



भारत सरकार/ Government of India

वाणिज्य एवं उद्योग मंत्रालय/ Ministry of Commerce and Industry
आंचलिक अपरमहानिदेशक विदेश व्यापार का कार्यालय
Office of the Zonal Additional Director General of Foreign Trade
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VACANCY CIRCULAR

Sub: Filling up of the posts of Junior Translation Officer (Formerly Junior Hindi Translator) on deputation basis in the Regional Authority of the DGFT at Kochi in the Southern Zone of the DGFT - reg.

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The Directorate General of Foreign Trade (DGFT), with its Headquarters in Udyog Bhavan, New Delhi, is an attached Office of the Department of Commerce, Ministry of Commerce & Industry, Govt. of India. While the DGFT HQ is primarily responsible for formulating the Foreign Trade Policy and responding to the policy challenges from time to time, the implementation of the Foreign Trade Policy including outreach with the exporters is done through the 24 field offices, which are known as Regional Authorities. The 24 Regional Authorities are located in Kolkata, Guwahati, Mumbai, Ahmadabad, Indore/Bhopal, Surat, Vadodara, Pune, Rajkot, Nagpur, New Delhi, Ludhiana, Varanasi, Kanpur, Jaipur, Panipat, Jammu, Srinagar, Chennai, Bangalore, Hyderabad, Vishakhapatnam, Cochin and Coimbatore. The Regional Authorities are divided into four Zones, for administrative coordination, namely East, West, North and South. The RAs in Kolkata, Mumbai, Delhi and Chennai have respectively been designated as the Zonal Offices for Eastern, Western, Northern and Southern Zones.

2. Applications are invited from suitable candidates working in Central Government offices for appointment to the post of Junior Translation Officer (JTO) on deputation basis, in the Regional Authority of the DGFT at Kochi, in the Southern Zone of the DGFT.

3. Qualification/Experience and Service Conditions required for appointment to the post are given below:

General Central Service - Group – C (Non-Gazetted) Non-Ministerial				
1	Name of the post	JUNIOR TRANSLATION OFFICER (JTO)		
2	Details of the Number of vacancies and place of posting	Name of the Regional Authority of the DGFT	Number of vacancies	Place of posting
		Regional Authority, Kochi	1	Kochi
3	Scale of pay	Pay Level 6 in the Pay Matrix (Rs. 35400 – Rs. 112400)		
4	Mode of recruitment	By Deputation		
5	Eligibility	From amongst officials working in the Central Government holding (a) (i) Analogous posts on regular basis; or (ii) Upper Division Clerk/Stenographer Grade 'D' or equivalent with 5 years regular service in the		

		<p>Grade; or</p> <p>(iii) Lower Division Clerk or equivalent with 10 years regular service in the Grade;</p> <p style="text-align: center;">AND</p> <p>(b) (i) Master's degree of a recognised University in Hindi/English with English /Hindi as a main subject at the Degree level; or</p> <p>(ii) Master's degree of a recognized university in any subject with Hindi as the medium of instruction and examination with English as a Compulsory subject at degree level; or</p> <p>(iii) Bachelor's degree of a recognised University with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognised Diploma/Certificate Course in translation from Hindi to English & vice versa or two year's experience of translation work from Hindi to English and vice versa in Central Government Offices.</p>
6	Age restriction	The maximum age of the applicant should not exceed 56 years on the closing date of the receipt of the applications.

4. The selected candidates will be appointed on deputation basis and the period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government which shall ordinarily not exceed 3 (three) years.

5. The general terms of deputation shall be regulated in accordance with the Department of Personal and Training's O.M. No. 6/8/2009-Est.(Pay-II) dated 17.06.2010 as amended from time to time.

6. The departmental Officials in the Feeder Grade who are in the direct line for promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

7. The applications (in the prescribed application form at Annexure-I) of the willing and eligible candidates, who could be spared immediately, may be forwarded by the Parent Departments/Cadre Controlling Authorities of the applicants along with the certification given in Annexure II. The duly filled in applications along with copy of the Vigilance Clearance and details of major/minor penalty (Annexure III) and attested photocopies of APARs for the last five years, should be sent through the proper channel to the **Office of the Zonal Additional Director General of Foreign Trade, Department of Commerce, Ministry of Commerce & Industry, Shastri Bhavan Annexe, No. 26, Haddows Road, Nungambakkam, Chennai-600006**, on or before **31/01/2024, 5:30 pm**. Incomplete Applications shall be rejected without any further correspondence.

8. The applicant should clearly indicate the Service particulars, Experience, Educational qualifications and Place of posting for which deputation has been applied, in the prescribed format at Annexure-I.

