

Government of India Cabinet Secretariat

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	No. of Post	Classification and Pay Scale of the post	Age	Educational Qualification	Minimum Experience
Persian	02	Group 'B' (Non-Gazetted) post and carries basic pay of Rs.47,600/- as per level-8 of Pay Matrix of CCS (RP) Rules, 2016 plus other allowances as admissible to Central Government employees of equivalent grade. The post also carries a special allowance of 20% of basic pay per month.	30 Years (as on 09.09.2019)	Bachelor's degree in Foreign Language (Persian, Arabic, Pushto, Chinese and Korean) from a recognized University or Institution or a Bachelor's degree with diploma in Foreign Language (Persian, Arabic, Pushto, Chinese and Korean) from a recognized University or Institution.	High degree of proficiency in English with competence to translate from Foreign Language (Persian, Arabic, Pushto, Chinese and Korean) into English and Vice-Versa.
Arabic	02				
Pushto	01				
Chinese	05				
Korean	01				

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.

- 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.
- 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.
- Do not leave any column blank as incomplete application will be rejected.
- Use only international form of Indian numerals while filling up the application form i.e. 1,2,3 etc.
- 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.
- 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.
- Medical standard of the candidates would be as per the Central Government Guidelines applicable to Group 'B' posts.
- 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.
- The employment carries with it the All India transfer liability.
- 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.
- 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.

- Application received from the same person in duplicate will be summarily rejected.
- 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.
- 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.
- 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"

Affix self-attested recent Passport size Photograph

- Name of the candidate :
- Present Address for correspondence (Please mention PIN Code and name of State clearly.)
- Permanent Address for correspondence (Please mention PIN Code and name of State clearly.)
- Contact No. (Mobile) :
- Email Id, if any :
- Father's Name :
- Father's Occupation :
- Mother's Name :
- Mother's Occupation :
- Date of Birth :
- Place of Birth : Name of District & State : Country :
- Age as on closing date (i.e. 09.09.2019) :
- Code for Category :

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