

Annexure- 9

Tele :

Fax :

No.....

To

(Full Address)

Subject: **RECRUITMENT TO THE POST OF JUNIOR
TRANSLATOR(ENGLISH/HINDI)**

Sir,

I am directed to say that on the basis of recommendation of the selection board, the Competent Authority in the Ministry of Defence(Navy) is pleased to offer you appointment in the grade of Junior Translator(English/Hindi) in Indian Navy, Ministry of Defence, in the Pay Band-2(Rs.9300-34800) with Grade Pay of Rs.4200/-. You will also be entitled to draw other allowances at the rates and subject to the condition laid down in the rules and orders governing the grant of such allowances issued from time to time.

2. The terms and conditions of appointment are as follows:

(a) You will be on probation for a period of two years from the date of appointment, which may be extended at the discretion of the Competent Authority Failure to complete the period of probation to the satisfaction of the Competent Authority will render you liable you to be discharged from service.

(b) The appointment may be terminated during the period of probation at any time by a months' notice given by either side, viz. the appointee or the appointing authority, without assigning any reasons. The Appointing Authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making payment to you of a sum equivalent to the pay and allowance for the period of notice or the unexpired portion thereof.

(c) You will be subject to condition of services as applicable to temporary civilian Government servants paid from Defence Services Estimates in accordance with the orders issued by the Government of India from time to time.

(d) The appointment carries with it the liability to serve in any part of India.

Contd.....2/-

(e) No travelling allowance will be allowed for joining the duties unless the appointee is holding substantively a permanent appointment under the Central Government or a State Government or is employed under the Central Government in a temporary capacity and has been issued with a declaration of quasi-permanency under the provisions of the Central Civil services (Temporary Service) Rules, 1965/the Civilians in Defence Services (Temporary Service) Rules 1949.

(f) You will be required to take oath/affirmation at the time of joining duty in the prescribed Performa.

(g) In accordance with Central Civil Services (Conduct) Rules, 1964, you shall not be eligible for appointment under Government of India, if you have more than one spouse living.

(h) It may please be stated whether you are serving or are under obligation to serve another Central Government/Department or a State Government or a Public Sector Undertaking.

(j) If any declaration given or information furnished by you proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from service and such other action, as Government may deem necessary.

(k) You are required to produce the following certificates, in original and their self-attested copies for record:

(i) Discharge certificate from previous employer, if any.

(ii) Scheduled Caste/Scheduled Tribe/OBC Certificate on the prescribed performa, if any,

(iii) Matriculation or equivalent certificate in support of date of birth.

(iv) All educational qualification certificates in original.

(l) If you had entered into Central Government service or in the service or any Autonomous Body set up by the Central Government on or before 31-12-2003 and are governed by Old Pension Scheme under the Central Civil Services(Pension) Rules 1972, you will continue to be governed by the same pension scheme and same rules for the purpose of counting your past service under the said rules or under the provisions of the DP & AR's O.M. No. 28/10/84-PU dated 29-8-1984, as amended from time to time, if you submit the technical resignation to take up the new appointment. Otherwise you will be governed by the new structured defined Contribution Pension System as notified by the Central Government and not by the earlier Pension Scheme.

Contd.....3/-

3. If you accept the offer on the above terms you should communicate your acceptance immediately and report for duty in the office of the..... on or before....., failing which it will be presumed that you are not interested in the post and offer will be treated as cancelled.

Yours faithfully

(.....)

Copy to :-

All Concerned.....