Advertisement No.1/19

Closing Date: 09.09.2019

Applications are invited for direct recruitment to the post of Interpreter in the following Foreign Languages in a Government of India organisation:

Foreign Language		Classification and Pay Scale of the post	Age	Educational Qualification	Minimum Experience
Persian	02	Group 'B' (Non-Gazetted) post and carries basic		Bachelor's degree in Foreign Language (Persian,	High degree of proficiency in
Arabic	02	pay of Rs.47,600/- as per level-8 of Pay Matrix of		Arabic, Pushto, Chinese and Korean) from a	English with competence to
Pushto	01	CCS (RP) Rules, 2016 plus other allowances as	30 Years	recognized University or Institution or a Bachelor's	translate from Foreign Language
Chinese	05	admissible to Central Government employees of	(as on	degree with diploma in Foreign Language (Persian,	(Persian, Arabic, Pushto, Chinese
Korean	01	equivalent grade. The post also carries a special allowance of 20% of basic pay per month.	09.09.2019)	Arabic, Pushto, Chinese and Korean) from a recognized University or Institution.	and Korean) into English and Vice-Versa.

- 2. Only Indian Nationals are eligible to apply for the above post.
- 3. The upper age limit is relaxable for the following category of candidates:-

Code. No.	Category	Age relaxation permissible beyond the upper age limit of 30 years
1.	General	No age relaxation
2.	SC/ST	5 years
3.	OBC	3 years
4.	Central Govt. Employee (Group B)	5 years in upper age limit provided they have rendered a minimum of 3 years continuous service in the Government of India Offices/ departments on posts in the same line / allied cadre as on last date of receipt of application and continue to be in such service till their appointment in Cabinet Secretariat.
5.	J&K Migrant	Candidates of Jammu & Kashmir who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989 will be eligible for grant of age relaxation in the upper age limit up to a maximum of 5 years.
6.	Ex-Servicemen	3 years after deduction of the Military Service rendered from the actual age as on closing date.

NOTE :- Candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes who are also covered under any other clauses of para 3 above, viz. those coming under the category of Ex-servicemen, persons domiciled in the State of J&K and Central Government Employees will be eligible for grant of cumulative age relaxation under both the categories.

- 4. The selection for direct recruitment to the post is prescribed to be made on the basis of written examination, viva-voce and Interview. The written examination consists of a single paper of $2^{1/2}$ hours duration carrying 100 marks to test the knowledge of the candidates in the Foreign language having following components i) Translation of two passages from Foreign language to English and vice-versa (25x2=50 marks) ii) Essay of 600-800 words (25 marks) iii) Grammar (25 marks). Viva-voce and interview will be of 50 marks each respectively. The viva-voce would be in two parts each worth 25 marks comprising of: i) Listening to a recording/video & then translate/answering comprehension questions ii) Conversational ability.
- Candidate should possess the prescribed educational qualification as on closing date (i.e. 09.09.2019). The prescribed educational qualifications are minimum and mere possession of the same does not entitle candidates to be called for written examination /viva-voce/ interview.
- Candidates fulfilling the eligibility conditions and desirous of applying for the post are required to send their applications in prescribed format incorporated in the advertisement. Form should be filled in English Capital (Block) letters only. The format may be photo copied/ typed on A-4 size paper. Application submitted in the format other than the prescribed format shall not be entertained.
- Eligible candidates may forward their applications in the given proforma with self-attested copies of certificates and mark-sheets in support of educational qualification/experience/date of birth etc. from Matriculation onwards, recent passport size photograph (also self-attested) and copies of SC/ST/OBC certificates, if applicable, at the address mentioned in para 20.
- Candidates are advised to furnish correct information regarding their age, educational qualification and Caste/Category (i.e. SC/ST/OBC/Ex-service/J&K resident) in the application form and self-attested copies of the certificate of age, educational qualifications' marksheets including Caste/Category etc, are required to be attached with the application form. The caste/category certificate should be in a format applicable for Central Government Jobs. The formats of the certificates are annexed. Certificates in any other format will not be accepted. OBC certificate in the creamy layer status should have been obtained within three years before the closing date for receipt of application.' Candidates are warned that they may be permanently debarred from the examination conducted by Cabinet Secretariat in case they fraudulently claim SC/ST/OBC status.
- 9. Any cutting or over writing in any part of the application form will render it liable to be rejected. Therefore, candidates are advised to take special care while filling the application form.
- 10. Do not leave any column blank as incomplete application will be rejected.
- 11. Use only international form of Indian numerals while filling up the application form i.e. 1,2,3 etc.
- 12. If a person is found guilty either of suppression of facts or deliberately given false information, he /she will not be eligible for appointment to the post.
- 13. Candidates, who are already in Government Service, should submit their applications through respective office/ department. They are also required to produce "No Objection Certificate" at the time of Interview.
- 14. Medical standard of the candidates would be as per the Central Government Guidelines applicable to Group 'B' posts.
- 15. The organisation will not be responsible for late/non receipt of call-letters for written examination/viva-voce/interview due to delay in postal channel.
- 16. The employment carries with it the All India transfer liability.
- 17. Only selected candidates would be informed of their selection in due course after the selection process and no correspondence on the subject would be entertained.
- 18. Success in the selection process confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post. The candidates applying for the selection process should ensure that they fulfil all the eligibility conditions. Their admission at all stages of the selection process will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If,

