

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE

NISHTHA BHAVAN,
48, VITHALDAS THAKERSEY MARG,
NEW MARINE LINES, CHURCHGATE
MUMBAI – 400 020.

Dated the 10th May' 2018

OFFICE MEMORANDUM

Sub: Filling up of the post of Junior Hindi Translator on Deputation basis in the
O/o. Addl. DGFT, Mumbai and Pune – reg.

Two posts of Junior Hindi Translator in the scale of Pay PB-2 Rs.9300-34800 + Grade pay Rs.4200/- (Level-6 Rs.35400 – 112400) vacant one in the Office of the Additional Director General of Foreign Trade, Mumbai and one in the Office of Joint Director General of Foreign Trade., Pune, are 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 4th May 1961 as amended from time to time.

The last date of receipt of application is 30.06.2018. Applicants received after the last date will not be entertained.

Kshama Satpute
(Kshama Satpute)

Foreign Trade Development Officer, (HRD).
For Additional Director General of Foreign Trade.

GOVERNMENT OF INDIA
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GENERAL OF FOREIGN TRADE
48, NISHTHA BHAVAN
SIR VITTHALDAS THAKERSEY MARG
NEW MARINE LINES
MUMBAI - 400020

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To,

1. The DGFT, New Delhi.
2. All Ministries /Departments, Govt. Of India.
3. O/o. Addl. DGFT/Kolkata/CLA, New Delhi./Chennai.
4. O/o. Jt. DGFT, Ahmedabad/Pune/Nagpure/Vadodara/Rajkot/Surat/Bhopal.
5. O.o Dy. DGFT, Goa/Raipur.
6. Notice Board.
7. The Accountant General (A & E),
8. The Accountant General (C & RA).
9. The Chief Post Master General.
10. The Chief Commissioner of Central Excise.
11. The Central Railway.
12. The Western Railway.
13. The Chief Commissioner of Income Tax.
14. The Employee Provident Fund Regional Office.
15. The SSC (WR), Mumbai.
16. The Commissioner of Customs, Mumbai.
17. The Development Commissioner, SEEPZ, Mumbai.
18. Website.

1. Name of the post : Junior Hindi Translator.
2. No. of Vacancies : 1 – O/o. Addl. DGFT, Mumbai, 1 – O/o. Jt. DGFT, Pune.
3. Scale of Pay : PB-2 Rs.9,300-34,800 + Grade pay Rs.4200/-
: Level – 6 (35400 – 112400)
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 of 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

Master's degree in Hindi with English as One of the subject from a recognized University

And

- (ii) Diploma in Translation from a Recognized University/Institution

