificate specifying the percentage of disability should be attached.

16. Examination fee and mode of payment Candidates are advised to remit **Rs. 50/- (Rupees Fifty only) by Demand Draft only** in favour of "**Principal Director Defence Estates Central Command, Lucknow Cantt.**" payable at State Bank of India, Defence Banking Branch, Sadar Lucknow. Fee is exempted for women and physically handicapped candidates.

17. All columns of application and admit card must be filled completely in all respects. The application and admit card received without relevant documents, fee (if applicable), signature, left thumb impression or received after due date will be summarily rejected. Demand draft of rejected applications will not be returned.

18. Candidate desiring to apply for both the posts should invariably submit separate forms and fees.

19. The candidate may send the application form along with the admit card duly filled (entries to be filled by the candidates at serial no. 1, 2 & 3 of admit card only,)

20. Application and admit card are printed below. Application form and admit card can also be downloaded from the websites of the following Offices.

Director General Defence Estates, New Delhi	: www.dgde.gov.in
Cantonment Board Lucknow	: www.cblucknow.org.in
Cantonment Board Kanpur	: www.cbkanpur.org.in
Cantonment Board Meerut	: www.cbmeerut.org.in

No. 57254/ADM/Rectt./JHT/HT/2016

Principal Director

Defence Estates, Min of Defence

Central Command

17, Cariappa Road,

Lucknow Cantt-226002 (UP)

APPLICATION FORM

(To be printed in A-4 Size only)

FOR THE POST OF

Space for passport
size photograph
duly self attested.

1. Name in full (in block letters)
2. Name of Father/Husband
3. Permanent Address (with PIN code)
4. Present Postal Address (with PIN code)

5. Date of Birth

Date	Month	Year

6. Age (as on **15.07.2016**)

Days	Months	Years

7. Nationality

8. Sex (Please Tick)

Male	Female

9. Marital status (Please Tick)

Married	Unmarried

10. Category (Reservation) (Please Tick)

Gen	OBC	PH/ESM

(Attach photo copy of certificate issued by Competent Authority in case of OBC, PH (VH) Low vision. The percentage of disability certificate must be essentially submitted by PH candidate for obtaining Age-Relaxation.)

11. Details of demand draft:

DD No. & date	Bank	Branch

12. Educational Qualification

Name of the Exam	University/ College/School	Year	Class/Divison/ Grade	Percentage of marks	Subject taken
Matriculation or equivalent					
Intermediate (10+2)					
Graduation					
Professional/PG Qualification					
Additional qualification					

13. Particulars of present employment/past experience if any

S. No.	Name of the Organization	From (date)	To (date)	Designation	Nature of Duties

Note: Photocopy of educational qualification/experience certificate (if any) duly self attested are to be enclosed with application.

14. Declaration:-

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the Written test/Skill test, my candidature will stand cancelled and my claims for the recruitment forfeited.

Place:

Date:-

(Candidate's left thumb impression)

Signature of Candidate (Name of the Candidate)

Admit Card for Recruitment to the post of JHT/HT

(On a separate sheet of paper in double space)

Space for passport
size photograph
duly self attested.

1. Name (in block letters): _____

2. Signature of Candidate: _____

3. Candidate's left thumb impression

Space for passport size photograph duly self attested.

(For office use only)

3. Roll No. _____

4. Date and time of written test: _____

5. Place of Written test: _____

(Signature of the Presiding Officer)

Important Instructions for Candidates-

a. Candidates to bring original documents in support of information submitted in the application on the date of Written Examination/Skill Test for verification.

b. Mobile phones are not allowed in Examination hall.

c. Affix latest passport size photograph duly self-attested.

d. Candidates to bring blue/black ball pens for the exams.

10/84/Defence/Recruitment/Post Graduate/25-35/Permanent/Other than Delhi