- on verification, at any time before or after the selection, it is found that they do not fulfill any of the eligibility conditions, their candidature for the selection process will be cancelled.
- 19. Application received from the same person in duplicate will be summarily rejected.
- 20. The envelope containing application should be clearly super scribed as 'APPLICATION FOR THE POST OF INTERPRETER (name of language) and addressed to Post Bag No. 001, Lodhi Road Head Post Office, New Delhi-110003". Application should be sent by ordinary post only.
- 21. The last date for receipt of application is 09.09.2019 (i.e. 45 days from the date of publication of the advertisement in Employment News/Rozgar Samachar) for all candidates including candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep.
- 22. Incomplete, unsigned and applications not accompanied by self attested copies of educational qualifications, experience, caste certificate & photograph or received after the last date will not be entertained.
- The Cabinet Secretariat reserves the right to cancel or withdraw the recruitment process at any stage without assigning any reason.

CABINET SECRETARIAT

(GOVERNMENT OF INDIA) Note: Please fill in the form in English capital letters.

Application for the post of "Interpreter" 1. Name of the candidate : Language

attested recent Passport size **Photograph**

Affix self-

State clearly.) Permanent Address for correspondence (Please mention PIN Code and name of

Present Address for

(Please mention PIN

Code and name of

correspondence

- State clearly.)
- (IVIODIIE) 5. Email Id, if any

4. Contact No.

- 6. Father's Name
- 7. Father's Occupation Mother's Name
- Mother's Occupation
- 10. Date of Birth

11. Place of Birth

- 12. Age as on closing date (i.e. 09.09.2019)

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13. Code for Category (Refer para 3 of the advertisement)

