



भारतीय प्रेस परिषद्  
PRESS COUNCIL OF INDIA  
सूचना भवन, 8 सी.जी.ओ. कॉम्प्लेक्स,  
लोधी रोड, नई दिल्ली-110 003  
Sochna Bhawan, 8 CGO Complex,  
Lodhi Road, New Delhi-110003

File No. 1/11/2018-PCI (Admn.)

Dated: 18<sup>th</sup> May, 2024

**VACANCY CIRCULAR**

Press Council of India invites applications from eligible candidates (Indian citizens) to consider filling up the vacancy for the posts of Junior Translation Officer (JTO) on Deputation amongst Central Govt. Offices/autonomous bodies/PSU's etc. followed by absorption in pursuance of Rule 15 of the Press Council (Terms and Conditions of Service of Employees) Regulations, 2002/Direct Recruitment in accordance with (Terms and Conditions of Service of Employees) Regulations, 2002. However, the preferred mode of recruitment is Direct Recruitment. The details are as under:

**I - Deputation:**

Sl. No.	Name of the Post and Scale of Pay	No. of Post	Eligibility Conditions
1.	Junior Translation Officer (JTO) Level - 6  (PB-2 Rs.9,300-34,800+Grade Pay Rs.4200/-pre-revised)	1(One)	(a) Persons holding the post of Junior Translation Officer or analogous post in the scale of pay of Level -6, as per 7 <sup>th</sup> CPC  Or Having six years service in Level-5 in Rajbhasha Cadre.  Or Having ten years service in Ledvel-4 in Rajbhasha Cadre.  (b) Possessing the following educational qualification  Master's degree of a recognized 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 of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the

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			<p>degree level;</p> <p><b>OR</b></p> <p>Master's degree of a recognized 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 examination at the degree level;</p> <p><b>OR</b></p> <p>Master's degree of a recognized 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 examination at the degree level;</p> <p><b>OR</b></p> <p>Master's Degree of a recognized 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;</p> <p><b>AND</b></p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking;</p>
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2. The pay and allowances of the officer selected will be regulated in accordance with the Press Council of India (Terms & Conditions of Service of Employees) Regulations, 2002 read with Central Civil Services Rule of Government of India.
3. The post is to be filled up on deputation on Foreign Service terms and conditions for a period of three years in the first instance extendable as per extant rule/order. The employees of the Council are not eligible for allotment of general pool accommodation. They are entitled to payment of HRA at prescribed rates applicable to the Central Government employees posted at Delhi/New Delhi.
4. Vacancy circular may be circulated amongst all the eligible officers in the Ministry/Department, State/Union Territory and the application of the eligible and willing candidate may be forwarded to this organization through proper channel by the stipulated date along with all the required documents.
5. Only such applications as are accompanied by the requisite proforma as per **Annexure -1** will be considered.



6. The tenure of appointment on deputation initially is for 01 year which shall be extendable by each year, subject to concurrence of Parent Department of Deputationist.

**Note:** The Council reserves the right to reject any of the application or all the application without assigning any reason whatsoever.

## **II - Direct recruitments**

### **1. Qualification:**

Master's degree of a recognized 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 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**

Master's degree of a recognized 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 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 a 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 subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

**AND**

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking;

**Note 1:** Qualifications are relaxable at the discretion of the Council in the case of candidates otherwise well qualified.

### **2. AGE LIMIT: 30 years**

(i) The crucial date for determining the age limit shall be the closing date for receipt of application from the candidates in India (and not the closing date prescribed in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, UT, Lahual&Spiti district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

(ii) Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.



**Note:** Candidate should note that Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by the Council for determining the Age eligibility and no subsequent request for its change will be considered or granted.

**3. Job Description:**

- (i) Translation of documents issued under Section 3(3) of Rajbhasha Act, 1963.
- (ii) Agenda Notes relating to Inquiry Committees & Council meetings.
- (iii) Decisions of the Council.
- (iv) Translation of Reports, if any.
- (v) Translation of letters/D.O letters. Any other work relating to translation received from any section. (English to Hindi & vice versa). Any other work relating to Hindi Section assigned by the officer.
- (vi) Publication of Hindi Version of Annual Report and quarterly in house journal Press Parishad Samiksha.
- (vii) Such other work relating to Rajbhasha as may be required

**4. Fees:** Fee of Rs 100/- (Rs one hundred only) is payable. SC/ST and Women candidates are exempted from payment of fee. The candidate may make the payment through the following modes:

- (i) Cash (To be deposited with Cashier, PCI)
- (ii) Demand Draft in favour of Secretary, Press Council of India
- (iii) Cheque in favour of Secretary, Press Council of India.
- (iv) Online payment: The candidate can make online payment directly to PCI in its bank account as per the details below and **a copy of payment receipt (UTR no.) is mandatory to be provided alongwith the application form.**

**PROFORMA FOR BANK DETAILS**

S.NO.	PARTICULARS	REMARKS
1.	NAME OF BENEFICIARY	PRESS COUNCIL OF INDIA
2.	DESTINATION BANK'S NAME AND BRANCH	STATE BANK OF INDIA SCOPE COMPLEX DELHI, GROUND FLOOR, CORE 6 SCOPE COMPLEX, LODHI ROAD, DELHI- 110003.
3.	ACCOUNT NUMBER	52142907714
4.	BRANCH'S IFSC CODE	SBIN0020511
5.	BENEFICIARY'S ADDRESS	08, SOOCHNA BHAWAN, CGO COMPLEX, LODHI ROAD, NEW DELHI

