

Seamen's Provident Fund Organisation, Mumbai

(An Autonomous Body under Ministry of Ports, Shipping and Waterways, Government of India)

"Krupanidhi", 3rd Floor, 9, Walchand Hirachand Marg
Ballard Estate, Mumbai-400 001

Website: www.spfo.gov.in

The Seamen's Provident Fund Organization (SPFO) is an Autonomous Body under the control of Ministry of Ports, Shipping and Waterways, Govt. of India.

2. Applications are invited for filling up 01 post of **Hindi Translator (UR category)** by the Direct Recruitment. The details for the said posts and eligibility criteria are as under:-

Name of Post	No. of Posts	Pay Scale	Age Criteria	Educational Qualifications and Experience
Hindi Translator	UR- 01	Rs.29200 to 92300 Pay Matrix level-5, (As per 7th CPC)	20 to 25 years	Graduate having Hindi as a major subject and three years' experience in Government offices or Private firms. Some knowledge and experience in Accounts.

3. Self attested documents shall be annexed with the application i.e. all the certificates pertaining to the age, educational qualification and work experience.

Note:

- (1) The panel of selected candidates will be valid for one year from the date of its approval.
- (2) Pay Scales are as per the 7th Central Pay Commission recommendations.

4. The age limit will be counted with reference to the last date for receipt of the application. Date of Birth as recorded in matriculation certificate issued by board only shall be considered.

5. **Application form must be submitted within 30 days from the date of publication of this advertisement in the Employment News.**

6. The application form duly filled in all respects with recent passport size photograph pasted on it with requisite information and relevant documents to be submitted within the prescribed period to "The Commissioner, Seamen's Provident Fund Organisation", Krupanidhi, 3rd Floor, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai-400 001".

7. Instructions to the Candidates:

- The candidates should superscribe on envelop as "Application for the Post of Hindi Translator" in bold letters on the top of the envelop. (Annexure-I)
- Candidates serving in Government/University/Public Sector Undertakings/Autonomous Bodies must apply "Through Proper Channel" before the last date of submission of application. The serving candidates will be required to produce a "No Objection Certificate" in case of their selection, from their parent organization. (Annexure-II)
- The Candidates are advised to retain a photocopy of the completed application form for future reference.
- This Organization reserves the right to cancel/withdraw this advertisement and recruitment, if circumstances so warrant, without assigning any reasons.
- Application received after the last date or with incomplete information will be summarily rejected.
- Knowledge of Computer Applications and Accounts is necessary for the posts.
- The number of vacancies is subject to change and the Organization reserves the right to fill up any additional vacancy from the panel of selected candidates during the validity period of one year.
- Canvassing in any format any stage of recruitment shall disqualify the candidate.
- Candidates who have applied under earlier advertisements of this office, need not apply again.

Commissioner
Seamen's Provident Fund Organisation
Mumbai
Annexure-I

**Seamen's Provident Fund Organisation, Mumbai
Format for Application for the Post of Hindi Translator**

Affix recent
Passport size
Photo duly
signed

- Name of the post applied for: _____
- Name in Full (in block letters): _____
- (a) Date of Birth (in figures):

DD	MM	YYYY

(b) Date of Birth (in words): _____
(Enclose a self attested copy of documentary evidence)
- Age as on last date of application: _____
- Sex (Tick appropriate box):

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Transgender	<input type="checkbox"/>
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- Father's/Husband's Name: _____
- Address for communication
(in block letters with Pin Code): _____
Phone/Mobile No.: _____
Email ID: _____
- Whether belongs to
EWS/OBC/SC/ST/UR
(Tick in appropriate box):-

EWS	OBC	SC	ST	UR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Educational qualification:

Examination passed	University/Board	Year of Passing	% of marks	Subjects

Aggregate % of marks obtained in the course should be mentioned.

10. Desirable qualification:

(Enclose self-attested copy of documentary evidence)

11.(a) Do you possess relevant *Experience for the post (Write '1' for Yes and '2' for No)

(b) If yes, indicate the length of *experience as on the last date for submission of this application.

DD	MM	YYYY

*Certificate from employer/s to be enclosed.

(c) Details of previous employment:

Sl. No	Name of Employer	Designation	Length of Service	Reasons for leaving

(Enclose copy of documentary evidence)

DECLARATION

I _____ son/daughter/wife/widow of _____ do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority of Seamen's Provident Fund Organisation, Mumbai.

Place: _____

Candidate's Signature

Date : _____

Annexure-II

Certification by the Employer Cadre Controlling Authority

It is to certify that the information details provided in the above application by Shri/Smt./Kum.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. It is also certified that-

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt/Kum. _____

ii) His/ Her integrity is certified.

iii) His/ her CR Dossier in original is enclosed/photocopies of the ACR's/APAR's 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)

v) Further it is certified that the particulars furnished by the candidate have been verified and found correct as per service records.

Countersigned

(Employer/Cadre Controlling Authority with seal)