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Date Month Year **Place**

: Name of District & State : Country : Days : Years Months

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	-service		please in	dicate:-							2. I further submit the following information : a) Date of appointment in Armed Forces
·				Years		Mon	th		Days		b) Date of discharge
ii) D	ate of jo	oining	:								c) Length of service in Armed Forcesd) My last Unit/Corps
iii) D	ate of o	discha	arge :								(Signature of the Candidate)
(Enc	lose co	py of	:								Place : Date :
	harge ce										(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE
(Writ	der (Ma te which icable)		male) : is								GOVERNMENT OF INDIA) This is to certify that Shri/Smt./Kumari son/daughter of village/town
15. Natio	-		:			16. Reli	iaion	:			Territory belongs to the Community which is
17. Mari	_	ıs					J				recognized as a backward class under the Government of India, Ministry of Socia Justice and Empowerment's Resolution No
If ma	arried,	a) R	eligion of	spouse	:	b) N	lationa	lity of sp	ouse	::	
	qualific	ation	possesse							so include and copies of a	mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.
		sity/	Year of							ggregate	District Magistrate Deputy Commissioner etc
Degree passed	Board		Passing	of the Degree		Studied	of ma		ured	with	Dated :
				Diplom			Total	Aggre		Percen-	Seal: * The authority issuing the certificate may have to mention the details of Resolution of
							Marks	marks secure	_	tage %	Government of India, in which the caste of the candidate's is mentioned as OBC. ** As amended from time to time.
											Note : The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
19. Whe											FORMAT FOR SC/ST CERTIFICATE
(Plea	ase write	e "Ye	s" or 'No') employme		Onolo	gical or	der :-				A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/ certified copy of a certificate
Office/			Held Ad-			t date to		ale of	Na	ture of	in the form given below, from the District Officer or the Sub-Divisional Officer or any
Institute				jular/ n/Pmt.	be giv		Pa	y	du	ties	other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as
Organis	ation		ren	I/PIIIL.	From	То					competent to issue such a certificate. If both his parents are dead, the officer signing
											the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an
			dge, if any details the								integral part of the certificate, the Commission would accept only attested photocopies
Àlso, atta	ach self-	attes	ted copy o	of certific	cate, i	f any).					of such certificates and not any other attested or true copy. (The format of the certificate to be produced by Scheduled Castes and Scheduled
			ı (Indian/F o read, wr			: [Langua	age Rea	nd Wr	rite Speak	Tribes candidates applying for appointment to posts under Government of India)
			ite the la			n				-	This is to certify that Shri/Shrimati/Kumari* son/daughter of of village/town/* in District/Division* of
for la	anguage	prof	iciency).		iuiiiii						the State/Union Territory* belongs to the Caste/Tribes which
			applied fo inet Secre			:					is recognized as a Scheduled Castes/Scheduled Tribes* under :- The Constitution (Scheduled Castes) order, 1950
if yes	s, give c	details	s, thereof. rking in a								The Constitution (Scheduled Tribes) order, 1950
job e	etc. or in	any	related sp	oecialize							The Constitution (Scheduled Castes) Union Territories order, 1951 * The Constitution (Scheduled Tribes) Union Territories Order, 1951 *
men	tioning b	brief o	h certifica details the	reof).							As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order,
			oer of you of the org							//relatives ar s/No	1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act,
If yes, ple	ease pro	ovide	the follow	ing deta				, 5. G			1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.
			employe	e							The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as
	Designa Name o		organiza	ition							amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act),
			e of post								1976*. The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
			nship witl	h him /	her						The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
-	declare		a) I fulfill t	he abov	e laid	down e	eligibilit	y condit	ions 1	for the post of	The Constitution (Pondicherry) Scheduled Castes Order 1964@ The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
Interprete b) I have		omitte	ed anv oth	er annli	cation	in reso	onse t	o the sa	me a	ıdvertisemen	The Constitution (Con Domon & Div) Schooluled Costs Order 1000
In the ev	vent of	inforr	nation or	part the	ereof	being fo	ound ii	ncorrect	at a	ny stage, m	The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
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										ent employe years regula	
service ir	n the gra	ade a		7.2018.	There					appearing for	The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002
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Place :											migrated from one State/Union Territory Administration.
Date : (*Please	delete	the w	vords whi		-						This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati Father/mother of
	FORM	/ OF	CERTIFIC SEE	CATE TO				-SERVI	CEM	AN	Shri/Srimati/Kumari* of village/town* in
			elected on	the bas	is of t	the recr	uitmen			n to which th	
						-			_	documentar duly released	
			m the Arn				.,			, 10100360	dated

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%3. Shri/Shrimati/Kumari and/or * his/her family ord	water with a great and an area of the first of the state of					
Territory of	301000000000000000000000000000000000000					
	Signature : ** Designation :					
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NOTE: The term ordinarily reside(s) used here wi		(iii) Revenue Officers not below the rank of Tehsildar.				
section 20 of the Representation of the People Act, 1 ** List of authorities empowered to issue Caste/Tribe	e Certificates :	(iv) Sub-Divisional Officers of the area where the candidate and/or his family norma resides.	ly			
(i) District Magistrate/Additional District Magistrate/						
Additional Deputy Commissioner/Dy. Collector/Ist C		NOTE: ST candidates belonging to Tamil Nadu state should submit cas	te			
Divisional Magistrate/Extra-Assistant Commission	ner/Taluka Magistrate/Executive	certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.				
Magistrate.		davp 58101/11/0013/1920 EN 17/)1			