

## **Translator**

This post belongs to the Editorial & Translation Service and is the highest level at which direct recruitment is made in this service. For structure and sanctioned strength of various grades in the service [click here](#). The induction grade carries a pay scale of Rs. 9300-34800 (Pay Band-2) with Grade Pay of Rs. 4800/- (Pre-revised). The incumbent of the post, in addition to pay and grade pay also gets DA, HRA & Parliamentary Allowance, as admissible, from time to time. CGHS facilities, Housing facilities, LTC and Tuition fee reimbursement benefits are also available as per extant rules/instructions.

The highest grade available in this service is Joint Secretary. However, Members of this service can also be considered for appointment to higher grades in the Secretariat. The mode of recruitment to various grades of this service is given in Rajya Sabha Secretariat (Methods of Recruitment and Qualification for Appointment) Order, 2017, which is available at [www.rajyasabha.nic.in/recruitment](http://www.rajyasabha.nic.in/recruitment).

The main responsibility of Translators is to translate & edit from Hindi to English and vice-versa all Parliamentary papers related with the proceedings of the Rajya Sabha and Parliamentary Committees & matters connected therewith, Parliamentary Publications, Documents, Journals, Committee Reports, Press Releases, Memoranda, etc. They are also responsible for preparation of official reports of Hindi & English versions of Rajya Sabha debates. They are also required to translate the Speeches of the Hon'ble Chairman, Deputy Chairman and Secretary-General. In addition, he/she is required to perform such other duties and discharge such other responsibilities as may be assigned to him/her from time to time.