9. Only applications submitted through the proper channel will be considered. While forwarding the application, the Cadre Controlling Authorities/Parent Departments of the applicants shall issue the necessary Vigilance Clearance and a certificate that no disciplinary case is either pending or being contemplated against the applicant along with details of major/minor penalty imposed during the last 10 years, if any (Annexure III).



(M.Backiyavelu)

Deputy Director General of Foreign Trade
For Zonal Addl. Director General of Foreign Trade, Chennai
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To

1. The Directorate General of Foreign Trade, New Delhi.
2. All RAs of the Southern Zone of DGFT.
3. All Regional Authorities of the DGFT.
4. All Ministries/Departments of Government of India.
5. Central Government offices in Tamil Nadu/Karnataka/Kerala/Andhra Pradesh/Telangana /UT of Puducherry /UT of Lakshwadeep.
6. Notice Board/ website/ JHT.

Application Form
(Proforma)

Affix Latest Passport Size Photograph
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- I. APPLICATION FOR THE POST OF JUNIOR TRANSLATION OFFICER(JTO)
 II. PLACE(S) OF POSTING APPLIED FOR:

III. Details:

1	Name of the Official		Male <input type="checkbox"/>		Female <input type="checkbox"/>	
2.	Address					
3.	Present Designation					
4	Present Office Address and Telephone number					
5	Age and Date of Birth					
6	Date of entry into service					
7	Date of retirement under Central Government Rules					
8	Educational qualifications					
9	Qualification (details)	Year of passing	Percentage of Marks/Grade			
	a)					
	b)					
	c)					
	d)					
	e)					
10	Details of Employment in chronological order:					
	Office / Institution	Post held	Period		Revised Pay (7 th CPC)	Nature of duties (attach separate sheet if required)
			From	To		
11	Whether you possess any of the following qualification for the post.	Required Qualification			Yes/No	If yes , Details (with supporting documents)
		1. Master's degree of a recognised				

		University in Hindi/English with English/Hindi as a main subject at the Degree level.		
		2. Master's degree of a recognised University in any subject with Hindi as the medium of instruction and examination with English as a Compulsory subject at Degree level;		
		3. Bachelor's degree of a recognised University with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognised 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 Government Offices.		
12	Nature of present employment (Adhoc/Temporary/Probationer/Permanent):			
	(a) Whether cadre or ex-cadre post			
	(b) Date of appointment to the present post			
13	Present basic pay and Pay level			
14	In case of present employment is held on deputation basis, please state			
	(a) The date of initial appointment			
	(a) Period of appointment on deputation.			
	(b) Name of the present office/organisation to which you belong.			
15	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 with signature.			
16	Complete details of the cadre Controlling Authority / Parent Department of the candidate including full address and telephone number.			

IV. The information/details provided by me above are correct and true to the best of my knowledge and no material facts having a bearing on my selection has been suppressed/ withheld.

Place:
Date:

Signature of the Candidate
Address:
Mobile No.
Email -ID:

CERTIFICATE TO BE FURNISHED BY THE FORWARDING AUTHORITY / PARENT DEPARTMENT /CADRE CONTROLLING AUTHORITY

Certified that all the information furnished by Shri/Smt./Kum. _____ in Annexure-I are found to be correct and he/she possesses the requisite eligibility and experience mentioned in the vacancy circular.

Also certified that:

- (i) No vigilance case or disciplinary case either pending or being contemplated against him/her.
- (ii) The integrity of Shri/Smt./ Kum. _____ is beyond doubt.
- (iii) No major/minor penalties have been imposed on him/her during the last 10 years (Alternatively, penalty statement during the last 10 years is enclosed - Annexure III).
- (iv) This Department/Organisation/Office has no objection that in the event of selection, the Official will be relieved immediately.

Further, Copies of APARs for the last 5 years duly attested on each page and Vigilance Certificate are enclosed.

Place:

Date:

Signature

Name and Designation of the
Authorised Officer
Email ID and Phone Number
(with office seal)

VIGILANCE/ INTEGRITY CERTIFICATE

It is certified that no Vigilance enquiry is pending or being contemplated against Shri/Smt./Kum. _____ His/ Her integrity is beyond doubt.

Signature _____
(with office seal)
Designation _____
Dated: _____

CERTIFICATE

LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS

It is certified that no penalty (major or minor) has been imposed during the last ten years on Shri/Smt./Kum. _____.

2. The following major/minor penalties have been imposed on Shri/Smt./Kum. _____ during the last 10 years.

Signature _____
(with office seal)
Designation _____
Dated: _____