

**India Trade Promotion Organisation**  
**(A Government of India Enterprise)**  
**Bharat Mandapam, New Delhi-110001**

F.No.4-ITPO(13)/E-I/2018

Date: 14.08.2025

**DIRECT RECRUITMENT OF JUNIOR ASSISTANT (HINDI TRANSLATOR) AT ITPO**

India Trade Promotion Organisation (ITPO), a Government of India enterprise under the Ministry of Commerce & Industry, invites applications from amongst first 50 candidates in order of their merit who appeared in the final stage of the Junior Hindi Translator Examination-2023 conducted by the Staff Selection Commission(SSC), but were not recommended and whose details have been disclosed by the Staff Selection Commission under ‘‘PUBLIC DISCLOSURE OF SCORES OF CANDIDATES NOT RECOMMENDED BY THE COMMISSION AGAINST THE RESULT OF AN EXAMINATION’’ in view of 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 for filling up of two unreserved (UR) vacant posts of Junior Assistant (Hindi Translator) in ITPO on direct recruitment basis in IDA scale of pay Rs.25,000/-to 85,000/-.

**2. DETAILS OF POSTS:**

**Junior Assistant (Hindi Translator):**

Name of the post	Junior Assistant (Hindi Translator)
Number of posts	02 (UR-2)
Pay-Scale	Rs.25000-85000 (IDA Pattern)
Educational qualifications and experience required for Direct Recruits:	(i) Master's degree from a recognised 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 from a recognised 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 from a recognised 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 a examination at the degree level; OR Master's degree from a recognised 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 a examination at the degree level; OR Master's Degree from a recognised University in any subject other than Hindi or English, with Hindi and English as 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 (ii) Recognised 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.
Upper Age Limit	30 years

### 3. **IMPORATANT DATES**

Opening date for online application	14.08.2025
Last date and time for closing of Registration and submission of application and payment of Application fee (if applicable)	Within 21 days of issue of the advertisement.

### 4. **AGE LIMIT (As on closing date):**

- (i) Age Limit : Maximum age 30 years
- (ii) The Cut-off date for calculating the age and experience is the last date of submission of online application form.
- (iii) Age relaxation to Departmental employees candidates/Ex-Servicemen/ etc., if any will be applicable as per extant instructions.

### 5. **APPLICATION FEE:**

- (i) Fee payable: Rs. 1000/- {NEFT/RTGS/UPI}. Candidates can pay their fees through Bank transfer to ITPO using NEFT /RTGS/UPI mode. The Bank details for payment of application fee is as below and the QR Code is enclosed at the end.

Name of the Beneficiary	India Trade Promotion Organisation
Name of the Bank	Central Bank of India
Branch Address	Pragati Maidan, New Delhi

Account No.	1167404133
Type of Account	Saving
IFSC	CBIN 0284078
UPI ID	12181954@cbin

Note:

- Fee payment other than NEFT/RTGS/UPI mode is not allowed under any circumstances.
- Payment made through NEFT/RTGS/UPI is subject to realisation from bank. The online application process will be considered completed only after the realisation of the application fee.
- Piecemeal payments are not allowed and candidate is required to pay fee in one go.
- In case of multiple applications for the same position, only the last valid (completed) application will be retained and the application fee paid for the other application will stand forfeited.
- An application fee once paid is non-refundable due to any reason whatsoever.
- After successful payment through NEFT /RTGS/UPI mode, the following details (along with copy of payment advice) have to be submitted along with the application:

Name of the Candidate	
Category(SC/ST/PwBD/Ex-Serviceman)	
Paid Amount	
Name of the Payer Bank	
Name of Payer Branch	
Payment Date	
Unique Transaction Number (UTR)	
Bank Transaction Reference Number	

(ii) SC/ST/PwBD/Ex-Serviceman are exempted from payment of fee.

