

No.A-16013/1/2026-AD.V
Government of India
Ministry of Home Affairs
O/o the Registrar General of India
Janganana Bhawan, 2/A, Man Singh Road, New Delhi-110011

Dated 06.03.2026

CIRCULAR

Subject: Filling up of 06 posts of “**Senior Translator**” on deputation basis in the Office of the Registrar General, India, New Delhi as well as DCOs having the offices in all the capital cities / UTs of India.

Applications through proper channel are invited for the filling up of the following post on deputation basis in the office of the Registrar General, India, New Delhi and Directorates of Census Operations (DCOs) having the offices in all the capital cities / UTs of India: -

Sl No.	Name of The post	No. of posts to be filled in HQ/DCOs all over the country (subject to variation depending upon the work load)	Pay Band, Pay Scale And Grade Pay
1	Senior Translator	06 posts	Level 7 of Pay matrix (pre-revised PB-2 with Grade Pay of Rs.4600/- Under 7 th CPC

2. The eligibility, Terms & Conditions , Proforma for application (Annexure-II) to the above post may be seen at Annexure-I and Annexure-II
3. The pay of the officers so selected will be regulated in terms of the Department of Personnel and Training's OM No.2/8/97-Estt.(Pay-II0 dated 11.03.1998 and as amended from time to time.
4. The applications of only such officers will be considered which are routed through proper channel and are accompanied by **supporting self-attested certificates/documents in support of Qualification and Experience** claimed by the officers and are also accompanied with the following certificate: -

I.	Vigilance clearance certificate and integrity certificate
II.	Cadre clearance
III.	Statement of major/minor penalties, if any, imposed during the last 10 years.
IV.	Bio-data in duplicate as per proforma given Annexure- II
V.	Photocopies of ACRs for the past five years duly attested on each page by an officer not below the level of Under Secretary or equivalent.

5. It is, therefore, requested that the application of eligible and willing officers and who can be spared immediately in the event of selection may be forwarded to "The Under Secretary, Admin.V Section, Office of RGI, Jangana Bhawan, 2/A, Man Singh Road, New Delhi-110011" in duplicate in the prescribed proforma (Annexure-II) duly signed by the applicant and certified by their Controlling Officer within a period of 60 days from the date of publication of this circular in Employment News. Officers applying for the above post must note that withdrawal of candidature at any stage will attract debarment from other deputation opportunities in the department for a period of five years.
6. Period of deputation including period of deputation in another ex-cadre be immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three (3) years.
7. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications through proper channel.
8. The selected candidate will be given choice posting as far as possible and to the extent of vacancy in that states/ UTs.
9. Incomplete applications and applications received after the closing date and not certified by the respective forwarding authority, will not be entertained
10. It may be ensured that the applications are forwarded **strictly with reference to the circular and the annexures.**

Digitally signed by
Katyayani Kulkarni

Date: 06-03-2026

17:53:22 (Katyayani Kulkarni)

Under Secretary to the Government of India

Annexure-I**Post-wise Eligibility Experience**

Sl. No.	Name of the Post	Eligibility as per RR
01	Senior Translator	<p>Officers of the Central Government or State Governments or Union territory Administrations:-</p> <p>(a) (i) holding analogous posts on a regular basis in the parent cadre or department; or</p> <p>(ii) with five years service rendered after appointment to the post on a regular basis in level-6 in the pay matrix (Rs.35400-112400) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely:-</p> <p>(i) A. Master's degree from a recognised university in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>B. Master's degree from a recognised university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>C. Master's degree from 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 a examination at the degree level; or</p> <p>D. Master's degree from 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 a examination at the degree level; or</p> <p>E. Master's degree from a recognised 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 the other as a compulsory or elective subject at the degree level; and</p> <p>(ii) recognised diploma or certificate course in translation from Hindi to English and vice-versa or three years' experience of translation work from Hindi to English and vice-versa in the Central Government or State Governments office, including Government of India undertaking.</p> <p>Note 1.- The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>

		<p>Note 2.- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note.- The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>
--	--	--

ANNEXURE-II**BIO-DATA PROFORMA****APPLICATION FOR THE POST OF SENIOR TRANSLATOR**

1. Name and Address in Block letters:-						
2. Date of Birth (in Christian era):-						
3. Date of retirement under Central/State Govt.rules:-						
4. Education Qualification:-						
5. 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).						
Qualifications/Experience required						Qualification/experience Possessed by the Officer
6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.						
7. 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	
8. Nature of present employment i.e. adhoc/temporary or quasi-permanent/permanent						
9. In case the present employment is held on deputation/contract basis, please						

state:-	
10. Additional details about present employment. Please state whether working under Central Govt. State Govt. Autonomous Organizations Government Undertakings Universities	
11. Are you in Revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
12. Present total emoluments per month.	
13. 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.	
14. Whether belongs to SC/ST	
15. Name of DCO applied for* (maximum three options)	
16. Remarks	

*Candidate may apply for more than one DCO giving their order wise preference for posting.

Note: - Incomplete applications and not counter signed by Head of Office/Employer will not be entertained.

(Signature of the
Candidate) Address:

.....

.....

Date:-.....
Countersigned.....
..... (Employer)