



F.No.3-09/2020-Admn-V  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
Department of & Fisheries

17 SEP 2020  
87396  
1st floor, Chanderlok Building,  
36<sup>th</sup> Janpath, New Delhi -110 001  
Dated: ,2020

4th September

To,

1. All Ministries/Departments of Government of India,
2. Chief Secretaries of All State Government/UT Administrations.
3. Indian Council of Agricultural Research.
4. Commissioners/Secretaries dealing with Fisheries Departments of all State Government.
5. The Registrar of Universities.
6. The Director, All the Recognized Research Institutions/Public Sector undertaking/ Semi Government/Autonomous Bodies/Statutory Organisations/sub-ordinate of DADF.

Subject: Recruitment to one post of "Assistant Director(Official Language)" in Level 10 (Rs.56100-177500) of the Pay Matrix in Central Institute of Fisheries Nautical and Engineering Training H.Qtrs. Kochi, a subordinate office of the Department of Fisheries, on Composite Method (Promotion plus Deputation (including short term contract)) basis - regarding.

Sir,

I am directed to say that one post of "Assistant Director Official Language)" in Level 10 (Rs.56100-177500) of the Pay Matrix (Group "A' 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: -

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or  
(ii) with 3 years' service in the grade rendered after appointment thereto on a regular basis in Level-7 in the pay matrix (Rs.44900-142400) or equivalent in the parent cadre or department ;  
and  
(b) possessing the following educational qualifications and experience, namely:

Services-II Branch Essential:

Essential: (i) Master's degree of a recognized university in Hindi with English as a 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

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*[Signature]*



Master's degree of a recognized university in any subject other than Hindi or English with Hindi medium and English as 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 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 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.

(ii) Three year's experience of using or applying terminology (Terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central Government or State Governments or Autonomous body or Statutory organizations or PSUS or Universities or Recognized Research or educational institutions.

Or

Three year's experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or autonomous body or statutory organizations or PSUS or Universities or Recognized Research or educational institutions.

**Desirable:** Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the constitution at 10<sup>th</sup> level from a recognized board.

**Note 1:** Departmental Senior Translator in level-7 in the pay matrix (Rs.44900-142400) with 3 years' 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 contact).

**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) 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:** Over all supervision of all the works in the Hindi cell. Vetting of all the translated material, calendar, annual report etc. in the Hindi cell. To acquaint officers and staff of institute and units with the Official Language Act. Rules and other important orders relating to the implementation of Official Language and to assist and help them in the implementation



of the same. To ensure proper compliance of the provisions of the official language act and the orders pertaining to Hindi Teaching Scheme and official language policy in the Institute headquarters and units. Handle classes for the employees and officers in the Hindi Karyasala in the Institute and also other Central government establishments. To conduct inspection in the various sections on the progressive use of Official Language. Holding duties as Secretary of the Official Language Implementation committee of the Institute. Prepare action plans in accordance with the annual programme for the implementation of official language and to achieve the targets in implementation of Official language. Supervise the functioning of Hindi Library. Any other duties assigned by the superiors.

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 17th 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 upto 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 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.



(Yoginder Kumar)

Under Secretary to the Government of India

Copy to:

1. Director of Fisheries of all States/UT's
2. All Sections/Units/Desks of Department of Fisheries
3. All Sections/Units/Desks of Department of DAHD
4. All the subordinate/attached offices in Department of Fisheries
5. Director, NIC with the request to upload this circular on the website of this department.



(Yoginder Kumar)

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)	
3.i) Date of entry into service	
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
<p>5.1 Note: 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 Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 Note: 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.</p>	

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	Name of Duties (in details) 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 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 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.		
11. Additional details about present employment:  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		
Basis pay in the PB	Grade Pay	Total Emoluments
15. In cases the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary Slip issued by the Organisation 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
16. A 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)  (Note: Enclose a separate sheet, if the space is insufficient)		
16. B Achievements: 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. (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 materials fact having a bearing on my selection has been suppressed/withheld.

(Signature of candidate)

Address-----  
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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)