(iii) Candidates seeking fee exemption available to SC/ST/PwBD/Ex-Servicemen must ensure that they are eligible for such benefits. They must also possess all requisite certificates in the prescribed format in support of their claim, as stipulated in the rules/notice, by the closing date of the application

## 6. **HOW TO APPLY:**

- The applicants are required to submit the **combined pdf file** of duly filled Application Form along with requisite annexure by email under the subject "Application for the post of **Junior Assistant (Hindi Translator)** in ITPO" to [careers@itpo.gov.in](mailto:careers@itpo.gov.in)

- (ii) Application will only be accepted as per the prescribed format. Incomplete or/and unsigned application, without photograph/signature/application not in prescribed format/non-submission of necessary documents and those received after the closing date shall be summarily rejected.
- (iii) Duly filled in combined **pdf file** of application form along with recent coloured passport-size photograph of the candidate must be accompanied by clear, legible and properly scanned following documents:
  - a) Scanned copy of passport size color photograph and signature
  - b) Self-attested copy of proof of birth.
  - c) Self-attested copies of educational qualifications
  - d) Self-attested copy of Caste/Category certificate (SC/ST/OBC(NCL)/PwBD/EWS), if any.
  - e) Mark sheet of Junior Hindi Translator Examination 2023 conducted by the SSC.
  - f) Candidates working in Central/State Government or Autonomous Organizations on a regular basis must upload a copy of the No Objection Certificate (NOC) from their present employer on the portal.
- (iv) ITPO reserves the right to reject the application in case the attached documents and photograph of the candidate are not clearly scanned and legible.

## **7. SELECTION PROCESS:**

- (i) The screening of candidates will be carried out based on the fulfillment of the prescribed eligibility criteria, educational qualifications and experience required for Direct Recruits, upper age limit etc.
- (ii) Shortlisting of the candidates will be based on the final merit of top fifty eligible candidates who appeared in the final stage of the Junior Hindi Translator examination 2023 conducted by Staff Selection Commission(SSC), but were not recommended and whose information has been disclosed by SSC under the Disclosure Scheme.
- (iii) Final merit will be prepared based on the merit list of the SSC examination as mentioned above.

### **Note:**

**Background Check:** Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, character, antecedents, and other documents submitted by the candidate. It is also subject to the candidate meeting the requisite medical standards for the post and other requirements applicable under the rules of ITPO.

## **8. IMPORTANT INSTRUCTIONS:**

- (i) Only Indian nationals fulfilling the eligibility criteria can apply for the above posts.
- (ii) Before applying for the posts, candidates should ensure that they fulfill the eligibility and other norms mentioned in the advertisement. Furnishing wrong or false information will lead to disqualification, and ITPO shall not be responsible for any consequences arising from such misinformation.
- (iii) Age and experience will be reckoned as of the closing date for receipt of applications. Experience will be considered on a post-qualification basis, wherever necessary.
- (iv) Educational qualifications acquired through open or distance learning shall be considered.
- (v) Candidates must specifically indicate the percentage of marks obtained (calculated to the nearest two decimal places) in the relevant column of the application. Where the University awards CGPA/OGPA/DGPA/CPI instead of percentage, the same shall be converted into percentage as per the University's conversion norms. The candidate must produce an equivalence certificate/document issued by the University/Institution evidencing the equivalent percentage of marks, when called for document verification.
- (vi) Rounding off of percentage marks is not acceptable under any circumstances for consideration for appointment. For example, 54.99% will be treated as less than 55%.
- (vii) The date of declaration of the result/issuance of the marks sheet shall be deemed the date of acquiring the qualification. No relaxation shall be allowed in this regard.
- (viii) Screening and eligibility will be based on the details provided by the candidate.
- (ix) Candidates found provisionally eligible shall be called for document verification.
- (x) The names of candidates shortlisted for document verification, as applicable for the post, will be published on the ITPO website only. Call letters will be sent to their registered email IDs only.
- (xi) Candidates already employed in the Central Government/State Government/Autonomous Bodies/Public Sector Undertakings are required to produce a No Objection Certificate (NOC) from their present employer at the time of document verification. Failure to do so will result in cancellation of their candidature. Other documents such as an undertaking to resign upon selection, acknowledgment of NOC application/resignation letter, or experience certificates will not be accepted in place of the NOC.
- (xii) During document verification, candidates must produce original certificates along with a valid proof of identity and one set of self-attested photocopies of all certificates. If the identity of the candidate is in doubt, or if they fail to produce the required documents or if there is any mismatch of information, their candidature will be rejected. No additional time will be provided for submission of original documents.

