

**मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर**  
**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**

**REGISTRAR OFFICE**

No. ....

Dated: ..... October, 2018

**VACANCY CIRCULAR**

**Sub: Filling up of vacancy for the post of Assistant Registrar (Rajbhasha) and Superintendent/Junior Translator (Hindi) on Deputation basis failing which on contract basis in the Malaviya National Institute of Technology (MNIT), Jaipur, and an Autonomous Institute created under an Act of Parliament - Calling for applications – reg.**

1. The undersigned is directed to Fill up of vacancy for the post of Assistant Registrar (Rajbhasha) and Superintendent/Junior Translator (Hindi) through the method of deputation failing which on contract basis in the Malaviya National Institute of Technology (MNIT), Jaipur, an Autonomous Institute created under an Act of Parliament under Ministry of Human Resource Development, the details of which along with their eligibility criteria are given as under:-

S. No.	Name of post / Number of vacancies	Classification of Post & Pay-Scale	Method of Recruitment	Eligibility
	A	B	C	D
1	Assistant Registrar (Rajbhasha)  (01 Post)	Group - A Level 10 Pre-revised PB-3 Grade Pay Rs.5400/-	Deputation/ contract basis	(i) Officers holding analogous post on regular basis in the IITs / NITs / other CFTIs / Central / State Government / Autonomous bodies / Public sector Undertaking <b>With following Educational qualification and Experience</b>  i) Master's degree with 55% marks of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.  OR Master's degree of a recognized University with 55% marks in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;  (ii) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions.
2.	Superintendent/ Junior Translator (Hindi)  (01 Post)	Group C Level 6 Pre-revised PB2, Grade Pay Rs. 4200/-	Deputation/ contract basis	Officers holding analogous post on regular basis in the IITs / NITs / other CFTIs / Central / State Government / Autonomous bodies / Public sector Undertaking <b>With following Educational qualification and Experience</b>  i) Master's degree of a recognized University in

				<p>Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized 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 examination at the degree level;</p> <p>ii) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions.</p>
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**2. Regulation of pay and other terms of deputation:**

The pay of the selected candidate on Deputation will be regulated under the provisions contained in the DoP&T O.M. No.6/8/2009-Estt. (Pay II) dated 17/06/2010 as amended time to time. The Pay of the candidates selected if on contract basis shall be negotiable based on experience/ qualification.

**3. Age-limit:**

The maximum age-limit for appointment by any case shall not be exceeding **fifty-six (56)** years as on the closing date of receipt of applications.

**4. Period of deputation/ Contract :**

2 (Two) Years for deputation & one year for contract, extendable based on performance.

**5. Reservation of SC/ST:**

No provision for reservation exists for the posts to be filled up on deputation basis.

**6. Applications (in duplicate) only in the prescribed proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma **Annexure-II**) along with the following documents:**

- (i) Integrity certificate
- (ii) List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a '**Nil**' certificate should be enclosed).

- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs / APARs for the last five years (2013-14 to 2017-18) (attested on each page by competent authority).

The Applications along with relevant documents in support of qualifications and experience, etc., may be forwarded to “The Deputy Registrar, Establishment & Administration, Establishment Section, Prabha Bhawan, Malaviya National Institute of Technology, J.L.N. Marg, Jaipur – 302017” by 15<sup>th</sup> December 2018.

**REGISTRAR (I/C)**

To:-

- 1) All NITs/IISERs.
- 2) All IITs.
- 3) All other CFTIs.
- 4) The Director, Directorate of Advertising & Visual Publicity (DAVP), Ministry of Information and Broadcasting, Room No. 269, Sookhana Bhavan, C.G.O. Complex, New Delhi, for publishing this circular in the ensuing issue of Employment News / Rozgar Samachar.
- 5) Webmaster to display on MNIT website.
- 6) National Informatics Centre, Department of Personnel and Training, North Block, New Delhi – 110001 for uploading this vacancy circular on their official website.

**Assistant Registrar (Admin-I)**



9	Nature of present employment, i.e ad-hoc or temporary or permanent							
10	In case the present employment is held on deputation, please state							
(a)	The date of initial appointment							
(b)	Period of appointment on deputation							
(c)	Name of parent office/Organization to which you belong							
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							
<b>Date</b>	<b>Pay Scale (pre-revised)</b>	<b>Basic Pay (Pre-revised)</b>	<b>Date of revision of pay</b>	<b>Revised scale of pay and Pay Level</b>	<b>Revised Basic Pay</b>			
12	Total emoluments drawn per month as on the date of applying against this Vacancy Circular							
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	Full postal address including PIN Code Number of the Forwarding Authority with name, telephone number and E-mail Address of the Forwarding Authority							
15	Whether belongs to SC/ST							
16	Remarks, if any							

Signature of the Candidate

Name of the Candidate

Complete Office Address

E-mail address of the candidate

Telephone Number / Fax No. of Candidate

Mobile Number of Candidate

**Date:**

**Place:**

**(Certificate To Be Furnished by the Employer / Head of Office / Forwarding Authority)**

Certified that the particulars furnished by Shri / Smt. / Ms. \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also Certified that:-

- (i) There is no vigilance or disciplinary case pending or contemplated against Shri / Smt. / Ms. \_\_\_\_\_
- (ii) His / Her integrity is certified.
- (iii) The Photocopies for the last five years (2013-14 to 2017-18) duly attested by competent authority, are enclosed
- (iv) \* No major/minor penalty has been imposed on him/her during the last ten years.
- (v) \* A list of major/minor penalties imposed on him/her during the last ten years is enclosed.

(\* Strike out which is not applicable),

Signature of the Forwarding Authority

Name and Designation

Official Seal

Complete Office Address

E-mail address of the Forwarding Authority

Telephone Number / Fax No. of the Forwarding Authority

**Date:**

**Place:**

**List of enclosures:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.