



एक कदम स्वच्छता की ओर

A-11019/26/2022-Estt.
Government of India
National Centre for Disease Control
(Directorate General of Health Services)
22-Sham Nath Marg, Delhi -110 054



WALK-IN-INTERVIEW/ WRITTEN TEST /SKILL TEST

The Walk-in-Interview/Written Test/Skill Test for filling up One post of Junior Translation Officer at **NCDC, Delhi** that are to be filled purely on contract basis, for a period of One Year (extendable subject to satisfactory performance & approval of MoHFW) is to be held at NCDC, 22-ShamNathMarg (Near Civil Line Metro Station), Delhi- 110 054, as under:-

Name of the post	Total no. of posts	Consolidated remuneration per month (Rs.)	Date of Walk-in Interview	Date of Skill test	Educational Qualifications Required/ Age limit
Junior Translation Officer	One	Rs. 35,400/- per month (consolidated). No other allowances are permissible.	25.05.2023	25.05.2023	Master's degree of a recognized University in Hindi/English with English/Hindi as compulsory, elective subject or as medium of examination at degree level Or Master's degree of a recognized University in any subject other than Hindi/English with Hindi and English as compulsory elective subjects or either of two as medium of examination & the other as compulsory/elective subject at a degree level Or Master's degree of a recognized University in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory /elective subject or a medium of examination at degree level. Or Bachelor's degree of a recognized University with Hindi & English as compulsory/elective subject or either of the two as a medium of examination and the other as a compulsory/elective subject. And 2. A recognized Diploma/Certificate course in Translation from Hindi to English and vice-versa or two years experience of translation work Hindi to English and vice-versa in Central Govt./State Govt. Offices including undertaking.

OTHER TERMS & CONDITIONS

1. The appointment is purely on contract basis **for a period of One Year** (extendable subject to satisfactory performance & approval of MoHFW).
2. The appointment can also be terminated at any time, on either side by giving one month's notice or by paying one-month salary, without assigning any reason.
3. The appointee shall perform the duties assigned to him/ her. The competent authority reserves the right to assign any duty as and when required. No extra /additional allowance will be admissible in case of such assignment.
4. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, promotion etc. or any other benefits available to the Govt. servants appointed on

regular basis.

5. The appointment shall be on the whole time appointment of the Institution and shall not accept any other appointment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contact.
6. The appointee is not entitled to any TA for appearing for Walk-in-interview/written test/skill test/joining the appointment.
7. Other conditions of service will be governed by relevant rules and orders issued from time to time.
8. If any declaration given or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any material information he/she will be liable for removal from service and also such other action Government may deem necessary.

Eligible candidates fulfilling the educational qualification, experience etc. as mentioned above may appear for the Walk-in-interview/ Written Test/ Skill Test on the above-mentioned dates/ time at National Centre for Disease Control, 22-Sham Nath Marg; Delhi -110 054 (Near Civil Line Metro Station). The eligible candidates may register their names for interview between 10.00 A.M to 11.00 A.M. along with the resume, original certificates and their attested copies and one passport size photograph. Registration will be closed at 11.00 A.M sharp. **Candidate reporting after 11.00 AM will not be entertained. Candidates without original documents will also not be entertained. The candidate must ensure their eligibility as per above Terms of Reference, before appearing for Walk-in-interview/ Written Test/ Skill Test.**

(PRAKASH DOVAL)
ADMINISTRATIVE OFFICER
Email: prakashdoval@gmail.com
Phone No. 011-23971875

(APPLICATION FORM)

Photograph

Post Applied		Serial No <i>(To be filled by Office)</i>	
Name			
Address			
Telephone/Cell No			
Email			
Date of birth (age on date of interview/screening test)			
Place of birth			
Gender			
Marital status			
Spouse /father's Name			

Education from Highest to 10th (Supportive Documents compulsory)

Degree	Institute	Year of passing and % marks

Employment History (Supportive Documents compulsory)

Sr. No	Organization and place	Experience Specify	Service From to

Please fill up the form in capital letters, attested copy of degrees/ certificate should be attached with application form. Originals to be brought with application form at the time of registration for verification.

Signature of Candidate