



GOVT. OF INDIA  
MINISTRY OF DEFENCE



OFFICE OF THE PRINCIPAL DIRECTOR, DEFENCE ESTATES,  
SOUTHERN COMMAND, KONDHWA ROAD, PUNE CANTT. - 411040

Applications in prescribed format (as below) are invited from eligible candidates for appointment to the post of Junior Hindi Translator, Sub Divisional Officer-I and Hindi Typist in offices of Defence Estates Department, Govt. of India, Ministry of Defence.

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Name of the Post and Pay Scale	Vertical Vacancies					Horizontal vacancies	Total No. of vacancies	Age as on 30.05.2018
	Composition of Vacancy					ESM		
	GEN	OBC	SC	ST	Divy ang/PH			
Junior Hindi Translator Rs. 9300-34800 + Grade Pay Rs. 4200/- (*) (Level 6 of 7 <sup>th</sup> CPC)	01	0	0	0	0	0	01	18-30 Years
Sub Divisional Officer -I Rs. 9300-34800 + Grade Pay Rs. 4200/- (*) (Level 6 of 7 <sup>th</sup> CPC)	12	05	03	01	0	02 Ex-Servicemen	21	18-32 Years
Hindi Typist Rs. 5200-20200 + Grade Pay Rs. 1900/- (*) (Level 2 of 7 <sup>th</sup> CPC)	02	0	0	0	0	0	02	18-27 Years

(\*) Scale of pay and allowances shown in the table are as per 6<sup>th</sup> CPC and have been revised to 7<sup>th</sup> CPC pay scales)

(1) **Educational Qualification for Junior Hindi Translator**

Master's degree of a recognized University in Hindi/English as a 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/English medium and English/Hindi as a compulsory/elective subject or either as a compulsory/elective subject at 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 as medium of examination at degree level

Or

Bachelor's degree of a recognized University with Hindi and English as a 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.

(2) **Educational Qualification for Sub Divisional Officer-I**

Degree in Civil Engineering **OR** Diploma in Civil Engineering with at least 03 years experience in respective field.

(3) **Educational Qualification for Hindi Typist**

- Matriculation or equivalent examination from recognized school/Board.
- Speed of not less than 25 words per minute in Typewriting in Hindi.

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(4) **Exam pattern for Junior Hindi Translator**

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

(5) **Exam pattern for Sub Divisional Officer-I**

There will be written test of 150 marks. The test paper will be bilingual (Hindi and English). The components of written test will be of technical knowledge (100 marks), General Knowledge/General Aptitude (25 marks) and General English (25 marks). Short listed candidates will have to appear in skill test to test their handling capability of Electronic Total Station and other practical aspects of Land survey . The duration of the written exam shall be of 2 hours. The skill test shall be of qualifying nature. The skill test shall be held next day of the written test only for the short-listed candidates who qualify the written test.

(6) **Exam pattern for Hindi Typist**

Selection of Hindi Typist shall be based on marks obtained in Written Test. The written test for the candidates shall comprise of Objective Type questions of 100 marks. The duration of the written exam shall be of 2 hours. The duration of the skill test shall be of 10 minutes. The skill test shall be of qualifying nature. The skill test shall be conducted on computers. The skill test shall be held next day of the written test only for the short-listed candidates who qualify the written test.

**INSTRUCTIONS TO APPLY**

(7) Age relaxation for various categories is as under :-

01	OBC	3 Years
02	SC/ST	5 Years
03	PH	10 Years
04	PH+OBC	13 Years
05	PH+SC/ST	15 Years
06	Ex-Servicemen (Unreserved/General)	03 Years after deduction of the military service rendered from the actual age as on the closing date for receipt of application
07	Ex-Servicemen (OBC)	06 Years (03 years+03 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application
08	Ex-Servicemen (SC & ST)	08 Years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application
09	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 03 years regular and continuous service as on closing date for receipt of application	Up to 40 years
10	Central Govt. Civilian Employees (OBC) who have rendered not less than 03 years regular and continuous service as on closing date for receipt of application	Up to 43 years

**Continued P-3**

11	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 03 years regular and continuous service as on closing date for receipt of application	Up to 45 years
12	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir	In this connection, DOPT letter dated 9 <sup>th</sup> February, 2018 shall be applicable.

