

**PATNA HIGH COURT LEGAL SERVICES COMMITTEE**

**Advertisement for engagement of Translators, 2021**

Applications are invited to engage five (5) translators or to form panel of translators for getting the legal documents translated from vernacular language to English language as per the guidelines of National Legal Services Authority to work in the High Court Legal Services Committee. Translators shall be paid at the rate of Rs.75/- (Seventy five) per page minimum 100 words (which is to be translated and includes translation of documents, typing and Xerox copy etc.) on the following terms and conditions:

1. Applications must be submitted within **21 (twenty one) days** from the date of publication of the advertisement/Notice in the official Website of Patna High Court Legal Services Committee/ Notice Board of P.H.C.L.S.C.
2. The candidates having Bachelor's degree/ Master's degree in Hindi with English/ English with Hindi as compulsory or elective subject from recognized University shall be eligible to apply/serve as Translators. Candidates having familiarity with computer will get preference in the matter of selection. Preference shall also be given to the candidates who have knowledge of translating vernacular languages specially Kaithy, Persian and Urdu. Retired Translators (not more than 65 years as on 31.3.2021) of Patna High Court/ Civil Court or Rajbhasha Department, Bihar as also from other Department of Government of Bihar shall be given preference.
- 2A. Age Limit:- 18 to 35 as on 31.03.2021. In case of retired personnel he/she shall not more than 65 years of age as on 31.03.2021.
3. **Enclosures to be submitted with the application form:**
  - i. Matriculation Certificate in proof of date of Birth.
  - ii. Marksheet of Graduation and Post-Graduation (if applicable).
  - iii. Provisional/Original degree Certificate of Graduation and Post-Graduation (if applicable).
  - iv. Computer Certificate,
  - v. If any. In case of retired personnel, he/she have to submit the document pertaining to last working post of your department/office including PAN.
4. **Selection Procedure: The selection shall be based on test and Interview.**
5. Eligible candidates shall submit their application on official e-mail of the Patna High Court Legal Services Committee i.e. [phclsc@gmail.com](mailto:phclsc@gmail.com) from **17.02.2021 to 09.03.2021** only.
6. Format of application form can be viewed and download from the Official Website of Patna High Court Legal Services Committee i.e. <http://www.patnahighcourt.gov.in/hclsc>.
7. Candidates may submit scanned copy of filled up application form in the prescribed format along with scanned copy of enclosures in a **single "pdf file"** (not exceeding 10 Mb) on the E-mail address of Patna High Court Legal Services Committee i.e. [phclsc@gmail.com](mailto:phclsc@gmail.com)
8. The candidates should possess sound health, good moral character and should not be involved in or related to any criminal case or any type of offence/ act involving moral turpitude.
9. The decision of the Selection Committee for engagement of Translators shall be final and binding on all concerned and no communication in this regard shall be entertained.
10. The engagement as Translator shall not confer any right of any employment under the High Court or State Government.

11. The information regarding names of shortlisted candidates, schedule of Test/ Interview and venue will be announced later, on the official Website of Patna High Court Legal Services Committee.
12. The shortlisted candidates after test shall be called for Interview individually through the E-mail addresses provided by them. If, however, any candidate does not receive the Admit Card or Call Letter, he/she may contact the Registrar-cum-Secretary, P.H.C.L.S.C. at least two days before the scheduled date of Interview.
13. Incomplete application not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
14. Canvassing in any form shall result in rejection of the candidate.
15. No advance copy will be accepted.
16. Candidate is advised to go through the requirements of eligibility, age etc. and satisfy himself/ herself that he/ she is eligible before applying. Original of supporting documents will be sought at the time of Interview.
17. If at the time of scrutiny, any claim made in the application is not found substantiated, the candidature will be cancelled and no further claim will be entertained in this regard. The Patna High Court Legal Services Committee's decision in this regard shall be final and binding.
18. The candidate must write his/ her name, date of birth, father's name strictly as given in the Matriculation/ 10th Certificate otherwise, his/ her candidature will summarily be rejected/ cancelled at the time of scrutiny of application forms/ Document verification at the time of Interview or at any stage/ level it comes into the notice of the Patna High Court Legal Services Committee, Patna.
19. Application with illegible/ blurred photograph and/ or signature will be rejected.
20. Request for change/ correction in any particulars in the application form, after the closing date, will not be entertained under any circumstances.
21. Candidate is not required to send the printout of duly filled application form or any documents to the Patna High Court Legal Services Committee, Patna. Candidate is suggested to keep a printout of the duly filled application with himself/ herself for future requirement.
22. The Patna High Court Legal Services Committee shall have authority to postpone or cancel the engagement process without mentioning reason at any time.
23. The decision of the Court for engagement shall be final and binding on all concerned and no communication shall be entertained in this regard.
24. Incomplete applications or applications not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
25. No TA/ DA shall be paid to the applicants for appearing in the interview.

