



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

"बेटा बिल्डिंग", 9 वी मंजिल / "BETA BUILDING", 9th FLOOR

आय-थिंक टेक्नो कॅम्पस / I-THINK TECHNO CAMPUS

कांजुर गाँव रोड / KANJUR VILLAGE ROAD

कांजुर मार्ग (ईस्ट) / KANJUR MARG (EAST)

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PB-6/SSC(1)/2018

02.11.2018

13 NOV 2018

M E M O R A N D U M

Subject: - **Provisional Appointment to the post of Junior Translator in the Directorate General of Shipping, Ministry of Shipping GoI.**

On the recommendation of the Staff Selection Commission & as per nomination by the Department of Official Language, Ministry of Home Affairs, New Delhi vide its letter No. F.No. 3/2/2018-रा. भा. (सेवा) dated 16.08.2018, the Director General of Shipping & Secretary to the Govt. of India is pleased to offer appointment to **Ms. Nazidha Khan S.** for the post of Junior Translator in the Directorate General of Shipping, Mumbai in the Central Secretariat Official Language Service (Group 'B' Non-Gazetted), in the Level 6 of Pay Matrix, Rs. 35,400/- in Pay Scale of Rs. 35400-112400 plus admissible allowance in force, subject to the instructions issued by GoI, from time to time. The provisional appointment is subject to his satisfactory Medical Report and verification of character antecedents from the concerned Police authorities. This said provisional appointment is further to his submission of the self declaration attestation form (enclosed with this letter) duly filled and signed by him, to this office.

2. The terms and conditions of appointment are as follows:-

i) The appointment is temporary and the appointee will be on probation for a period of 2(Two) years with effect from the date of appointment, which may be extended or curtailed at the discretion of the competent authority. Failure to complete the period of probation to the satisfaction of the Competent Authority will render the appointee liable to discharge from service.

ii) The appointment is subject to termination by the appointing authority at any time during the period of probation and thereafter by giving one month's notice on the either side, viz. the appointee and the appointing authority. The appointing authority however, reserves the right to terminate the services of the appointee forthwith or before the expiry of the stipulated period of notice or by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

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3. The appointment will be further subject to the:-

- g) Production of certificate of fitness from the Competent Medical Authority, viz. the Chief Medical Officer/Civil Surgeon.
- h) Submission of enclosed attestation Form (in duplicate with latest passport size photograph duly affixed)
- i) Character Certificates from two serving Gazetted officers of Central/State Govt. or stipendiary Magistrate in the form appended (Annexure-III). The certificates not being more than three months old.
- j) Submission of declaration to the effect that he does not have more than one wife living, the appointment will be subject to his being exempted from the enforcement of the requirement in this behalf. In case the appointee has more than one wife living or having a spouse living marries again and in case such marriage is void by reason of its taking place during the lifetime of such spouse, he shall not be eligible for appointment.
- k) Taking an oath of allegiance/faithfulness to the Constitution of India or making of a solemn affirmation to the effect.
- l) Production of the following original certificates together with an attested copy of each .
 - (i) Certificate of Educational and other qualifications.
 - (ii) Certificate of age.
 - (iii) Certificate of discharge/release from the present employer, if any,
 - (iv) Caste Certificate from the Competent Authority if he belongs to a Scheduled Caste/Scheduled Tribe/OBC.
 - (v) Character Certificate from two serving Gazetted Officers of the Central/State Government or stipendiary Magistrate in the form appended (Annexure-III)., the Certificate not being more than 3 months old.

4. The appointee should also state whether She/he was/is under obligation to serve another Central Govt. Department, a State Govt. or Public Authority.

5. The appointment is provisional and is subject to the caste/tribe/community certificate being verified through proper channels. If the verification reveals that the claim of candidate belongs to SC/ST/Other Backward Classes is false or claim of the candidate belong to OBC creamy layer is false, the services of such candidate will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

6. The appointee will be covered under the New Pension Scheme. As per DOP&T's O.M. No. 28/30/2004-P&PW(B) dated 26th July 2005, the candidates who were already in Govt. service on or before 31.12.2003 will be governed by the provisions laid down under Central Civil Services (Pension) Rules, 1972.

7. If any declaration given or information furnished by the candidates proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable to removal from service and such other action as Government may deem necessary.

8. No traveling allowance will be allowed for joining the post.

9. The appointment order would be issued on the receipt of following;

a) Medical Certificate of fitness

b) Satisfactory character and antecedents verification report by the Police .

10. In case **Ms. Nazidha Khan S.** accepts the above terms & conditions, she should communicate her acceptance within 21 days from the date of receipt of this Memorandum. If no reply is received in the stipulated period, the offer will be treated as cancelled.

(Dr. P. K. Raut)

Deputy Director General of Shipping (Personnel)

Encl.:- As above

To

Ms. Nazidha Khan S. ,

Chirayil House, Kalappattu lane,
Toll Jn. Edappally P.O. Ernakulam
Kerala,

Pin Code No. 682024.

Copy for information to:

1.F& A Branch

2.The Pay & Accounts Officer (Shipping), Mumbai

3.Shri Raju Lal Meena, Additional Director, Govt. of India , Department of Official Language, Ministry of Home Affairs, N.D.C.C. II (New Delhi City Centre) Bhavan, 'B' Wing, 4th Floor, Jai Singh Road, New Delhi - 110001 w.r.to his letter No. 3/2/2018-रा.भा.(सेवा) dated 16th August, 2018. In this regard it is to mention that as per remark on the file cover candidate got qualified on the UR standard, although she belongs to OBC category. This office is issuing the 'Offer of Appointment' to her. This office is not maintaining the roster for the junior translator in this office. The same is being maintained at your office, so it is requested to take note of this issue.

4. Personnel file of **Ms. Nazidha Khan S.**

5. Copy to DGS Website.

(Computer cell)

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