**Note : Regarding age relaxation for various categories, the latest DOPT rules shall be applicable.**

- (8) The post carries **All India Service Liability (AISL)**. Thus, the candidates selected for appointment are liable to serve anywhere in **INDIA**.
- (9) Eligible candidates working in Central/State Government, etc must submit their applications through proper channel and have to produce "No Objection Certificate" on demand.
- (10) The application should be filled in prescribed proforma given below and sent by "**Ordinary Post**" in an envelope as "**APPLICATION FOR THE POST OF.....**" and should be addressed to the "**Principal Director, Defence Estates, Southern Command, Near ECHS Polyclinic, Kondhwa Road, Pune (Maharashtra)-411040**". Candidates should send the application form along with admit card duly filled Sl. No. 1, 2 & 3 of admit card only affixing recent photographs duly self attested.
- (11) **Written and Skill test shall be held at Pune / Kirkee (Pune), Maharashtra.**
- (12) Eligible candidates will have to appear for written/skill test for which date, time and venue shall be intimated to each candidates separately. **No TA/DA shall be paid for appearing in the above exams.** The candidates shall bring their admit cards along with them for appearing in the written test.
- (13) **No interview shall be conducted.**
- (14) The Department reserves the right of cancelling the candidature of any candidate found indulging in any malpractice i.e. hiding any material information or misrepresentation of facts. All such candidates shall be liable to be debarred from the present recruitment as well as future recruitment conducted by the Defence Estates Department and a criminal proceeding may also be initiated against them.
- (15) Being successful in test mere, does not entitle a candidate for appointment until the Government, after completion of such investigation, as it may consider necessary, has satisfied itself that the candidate is suitable in all respects for appointment.
- (16) Decision of Appointing Authority would be final with regard to all matters connected with the appointment.
- (17) Two self addressed envelopes of size 10 cm x 22cm affixed with Rs. 10/- postal stamp each are required to be attached along with the application.
- (18) Two passport size photographs duly self attested (one is to be affixed on application form and other to be enclosed with the application) are required.
- (19) Department shall not be responsible for any postal delay/loss.

**Continued P-4**

- (20) Photocopy of documents relating to Date of Birth, Educational Qualification, Category Certificate (if applicable) and Disability Certificate (if applicable) specifying percentage of disability should be attached.
- (21) Incomplete applications without relevant documents, signatures and applications received after due date shall be summarily rejected.
- (22) Government strives to a work force which reflects gender balance and women candidates are encouraged to apply.
- (23) A candidate desirous to apply for more than one post, should invariably submit the separate application forms.
- (24) Last date for receipt of the application form is **15.05.2018**. For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Laddakh, Sub-Division of Jammu & Kashmir, Lahaul and Spiti, District of Panaji, Sub-Division of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep are given Two weeks extra time to submit the application i.e. **30.05.2018** .
- (25) A reserve panel of four (04) candidates will be drawn against each category and the said panel will be valid as per instant Govt. instructions in this regard. It is specified that being on, the such panel does not bestow any right for appointment.
- (26) Application forms can be downloaded from the websites of the following offices:-

Director General Defence Estates, New Delhi	-	<a href="http://www.dgde.gov.in">www.dgde.gov.in</a>
Cantonment Board, Pune	-	<a href="http://www.punecantonmentboard.org">www.punecantonmentboard.org</a>
Cantonment Board, Khadki	-	<a href="http://www.cbkirkee.org.in">www.cbkirkee.org.in</a>
Cantonment Board, Dehuroad	-	<a href="http://www.cbdehuroad.org">www.cbdehuroad.org</a>

Principal Director, Defence Estates  
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411040(Maharashtra)