

VACANCY NOTIFICATION

Vacancy Code	1382025
Employer	1382025 Legislative Department, Ministry of Law & Justice
Name of the Post	Superintendent Translation (Hindi Branch)
No. of Vacancy	01
Last date to apply	23 April 2025
Remarks	See detailed notification attached below

How to Apply: - 1. **Eligible** Ex-Servicemen need to forward two Copies of Willingness Format, available at Officer Portal page, on Email ID: dgrjobofficers@desw.gov.in

- (i) One Format should be in PDF format duly signed by the applicant and signed by the witnesses too.
- (ii) The second one should be in Excel Format without changing the Format, without signatures and without witnesses.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above, Copy of PPO/ Release Order & CV/ Bio Data should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

**** ALERT**** ALL MAILS SHOULD BE SENT TO DGR EMAIL ID dgrjobofficers@desw.gov.in , CLEARLY MENTIONING THE SUBJECT OF MAIL "STARTING WITH VACANCY CODE MENTIONED IN ABOVE NOTIFICATION", IN CASE THE SAME IS NOT MENTIONED, THE APPLICATION IS LIABLE TO BE REJECTED.

(For Zila Sainik Welfare Officer/ RSB Director vacancy only): An additional Undertaking for Kendriya Sainik Board (KSB) should also be forwarded to this office along with the above (via Email Only). The Undertaking format for KSB is available on DGR website in format section under the head of Job Assistance for Officers.

Note :- Willingness format must be as per instructions mentioned above.

In the event of non-receipt of all the required documents as mentioned above within the due date of the vacancy, the candidature of the applicant will not be entertained under any circumstances.

(1)	(2)	(3)	(4)	(5)	(6)
4. Superintendent Translation (Hindi Branch).	05 *(2021) Subject to variation dependent on workload.	General Central Service, Group 'A', Gazetted, Non-Ministerial.	Level-10 in the pay matrix (Rs.56100-177500).	Selection post.	Not exceeding 35 years. Note1: The crucial date for determining the age- limit shall be as advertised by the Union Public Service Commission. Note2: Relaxable for Government Servants upto five years in accordance with instructions or orders issued by the Central Government.

(7)	(8)	(9)	(10)
Qualification: Essential: (A)(i) Masters Degree in Law from a recognised University or Institution; and (ii) Possessing the following educational qualifications and experience, namely:- I. a Member of State Judicial Service for a period of two years; or II. a Central or State or Union territory Government Servant or an executive or officer in a Public Sector Undertaking or Statutory Body or Autonomous Body, who has experience in Legal Affairs for two years; or III. a qualified legal practitioner who has practised as such for two years; or IV. a teacher of law for two years in a recognised institution; or V. two years experience of translation into Hindi of statutes, statutory rules and	Not applicable.	One year for direct recruits and promotees.	40% by promotion failing which by deputation; 40% by direct recruitment; 20% by deputation.

<p>orders in Central Government or State Government or Union territory administration; or</p> <p>VI. two years experience of drafting of statutes in the Central Government or State Government or Union territory administration; and</p> <p>(iii) Passed Secondary School Examination or any higher examination from a recognised Board or University or institution through Hindi medium or had offered Hindi as a subject in Secondary School Examination or any higher examination from a recognised Board or University or any institution or foreign university approved by the Central Government; or</p> <p>(B) (i) Bachelors Degree in Law from a recognised University or Institution; and</p> <p>(ii) Possessing the following educational qualifications and experience, namely:</p> <p>I. a Member of State Judicial Service for a period of four years; or</p> <p>II. a Central or State or Union Territory Government Servant or an executive or officer in a Public Sector Undertaking or Statutory Body or Autonomous Body who has had experience in Legal Affairs for four years; or</p> <p>III. a qualified legal practitioner who has practised as such for four years; or</p> <p>IV. a teacher of law for four years in a recognised institution; or</p> <p>V. four years experience of translation into Hindi of statutes, statutory rules and orders in the Central Government or the State Government or Union territory; or</p> <p>VI. four years experience of drafting of statutes in the Central Government or the State Government or Union territory administration; and</p> <p>(iii) passed Secondary School Examination or any higher examination from a recognised Board or University or institution through Hindi medium or had offered Hindi as a subject in Secondary School Examination or any higher examination from a recognised Board or University or any institution or foreign university approved by the Central Government.</p> <p>Note 1: The expression qualified legal practitioner used in the essential qualifications means a person who is an advocate or a pleader and has practised as such for two years in case of Masters Degree in Law or four years in case of Bachelors Degree in Law..</p> <p>Note 2: The term experience in Legal</p>			
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Affairs means holding of a substantive legal post under the Government or Public Sector Undertaking or Statutory Body or Autonomous Body for which Bachelors Degree in Law is a prerequisite or essential qualification for recruitment.

Note 3: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 4: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Union Public Service Commission, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable:

Experience: Three years experience of translation into Hindi of statutes, statutory rules and orders in Central Government or State Government or Union territory administration.