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**F. No.3-26/2022 Admn.V (E-20570)**

Government of India  
Ministry of Fisheries, Animal Husbandry Dairying  
Department of Fisheries  
\*\*\*\*\*

1<sup>st</sup> Floor, Chander Lok Bldg., 36, Janpath,  
New Delhi the 15th July, 2024

To,

1. All Ministries/Departments of Government of India
2. Chief Secretaries of All State Govts/UT Administrations
3. Indian Council of Agricultural Research
4. Commissioners/Secretaries dealing with Fisheries Departments of all State Govts.

**Subject:** Recruitment to one post of "Senior Translation Officer" in Level 7 (Rs 44900-142400) of the Pay Matrix in Central Institute of Fisheries Nautical and Engineering Training (CIFNET) Headquarters Kochi, a subordinate office of the Department of Fisheries, on Composite Method (Promotion and Deputation (including short term contract) basis - regarding.

One post of "Senior Translation Officer" in Level 7 (Rs.44900-142400) of the Pay Matrix (Group B Non-Gazetted, Non-Ministerial) in Central Institute of Fisheries Nautical and Engineering Training, H.Qtrs Kochi is proposed to be filled up on Composite Method (Promotion and Deputation including short term contract) basis from amongst the Officers from the Central Government or State Governments or UTs or PSUs or Recognized Research Institutions or Universities or Statutory bodies or Autonomous bodies or Semi-Government organizations with eligibility conditions as under: -

- a. (i) holding analogous post on regular basis in the parent cadre or department;  
or  
(ii) with 5 years service in the grade rendered after appointment thereto on a regular basis in Level-6 in pay matrix (Rs.35400-112400) or equivalent in the parent cadre or department; and
- b. possessing the following educational qualifications and experience:

**Essential:**

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(i) Master's degree of a recognized university in Hindi with English as compulsory or elective subject or as a medium of examination at the degree level.

Or

Master's degree of a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.

Or

Master's degree of a recognized university in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level.

Or

Master's degree of a recognized university in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level.

Or

Master's degree of a recognized university in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.

And

(ii) Recognized diploma or certificate course in translation from Hindi to English and vice-versa or three years' experience of translation work from Hindi to English and vice-versa in Central Government or State Government office including Government of India Undertaking.

**Note 1:** Departmental Junior Translator in level-6 in the pay matrix (Rs. 35400-112400) with 5 year's regular service in the grade shall also be considered along with outsiders. In case he or she is selected, the post shall be treated as shall be deemed to have been filled by promotion. Otherwise, it will be treated as having been filled by deputation (including short term-contract)

**Note 2:** The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation





(including short term-contract). Similarly, Deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:** 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 or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term-contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.

**Job description:** Dealing with files regarding the correspondence of official language and issue of official documents under section 3(3) O.L. Act 1963. To assist Assistant Director (OL) in connection with the implementation of O.L. Act and Rules and chalkout programmes and suggestions for the achievement of progress in the progressive use of official language. Assist the Assistant Director (OL) in organizing Hindi Karyasala and inspections on the implementation of Official Language. Organising and handling Hindi classes in Hindi Karyasalas. Assist Assistant Director (OL) to achieve the target prescribed in the annual programme on the implementation of Official Language as per the guidelines prescribed by the Department of Official Language. To conduct various competitions in Hindi under Kendriya Sachivalaya Hindi Parishad as per the directives from Ministry. Preparation of reference and help literature for providing the same to the officials. Translation of training materials, annual report, calendar and technical terminology used in the various sections of the Institute. Any other duties assigned by the superiors as per the requirements of the Institute.

**Place of Posting:** The initial place of posting will be at CIFNET H.Qtrs., Kochi.

2. The pay of the official selected will be governed by the provisions laid down in the Department of Personnel and Training's O.M.No.6/8/2009-Estt(pay II) dated 17<sup>th</sup> June 2010 as amended from time to time.

3. Applications from eligible officers in the enclosed proforma (in duplicate) may be forwarded through proper channel to the Director, Central Institute of Fisheries Nautical and Engineering Training, Foreshore Road, Cochin -682 016 within a period of 60 days from the date of publication of this advertisement in the Employment News alongwith copies of up to date ACRs for the last five years, duly attested by an officer of the level of Under Secretary or above, vigilance clearance and integrity certificate. Cadre controlling authority may also kindly ensure that while forwarding the application they should verify and certify that the particulars furnished by the officer are

*[Handwritten signature]*

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correct. It may also be certified that no major or minor penalty was imposed on the officer during the last 10 years of his service.

4. Applications received after the due date or without ACRs or otherwise found incomplete will not be considered.



(Krishan Pal)

Under Secretary to the Government of India

Copy to:

- i. Director of Fisheries of all States/UT's
- ii. All Sections/Units/Desks of Department of AHD & F
- iii. Director, CIFNET, Cochin with the request that the above circular may please be circulated to all concerned and got advertised in the Employment News at the earliest
- iv. Director General, FSI, Mumbai
- v. Director, CICEF, Bangalore
- vi. Director, NIFPHATT, Cochin
- vii. Director, NIC with the request to upload this circular on the website of this Department



(Krishan Pal)

Under Secretary to the Government of India



## BIO-DATA CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
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	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.5.2 In the case of Degree and Post Graduate Qualifications Elective] main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<b>6.1 Note:</b> 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.	

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. Only 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 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 appointment	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 along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			



9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization		
10. If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b> 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 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
<b>16.A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for (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)( <b>Note: Enclose a separate sheet, if the space is insufficient</b> )		
<b>16.B Achievements:</b> 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/institutions/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. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
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)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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 possesses 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)**