

No.3-1/2022-CA-III
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare

Krishi Bhawan, New Delhi
Dated : 24/03/2022

VACANCY CIRCULAR

Sub: Filling up of 7(Seven) posts of Junior Translator in the Crops Development Directorates, Department of Agriculture, Cooperation and Farmers Welfare on deputation/absorption basis.

Seven posts of Junior Translators in LEVEL-6 in the PAY MATRIX (Rs.35,400-1,12,400), General Central Service, Group 'B', Non-Gazetted, Non-Ministerial are proposed to be filled up in the Crops Development Directorates, under Crops & PHMF Division of Department of Agriculture and Farmers Welfare on deputation(Including Short Term Contract) or absorption basis from amongst the officers of Central or State Governments or Union Territories, recognised Universities or recognised Research Institutions or Public Sector Undertakings or Statutory or Autonomous Organisations:-

- (a) (i) Holding analogous posts on regular basis in the parent cadre or department; or
(ii) With six year service in the grade rendered after appointment thereto on a regular basis in LEVEL- 5 (Rs.29200-92300) in the pay matrix or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience :-

- (i) Master's degree of a recognised University, in Hindi with English as compulsory or elective subject or as the medium of examination at degree level; or
(ii) Master's degree of a recognised University, in English with Hindi as compulsory or elective subject or as the medium of examination at degree level; or
(iii) Master's degree of a recognised University, in any subject other than Hindi or English, with Hindi medium and English as compulsory or elective subject or as the medium of examination at degree level; or
(iv) Master's degree of a recognised University, in any subject other than Hindi or English, with English medium and Hindi as compulsory or elective subject or as the medium of examination at degree level; or
(v) Master's degree of a recognised University, in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of two as a medium of examination and other as a compulsory or elective subject as at degree level; and
(vi) Recognised Diploma or 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 the Central or State Government offices, including Govt. of India undertaking.

Note:- Only officers of Central Government or State Governments or Administration of Union territories shall be eligible to be considered for appointment on absorption basis.

2. Duties attached to the post of Junior Translator are to attend to all the translation work of the Crops Development Directorates.

3. Regulation of pay and other terms of deputation: The selected candidate will have the option to draw his PAY in the PAY MATRIX plus deputation(duty) allowance or to have his pay fixed in the scale of pay of the post in accordance with the Department of Personnel and Training O.M. No.6/8/2009-Estt(Pay-II) dated 17th June 2010, as amended from time to time.

4. Posting of the officer: The officer selected will be posted to any of the eight (08) Crops Development Directorates at Jaipur, Gurgaon, Lucknow, Patna, Bhopal, Kolkata, Nagpur, Hyderabad.

5. Age Limit: The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years on the closing date for receipt of applications.

6. Period of deputation: Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same of some other Organization or Department of the Central Government shall ordinarily not to exceed three years.

7. Applications of interested and eligible officers, who could be spared in the event of their selection, may be sent, through proper channel, in the **enclosed proforma (in triplicate) (Annexure-I)** along with the documents mentioned so as to reach the "Under Secretary (CA-III), Room No.527-A, Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare, Krishi Bhawan, New Delhi" within 60 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar. While forwarding the applications the sponsoring organizations should verify and certify that the particulars furnished by the applicant are correct. The applications should be sent alongwith the following documents.

- (i) Vigilance Clearance
- (ii) Integrity Certificate
- (iii) Major/Minor Penalty Statement during last ten years
- (iv) Photocopies of ACRs/APARs of last five years, i.e., from 2016-17 to 2020-21 duly attested on each page by an officer not below the rank of an Under Secretary to the Government of India. If for some reasons, the ACRs/APARs of the officer have not been written for a particular year or a part of a year, a 'No Report Certificate' (NRC) for the period may be sent along with the ACRs/APARs of the corresponding previous year (s).

8. Complete advertisement, Bio-data format(Annexure-I) and certificate for VC, IC & MMP (Annexure-II), etc. can be downloaded from the Department of Agriculture and Farmers Welfare website :- www.agricoop.nic.in (Link – Recruitment).

9. Applications not forwarded through proper channel or received after the last date or without the above mentioned documents or otherwise found incomplete will not be considered. The name of the post applied for should be super scribed in bold letters on the envelope containing the application.

10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

(T. Kamzapau)
Under Secretary to the Govt. of India
Tel: 23384551

Copy forwarded to:

1. All Ministries/Departments of Government of India. It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices and Regional Research Institutions under their administrative control.
2. Principal Secretary/ Secretary, All State Governments/ Administration of all Union Territories
3. All Officers in the Department of Agriculture and Farmers Welfare - Applications may please be sent through the concerned Establishment Sections (through e-office Notice board)
4. All Attached/Subordinate offices under the Department of Agriculture, Cooperation and Farmers Welfare.
5. Chief Managing Directors of all Public Sector Undertakings
6. Vice- Chancellors of all recognized Universities
7. Heads of all Recognised Research Institutions/ Statutory/ Autonomous Organisations
8. Estt.I/Estt.II Sections
9. NIC (for uploading in the website of Department of Agriculture and Farmers Welfare under the link - Recruitment).
10. Guard File/ Spare copies

ANNEXURE-I

**BIO-DTA/CURRICULUM VITAE PROFORMA FOR THE POST OF
JUNIOR TRANSLATOR**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification: (i) Master's degree of a recognised University, in Hindi with English as compulsory or elective subject or as the medium of examination at degree level; or (ii) Master's degree of a recognised University, in English with Hindi as compulsory or elective subject or as the medium of examination at degree level; or (iii) Master's degree of a recognised University, in any subject other than Hindi or English, with Hindi medium and English as compulsory or elective subject or as the medium of examination at degree level; or (iv) Master's degree of a recognised University, in any subject other than Hindi or English, with English medium	A) Qualification

<p>and Hindi as compulsory or elective subject or as the medium of examination at degree level; or (v) Master's degree of a recognised University, in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of two as a medium of examination and other as a compulsory or elective subject as at degree level; and (vi) Recognised Diploma or 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 the Central or State Government offices, including Govt. of India undertaking.</p>	
<p>B) Experience: (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With six year service in the grade rendered after appointment thereto on a regular basis in LEVEL- 5 (Rs.29200-92300) in the PAY MATRIX</p>	<p>B) Experience</p>
<p>Desirable</p>	<p>Desirable</p>
<p>A) Qualification</p>	<p>A) Qualification</p>
<p>B) Experience</p>	<p>B) Experience</p>
<p>In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidates.</p>	
<p>6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.</p>	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. One Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state			
a) The date of initial appoint	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate			
10. If any post held on Deputation in the post by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under			

(indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional		

bodies/institution/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure, involving official recognition (vi) any other information (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)
Address

Date

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii) His/Her Integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)