

File No.4-ITPO(13)/E-I/2018
India Trade Promotion Organisation

Application for the Position of Junior Assistant (Hindi Translator)

Paste recent
coloured passport
size photograph

Note: If needed, enclose separate sheet(s).

S. N.	Particular	Detail
1.	Name in Full(in Block Letters)	
2.	Marks in Paper 1 & 2 along with merit of candidate in Junior Hindi Translator examination-2023 conducted by the Staff Selection Commission(SSC) whose details have been disclosed by the SSC under "PUBLIC DISCLOSURE OF SCORES OF CANDIDATES NOT RECOMMENDED BY THE COMMISSION AGAINST THE RESULT OF AN EXAMINATION" in view the decision of the Government on making available publically scores of candidates in recruitment examinations through portals with a view to provide a useful database to other employers to enable them to identify good employable candidates. (Please attach admit card and Marksheet issued by SSC)	Paper 1: _____ Paper 2: _____ Merit: _____
3.	Mother's Name	
4.	Father's/Husband's Name	
5.	Date of Birth (DD/MM/YYYY)(as per mark sheet/certificate of class 10 th)	
6.	Age as on last date of application (Years, Months & Days)	
7.	Gender	
8.	Nationality	
9.	Domicile	
10.	Marital Status	
11.	Spouse's Name	

12.	Religion							
13.	Category(UR/SC/ST/OBC/PwBD/EWS/Minority)							
14.	In case of PwBD, percentage and type of disability							
15.	Are you Ex-Serviceman							
16.	Correspondence Address							
17.	Permanent Address							
18.	Email ID(in Block Letters)							
19.	Contact No./ Mobile No.							
20	Payment of fee details : (Rs.1000/-) please mention transaction ref. Number of NEFT/RTGS/ UPI (Attach the self-attested copy of screenshot/receipt of payment)							
21.	Educational/Professional Qualifications							
	Name of Degree/ Diploma/ certificate/ Examination	Name of the Board/Institution/ College/ University	Stream and/Subject(s)	Month & Year of Joining	Month & Year of Passing	Marks Obtained	Total Marks	Grade/ Division/ Percentage of marks in aggregate
	10th Standard/ Equivalent							
	12th Standard/ Equivalent							
	Graduation							
	Post-Graduation							
	Diploma/Certificate Course in translation from Hindi to English and vice versa							
	Any Others							

22.	Experience of translation work from Hindi to English and vice versa in Central Government or State Government office, including Government of India Undertaking in reverse chronological order (from present to past)						
	Name & Address of Office/Organisation/ Employer	Designation and nature of appointment (Regular/ Ad- hoc/ Contract etc.)	Period (DD/MM/YY)		Total tenure (in Years and months)	Nature of work/ duties/ responsibilities	Monthly Remuneration
			From	To			

23.	Any other experience, if any,	
	Experience	If yes, details thereof

24.	Please indicate/furnish:	
i.	If there is any Vigilance/Disciplinary Case/Criminal case, in any department or Court of Law, contemplated/pending/ concluded in past. If yes, please provide details.	
ii	Whether you were convicted by any court at any time in your life. If yes, please provide details.	
iii.	List of major/minor/other penalties imposed or warning during the entire service/contract period (as the case may be).	
iv.	Whether any financial liabilities/ any other obligations are pending with present employer. If yes, please provide details.	
v.	Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with the Government of India? If yes, please provide details.	

25.	Languages known																													
	<table border="1"> <tr> <td>Language</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Read</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Speak</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Write</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					Language					Read					Speak					Write					Type				
Language																														
Read																														
Speak																														
Write																														
Type																														
26.	Self-attested copies of relevant documents/certificates/marksheets/category certificate etc. attached as per the advertisement (Please write Yes or No).																													
27.	Any other Relevant Information.																													
28.	Acknowledgement of Payment of Fee:- (Attach the self-attested copy of screenshot/receipt of payment)																													
i.	Amount Paid																													
ii.	Mode of Payment (NEFT/RTGS/UPI)																													

- (i) I have gone through the “vacancy circular/advertisement” and agree to the terms and conditions given therein.
- (ii) I undertake to submit the original documentary proof in respect of my educational qualifications, work experience, date of birth, address and all other documents submitted by me as and when asked.
- (iii) I understand that I fulfil the eligibility criteria viz. age, education qualification and required experience as per the advertisement. In case of non-eligibility my candidature is liable to be rejected without informing me.
- (iv) I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in Application form duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me.
- (v) If detained, convicted, debarred etc., subsequent to the completion and submission of the form, the details will be communicated immediately to ITPO, failing which it will be deemed to be suppression of factual information.
- (vi) The information/ details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected.

Signature of applicant:_____

Name of the applicant:_____

Place:_____

Date:_____

30.	No Objection Certificate by the Employer
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Office of _____

Date _____

F. No. _____

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 advertisement. The Institute/ Organisation has No Objection to his/her applying for the post of Junior Assistant (Hindi Translator) at India Trade Promotion Organisation (ITPO).

Also certified that;

1. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt/Ms. _____
2. Integrity of the officer is certified as “beyond doubt”.
3. 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)

Name & Designation:

Telephone No.:

Fax No.:

Official Seal

Place:

Date: