

F.NO.18(7)/39/Admn/Vol.V  
GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
DEPARTMENT OF COMMERCE  
OFFICE OF THE ZONAL ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE

NO.26, HADDOWS ROAD,  
SHASTRI BHAVAN ANNEXE 4<sup>TH</sup> & 5<sup>TH</sup> FLOOR,  
CHENNAI 600 006.

Dated the 12<sup>th</sup> January' 2018

**OFFICE MEMORANDUM**

SUB: Filling up of the post of Junior Hindi Translator on Deputation basis in the O/o  
Addl.DGFT, Bengaluru – reg.

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One post of Junior Hindi Translator in the scale of pay PB-2 Rs.9300-34800 + Grade Pay Rs.4200/-(Level-6 Rs.35400 – 112400) vacant in the Office of the Additional Director General of Foreign Trade, Bengaluru is to be filled up on deputation basis.

The period of deputation will be for a period of three years and likely to be extended subject to the satisfactory performance of the officials. The proforma of application and other details are appended herewith in Annexure – I and II

The Selected candidates have the option to draw the grade pay on deputation(duty)allowances in accordance with the Ministry of Finance OM No.10/2/24/EIII/60 dated 4<sup>th</sup> May 1961 as amended from time to time.

The last date of receipt of application is **28/02/2018**. Applications received after the last date will not be entertained.

*G. I. Raja Sekhar*

(SATYA RAJA SEKHAR.G)  
ASST.DGFT/ADMIN-I

For ZONAL ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE

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To

1. The DGFT, New Delhi
2. All ministries/Departments, Govt. of India.
3. O/o Addl.DGFT/Mumbai/Kolkata/CLA, New Delhi.
4. O/o Addl.DGFT,Bengaluru/Hyderabad
5. O/o Jt.DGFT, Coimbatore/Kochi/Madurai/Puducherry/  
Trivanthapuram/vizag/vijayawada.
6. O/o Dy.DGFT, Belagavi.
7. Notice Board.
8. The Accountant General (A & E).
9. The Accountant General ( C & RA)
10. The Chief Post Master General
11. The Chief Commissioner of Central Excise
12. The Southern Railways
13. The Chief Commissioner Income Tax
14. The Employee Provident Fund Regional Office
15. The SSC (SR), Chennai – 600 006.
16. The Chief Commissioner of Central Excise, Madurai
17. The Commissioner of Customs, Chennai
18. The Development Commissioner, MEPZ, Chennai
19. JHT
20. Website



## ANNEXURE-I

1. Name of the Post : Junior Hindi Translator
2. No.of vacancies : 1 – O/o Addl.DGFT, Bengaluru -1
3. Scale of Pay : PB-2 Rs.9,300 – 34,800 + Grade Pay Rs.4200/-  
Level- 6 ( 35400 – 1.12400)
4. Recruitment : On Deputation
5. Period : 3 Years
1. Eligibility
1. (i) Candidates holding analogous posts on Regular basis in Central Govt./Public Sector
  - (ii) Upper Division Clerk/Steno Gr.III or equivalent with 5 years regular service In Central Government
  - (iii) Lower Division Clerk or equivalent with 10 years regular service in the Central Govt./Public Sector
  - (iv) Two Years experience in translations work (Hindi to English and vice versa)
2. Educational Qualifications
- (I) Master's degree in Hindi from recognized University
- Or
- Master's degree in any subject in Hindi Medium from a recognized University
- Or
- Bachelor's degree in Hindi with English as One of the subject from a recognized University
- (II) Diploma in Translation from a Recognized University/Institution



BIO-DATA

1. Name and office address (in Block Letters) :
2. Designation :
3. Date of Birth :
4. Date of Retirement :
5. Educational and other Qualification :
6. Present post held and scale of pay (revised) and date from which the Post is held :
7. Present basic pay :
8. Date of confirmation in the present Post :
9. Whether any court case is pending against the incumbent :
10. Whether belongs to SC/ST/OBC :
11. Brief service particulars and experience :

Sl.No	Name of the Office	Post held	From	To	Scale of pay and Basic pay	Nature of duties

12. Nature of present employment : Temporary / Permanent

13. Remarks :

Signature of the candidate

Date :

Place:

Verified and found correct

Signature of Head of Office



In the event of selection the candidates should furnish the following Documents:

1. Attested copy of the Annual Performance Assessment report (APAR) for last five years by an Officer not below the rank of under Secretary, Government of India.
2. Integrity Certificate
3. Vigilance Clearance Certificate
4. Details of Penalties if any imposed during the last 10 years.