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## 5. Scheme of Examination:

Candidates are required to appear in written test (Objective as well as Descriptive) to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test on merit basis. The scheme of written exam will be as under:-

Paper No.	Subject/Questions	Maximum Marks	Duration	Timings
I	<b>Objective Type (Multiple Choice)</b> (a) General Hindi (b) General English	100 100 } 200	2 hours	10.00 AM to 12.00 Noon
II	<b>Conventional Type (Descriptive)</b> Translation- 2 passages 1 each from Hindi to English and vice-versa and an essay each in Hindi and English	200		

**Note 1:** All candidates have to appear in both the papers mentioned above.

**Note 2:** Paper II Examination shall be evaluated in respect of only those candidates, who attain a minimum qualifying standard in Paper I as may be fixed at the discretion of the Council.

## 6. Syllabus:

### Paper I

(a) **General Hindi** : 100 marks (Objective Type)

(b) **General English**: 100 marks (Objective Type)

The questions will be designed to test the candidates' understanding of the language and correct use of words, phrases and idioms, ability to write language correctly, precisely and effectively.

### Paper II

**Translation and Essay**: 200 marks (Conventional Type)

The paper will contain **two passages** for translation – one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an **essay** each in Hindi and English separately which will test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.

## 7. Resolution of Tie Cases:

In case where more than one candidate secures equal aggregate marks, tie will be resolved by applying following methods one after another:

- Marks in Part- I (i.e., Objective Type)
- Marks in Part- II (i.e., Conventional Type)
- Date of birth, with older candidate placed higher.
- Alphabetical order in which names of the candidates appear.

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## 8. General Instructions to the candidates:

- (i) Candidates should possess the prescribed educational qualification as on the closing date of application.
- (ii) Candidates serving Government/Public Sector Undertaking are required to send their applications through proper channel.
- (iii) Applications which do not meet the criteria given in the advertisement and/or incomplete applications are liable to summarily rejected.
- (iv) Candidates furnishing any particulars that are found to be false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonial, will stand disqualified.
- (v) The number of posts advertised may vary, and the Secretariat of the Council reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
- (vi) All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
- (vii) Candidates called for written test shall do so at their own expenses. No TA/DA shall be paid.
- (x) The eligible and interested persons are required to submit their application in the attached proforma alongwith self-attested copies of the certificates, date of birth, experience, caste etc. to **The Secretary, Press Council of India, Sochna Bhawan, 8 CGO Complex, Lodhi Road, New Delhi-110003**. Only such applications as are accompanied by the requisite proforma (Annexure-II) will be considered.



(J. Shailendar)  
Under Secretary (Admn.)



**Annexure-I**

**Application No.** \_\_\_\_\_  
(To be filled by the Office)

**(On Deputation)**

**BIO-DATA OF APPLICANTS FOR POST OF JUNIOR TRANSLATION OFFICER IN  
THE SECRETARIAT OF THE PRESS COUNCIL OF INDIA**

**To,**  
**The Secretary,**  
**Press Council of India,**  
**Soochna Bhawan, 8, CGO Complex,**  
**Lodhi Road, New Delhi – 110 003**

Latest  
Photograph  
(Self Attested)

1. Name (in BLOCK letters) :
2. Gender :  Male  Female
3. Date of Birth :
4. Present Post :
5. Date from which the present :  
post is held
6. Present place of posting :
7. Scale of Post :
8. Present Pay :
9. Date of joining service :
10. Educational Qualification :

11. Work Experience :
12. Address  
(a) Permanent :
- (b) Present :
13. Date of return from last :  
deputation, if any and for  
how long it was held
14. Contact details:  
(a) Mobile :  
(b) E-mail :

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**DECLARATION**

I hereby declare that in the event of information or part thereof being found incorrect at any stage, my candidature/appointment is liable to be cancelled/ terminated without any notice to me and action can be taken against me.

Place:

Date:

Signature of the Applicant

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**Annexure-II**

**Application No.** \_\_\_\_\_  
(To be filled by the Office)

**(Direct Recruitment)**

**BIO-DATA OF APPLICANTS FOR POST OF JUNIOR TRANSLATION OFFICER IN  
THE SECRETARIAT OF THE PRESS COUNCIL OF INDIA**

Latest  
Photograph  
(Self Attested)

**To,**  
**The Secretary,**  
**Press Council of India,**  
**Soochna Bhawan, 8, CGO Complex,**  
**Lodhi Road, New Delhi – 110 003**

1. Name (in BLOCK letters) :
2. Father's Name :
3. Mother's Name :
4. Gender :  Male  Female  Any Other
5. Date of Birth :
6. Age as on closing date :
8. Whether claiming age relaxation :
9. Nationality :
10. Educational Qualification :

11. UTR No. of Payment Receipt: :

12. Address  
(a) Permanent :

(b) Present :

13. Experience, if any :

14. Contact Details  
(c) Mobile :  
(d) E-mail :

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**DECLARATION**

I hereby declare that in the event of information or part thereof being found incorrect at any stage, my candidature/appointment is liable to be cancelled/ terminated without any notice to me and action can be taken against me.

Place:

Date:

Signature of the applicant

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