

F.No. 42/CESTAT/Advt./2025-Part-III
Customs Excise and Service Tax Appellate Tribunal
West Block-2, R.K. Puram, New Delhi-110066

Date: 29.05.2025

VACANCY CIRCULAR

Applications are invited for the post of Hindi Translator on deputation basis in this Tribunal at Delhi:

S.No.	Post, Level	Eligibility Criteria
1.	Hindi Translator (Group 'B' Level-6 (Grade Pay 4200/- No. of post-1	<p>Officers of the Central Government</p> <p>(a) holding analogous post on regular basis in the parent cadre/department; and</p> <p>(b) Possessing the qualifications and experience as under.</p> <p>Master degree of a recognised University in Hindi/English, with English/Hindi as a compulsory elective subject or as medium of examination at degree level.; or</p> <p>Master's degree of a recognised University in any subject other than Hind/English with Hindi and English as compulsory /elective subject or of the two as medium of examination and the other as a compulsory/elective subject at degree level; or</p> <p>Master's degree of a recognised University 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</p> <p>Bachelor's degree of a recognised University with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject, plus a recognised 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 Government officers, including Government of India Undertaking.</p>

1. Maximum age limit for appointment on deputation shall be 56 years.
2. The application from the eligible/willing candidates may be forwarded alongwith attested copies of APARs of the candidate for the last five years and the certificate by the employer as per bio data given in annexure.
3. The application, complete in all respect, may reach the Registrar, Customs, Excise and Service Tax Appellate Tribunal, West Block No.2, R.K. Puram, New Delhi-110066 within 60 days from the date of issue of the circular.

The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be considered.

Encl: Bio Data proforma in Annexure-I.

MAU/2
29/5/25

(Monika Devi)
Technical Officer (Admn.)

Copy to:

1. All Ministries/Department of Government of India.
2. The Registrar General, High Court of Delhi.
3. The Registrar, CAT, ITAT, DRT, NCLT, NGT.
4. Website/ Office copy/Guard file.

BIO-DATA PROFORMA

Name of the Post applied for:-----

Name of the Post applied for: _____					
1	Name and Address (in Block letters)	:			
2	Date of Birth (In Christian era)	:			
3(i)	Date of entry into service				
(ii)	Date of retirement under Central/State Govt. Rules				
4	Educational qualifications	:			
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 as mentioned in the advertisement/vacancy circular		:	Qualifications/experience possessed by the officer		
Essential:			Essential:		
A) Qualification			A) Qualification		
B) Experience			B) Experience		
Desirable:			Desirable:		
A) Qualification			A) Qualification		
B) Experience			B) Experience		
5.1) Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2) In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	:			
6.1) Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.					
7. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):					
Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

***Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:**

Office/Institutions	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8 Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent :

9 In case the present employment is held on deputation/contract basis, please state :- :

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization.

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

9.2 Note: Information under Column 9 (c) & d above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10 If any post held on deputation in the past by the applicant, date of return from the last deputation and other details: :

11 Additional details about present employment
Please state whether working under (indicate the name of your employer against the relevant column:-

(a) Central Government. :

(b) State Government :

(c) Autonomous Organization :

(d) Government Undertaking :

(e) University :

(f) Others :

12 Please state whether you are working in the same Department and are in the feeder grade or feeder to :

	feeder grade.		
13	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.	:	
14	Total emoluments per month now drawn	:	
	Basic Pay in the PB	Grade Pay	Total Emoluments
15 In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed:			
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments
16A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	:	
16B	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition. (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	:	
17	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	:	
# (The option of 'STC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")			
18	Whether belongs to SC/ST	:	

19.	Preferred place of posting	:	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date :-

Signature of the Candidate

Address:-

Contact No.

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. **Also certified that:**
- There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____.
 - His/Her integrity is certified.
 - His/Her CR Dossier (photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
 - No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

(Employer/Cadre Controlling Authority with Seal)

Countersigned