- (xiii) Provisional selection of candidates will be based on merit obtained in the Junior Hindi Translator examination 2023 conducted by Staff Selection Commission (SSC) and Educational qualifications and experience required for Direct Recruits.
- (xiv) The names of provisionally selected candidates will be uploaded on the ITPO website.
- (xv) Candidates selected for the posts are liable to serve anywhere in the country. The incumbent may be posted at ITPO headquarters, Bharat Mandapam, New Delhi or any of the ITPO Regional Offices across the country

## **9. GENERAL INSTRUCTIONS:**

- (i) Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria and other conditions mentioned in the advertisement. He/she should carefully verify the information provided in the application form, such as date of birth, category, sub-category [SC/ST/OBC(NCL)/PwBD/EWS/Ex-Serviceman], email ID, etc. before final submission, as no corrections will be allowed later.
- (ii) Candidates are advised to apply well before the closing date mentioned in the advertisement and not to wait until the last date to avoid the risk of disconnection, inability, or failure to access the designated e-mail id i.e [careers@itpo.gov.in](mailto:careers@itpo.gov.in) due to heavy internet traffic, website issues, or other technical problems.
- (iii) ITPO will not be responsible for candidates' inability to submit their applications by the last date due to the reasons mentioned above or any other reasons beyond the control of ITPO.
- (iv) The decision of ITPO Management regarding eligibility criteria, acceptance or rejection of applications, mode of selection to the post, etc., shall be final and binding on all candidates. Mere fulfillment of the minimum qualifications/ experience, and job requirements will not entitle candidates to be called for document verification. No correspondence will be entertained from candidates found ineligible or not called for document verification.
- (v) ITPO reserves the right to modify, alter, restrict, enlarge, or cancel the recruitment process, if necessary, without issuing any further notice or assigning any reason whatsoever. The decision of ITPO Management shall be final and binding, and no appeal will be entertained in this regard.
- (vi) All correspondence with candidates shall be made through email, and all general information shall be provided on the ITPO website. It is the candidate's responsibility to receive, download, and print the call letter for document verification, offer of appointment, or any other communication. ITPO will not be responsible for the loss of any email sent due to an invalid/wrong email ID provided by the candidate or for delay/non-receipt of information if the candidate fails to access his/her email or the website in time.
- (vii) The candidature of registered candidates is liable to be rejected at any stage of the recruitment process or after recruitment/joining if any information provided by the

candidate is found to be false or not in conformity with the eligibility criteria mentioned in the advertisement.

- (viii) ITPO will not bear any liability related to service bond, salary, leave salary, pension contributions, etc., from any candidate's previous employment in the Central Government, State Government, Autonomous Bodies, or Public Sector Undertakings.
- (ix) The court of jurisdiction for any dispute will be at Delhi.
- (x) All future communications/information regarding this recruitment will be made available on the ITPO website. Candidates are advised to check their email accounts and visit the ITPO website ([www.indiatradefair.com](http://www.indiatradefair.com)) regularly for updates.

#### **10. ACTION AGAINST MISCONDUCT:**

- (i) Candidates are advised to furnish accurate information and must not submit any documents or details that are false, tampered with, or fabricated, nor should they suppress any material information while filling out the application.
- (ii) At any stage of the recruitment process or thereafter, if a candidate is found guilty of any misconduct as mentioned below, his/her candidature will be summarily rejected and he/she will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.
  - a) Impersonating or procuring impersonation by any person;
  - b) Resorting to any irregular means in connection with his / her candidature during the selection process;
  - c) Canvassing in any form or using undue influence to secure his/her candidature by any means;
  - d) Submitting of false certificates/documents/information or suppressing any material information at any stage;
  - e) Providing false information regarding his/her category (SC/ST/OBC (NCL)/PwBD/EWS/Ex-Servicemen).

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