By order,

  
Registrar-Cum-Secretary 17.02.21

Date :

**Format**  
**Application Form**  
**Advertisement No.02/Accts./2020-21**

**Application for the post of Translators**

1. Name of the applicant (in capital letter): \_\_\_\_\_
2. Father's/Husband's name: \_\_\_\_\_
3. Address for communication with Pin Code: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Permanent Address with Pin Code: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Date of Birth: Date.....Month.....Date.....
6. Age (on the date of Advt.) Year.....Month.....Date.....
7. Place of Birth: \_\_\_\_\_
8. Nationality: \_\_\_\_\_
9. (a) Mobile No.: \_\_\_\_\_
- (b) E-mail ID: \_\_\_\_\_

Photo

**10. Educational & Professional Qualifications:-**

| Examination Passed           | Name of Board/ University                            | Name of Institution/ College                                     | Year of Passing         | % of marks obtained.    |
|------------------------------|------------------------------------------------------|------------------------------------------------------------------|-------------------------|-------------------------|
| Matric                       |                                                      |                                                                  |                         |                         |
| Inter                        |                                                      |                                                                  |                         |                         |
| Graduate                     |                                                      |                                                                  |                         |                         |
| Post Graduation              |                                                      |                                                                  |                         |                         |
| Other Edu. Qualification     |                                                      |                                                                  |                         |                         |
| In case of retired Personnel | Name of Institution/Office from where superannuated. | Name of the post held pertaining to Translation and their period | Date of Super-annuation | Year of Super-annuation |
|                              |                                                      |                                                                  |                         |                         |

11. Special qualification, if any: \_\_\_\_\_  
 \_\_\_\_\_

12. Work Experience (if applicable): \_\_\_\_\_

13. Sex (Please specify): ☐ Male ☐ Female ☐ Transgender

14. Whether any proceeding was ever initiated against the Applicant for professional misconduct or contempt Of Court? If so, give particulars with result. : \_\_\_\_\_

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15. Whether any criminal case was ever registered against the applicant? If so, give full particulars. \_\_\_\_\_
16. Documents uploaded (please tick the name of the document)

- i. Matriculation Certificate in proof of date of birth.
- ii. Marksheet of Graduation and Post-Graduation (if applicable)
- iii. Computer Certificate, if any.
- iv. PAN/ I-card/ PPO in case of retired personnel.

**Declaration**

It is hereby declared that the information furnished by me herein above is true to my personal knowledge and belief. It is also declared that neither Criminal case is pending against me nor I have ever been punished by any Court of law, nor I am involved in or related with any Criminal case for any offence involving moral turpitude. I know that if anything stated herein above turns out to be false, the Patna High Court Legal Services Committee may cancel my candidature at any stage of selection process and may debar me from appearing in the Interview at its sole discretion. I further declare that if I am engaged as Translators on any false or incorrect information, my engagement shall be terminated/ cancelled and I shall be liable for prosecution under the law.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of candidate



**UNDERTAKING**

I, \_\_\_\_\_, do hereby undertake and accept the following terms and conditions of my engagement as Translators:

- a) I have been engaged purely on contractual basis and no claim as an employee of the Court shall be made by me.
- b) My period of engagement can be terminated after giving one month notice in lieu thereof. I shall not give up my engagement as Translators before completion of my term of engagement. If I give up the engagement before completing my term, I shall not be entitled to any experience certificate.
- c) I shall maintain a high standard of reputation, devotion to duty and high moral standard during the term of engagement. I shall maintain high standard of integrity commensurate with the responsibilities entrusted to me. I shall maintain utmost secrecy in respect of matters which come to my notice by virtue of the engagement and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or my deliberations/ discussions/ public interview/ participation in public debate about matters of High Court with others, or in any manner. I will not disclose any fact which comes to my knowledge on account of such official attachment even after completion of term of engagement unless such disclosure is legally required in discharge of lawful duties.
- d) At all times i.e. even after the completion of the engagement, I shall maintain complete secrecy regarding the work assigned to me by the Committee.
- e) I understand that I shall be governed by the provisions of the Indian Penal Code and the Indian Official Secrets Act, 1923 as applicable to any public servant.

In addition, I do hereby affirm that I have carefully read the Scheme for engagement of Translators for the Patna High Court Legal Services Committee, Patna and have fully understood the provisions contained therein. I understand and do undertake that I am bound by the provisions contained in the above-said Scheme and that I will abide by the provisions contained in it during the course of my engagement as Translators as also after end of the said engagement.

Signature \_\_\_\_\_

Name: \_\_\_\_\_



(P.H.C.L.S.C)

Phone Number:  
Office:-0612-2504475/  
2504477.

**From,  
Registrar-cum-Secretary  
High Court Legal Services  
Committee, Patna.**

**CERTIFICATE**

Certificate that Mr./Ms.\_\_\_\_\_ was granted short term contractual engagement as Translators in the Patna High Court Legal Services Committee, Patna with effect from \_\_\_\_\_ till \_\_\_\_\_ on a payment of Rs.75/- per page minimum 100 words.

Registrar-cum-Secretary

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