



भारत सरकार  
Government of India  
कृषि एवं किसान कल्याण मंत्रालय  
Ministry of Agriculture & Farmers Welfare  
कृषि एवं किसान कल्याण विभाग  
Department of Agriculture and Farmers Welfare



राष्ट्रीय जैविक एवं प्राकृतिक खेती केंद्र  
**NATIONAL CENTRE FOR ORGANIC AND NATURAL FARMING**

हापुड रोड, कमला नेहरू नगर, गाजियाबाद-201002/Hapur Road, Kamla Nehru Nagar, Ghaziabad-201002.  
Web : <http://ncof.dacnet.nic.in> Email : [nbdc@nic.in](mailto:nbdc@nic.in) ☎ 0120-2764906, 2764212

Ref. No. 2-1/2022-NCONF/ 781

Dated : 28-03-2024

**VACANCY CIRCULAR**

**Sub : Filling up of one (01) post of Junior Translator (Pay Level-6) (General Central Service, Group-B, Non-Gazetted, Non-Ministerial) in the National Centre for Organic and Natural Farming, Ghaziabad on deputation(including short-term contract) or Absorption basis – reg.**

National Centre for Organic and Natural Farming, Ghaziabad is a subordinate office of Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India. Its five Regional Centres are situated at Bangalore, Bhubaneshwer, Nagpur, Imphal and Ghaziabad. It is proposed to fill up one (01) vacant post of Junior Translator in Pay Level-6 (General Central Service, Group-B, Non-Gazetted, Non-Ministerial) on deputation (including short-term contract) or Absorption basis in terms of DOPT's OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010 and as amended from time to time.

**2. Eligibility Conditions for Junior Translator: -**

Officers under Central Government or State Governments or Union territories/administration or autonomous bodies/Public Sector Undertakings/ research institutions or universities: -

- (a)(i) holding analogous post on regular basis in parent cadre or department, or  
(ii) with six years' 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 educational qualifications and experience as prescribed for direct recruits as given below:-

**Essential Qualifications & Experience: -**

- Master's degree of a recognized University in Hindi with 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 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 an 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 subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; and recognized 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 Central Government or State Government office, including Government of India Undertaking.

3. **Period of deputation:** - The period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding the appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.
4. **Age Limit:** - Maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on closing date of receipt of applications.
5. **Duties/Responsibilities attached to the post:-** Translation of various documents (technical and administrative) from Hindi to English and vice-versa; implementation of official language & related work and maintaining of records and files related to the work.
6. Applications of willing, suitable and eligible candidates, whose services can be spared immediately on selection may be forwarded in the prescribed proforma (Annexure-I) in duplicate together with the certificate from the forwarding authority **as mentioned at the end of the bio-data (Annexure-I) alongwith the following documents** to the Director, National Centre for Organic and Natural Farming, Hapur Road, Kamla Nehru Nagar, Ghaziabad **within a period of 60 days** from the date of publication of the advertisement in the Employment News: -
  - (i) **Bio-data (in duplicate) as per proforma (Annexure-I),**
  - (ii) **Self-attested copies of the requisite educational qualification certificates;**
  - (iii) **Photocopies of APARs for the last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level, and**
  - (iv) **Certificate by the Employer that particulars furnished by the official are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular/Advertisement, and**
  - (v) **Certificates regarding Vigilance Clearance, Integrity and**
  - (vi) **Certificate stating that no minor or major penalty has been imposed upon the officer during the last 10-years,**
7. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents or applications not forwarded through proper channel will not be entertained.
8. The candidates who apply for the post will not be allowed to withdraw their candidate subsequently.

Yours faithfully,

(Dr. Gagnesh Sharma)  
Director

Copy forwarded to:-

1. All Ministries/Departments of Government of India.
2. The Secretary, Indian Council of Agricultural Research, Krishi Bhawan, New Delhi
3. Principal Secretary/Secretary (Agriculture), All State Governments/Administration of all Union Territories.
4. Chief Managing Directors of all Public Sector Undertakings
5. Heads of all Universities/Semi-Government/Research Institutions/Autonomous and Statutory Organizations.
  - It is requested to all above authorities that the vacancy may please be given wide publicity in their subordinate and attached offices and Regional Research Institutions under their administrative control.
6. NIC, DA&FW for uploading on official website of DA&FW

Proforma for application for the post of Junior Translator on deputation (including short-term contract) or Absorption in the National Centre for Organic & Natural Farming, Ghaziabad

1.	Name and Address (in Block Letters) with Contact Number	
2.	Date of Birth	
3(i)	Date of entry into service	
3(ii)	Date of retirement under Central/State Govt. 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
	<p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>or</p> <p>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</p> <p>or</p> <p>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;</p> <p>or</p> <p>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 an examination at the degree level;</p> <p>or</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; and recognized Diploma or Certificate Course in translation from Hindi to English and vice-versa</p>	

or two years' experience of translation work from Hindi to English and vice-versa in Central Government or State Government office, including Government of India Undertaking.

**Experience**

(i) holding analogous post on regular basis in parent cadre or department, or

(ii) with six years' 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

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and experience of the post applied for.

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

Office/ Organization	Post held on regular basis	Period of service		*Pay Band and Grade Pay/Pay Scale/ Level in the Pay Matrix of the post held on regular basis	Nature of appointment whether regular/ adhoc/ deputation	Nature of duties (in detail) highlighting experience required for the post applied for
		From	To			

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

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

8. Nature of present employment i.e. Adhoc 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 applicant belongs		
	d) Name of the post and Pay of the post held in substantive capacity in the parent organization		
9.1	<b>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</b>		
9.2	<b>Note: Information under the Column 9 (c) &amp; (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.</b>		
10.	<b>If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.</b>		
11.	<b>Additional details about present employment:- Please state whether working under (indicate the name of your employer against the relevant column)</b>		
a)	Central Government		
b)	State Government		
c)	Autonomous Organization		
d)	Government Undertaking		
e)	Research Institutes		
f)	Universities		
g)	Others		
12.	<b>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</b>		
13.	<b>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.</b>		
14.	<b>Total emoluments per month now drawn</b>		
	<b>Basic Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>
15.	<b>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</b>		
	<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/ interim relief/other Allowances etc. (with break-up details)</b>	<b>Total Emoluments</b>
16.	<b>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).</b>		

	(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)	
	*(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.

Date :

(Signature of the Candidate)

Address : \_\_\_\_\_  
\_\_\_\_\_

**Certificate by the Employer/Cadre Controlling Authority**

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records and he/she fulfils eligibility criteria and 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 or contemplated against Shri/Smt. \_\_\_\_\_
  - (ii) His/Her integrity is certified.
  - (iii) His/Her CR dossier in original is enclosed/Photocopies of ACRs/APARs for the last five years duly attested on each page by an officer of the rank of Under Secretary to the Govt. of India level or above, are enclosed.
  - (iv) No minor/major penalty has been imposed upon him/her during the last ten years or a list of major/minor penalty imposed on him/her during the last 10-years is enclosed (as the case may be).

Place :

Date :

**Countersigned**

**(Employer/Cadre Controlling Authority with seal)**