



NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking- "Mini Ratna" Company)
BEEJ BHAWAN, PUSA COMPLEX, NEW DELHI-110012 (INDIA)

EMPLOYMENT NOTICE

(Advertisement No. RECTT/1/NSC/2024)

National Seeds Corporation Limited under the administrative control of Ministry of Agriculture & Farmers Welfare, Department of Agriculture & Farmers Welfare is an apex body engaged in production and distribution of quality seeds, invites online application from Indian Nationals for filling up the following posts on direct recruitment basis:

1. DETAIL OF VACANCIES:

S.No.	Name of the Post	Total	UR	EWS	OBC (NCL)	SC	ST	Place of posting (01 post each at)
1.	Translator (Official Language) Gd. IV	06	05	-	01	-	-	1. Corporate Office, New Delhi 2. Regional Office, Lucknow 3. Regional Office, Jaipur 4. Regional Office, Bhopal 5. Regional Office, Patna 6. Regional Office, Secunderabad

AGE LIMIT: NOT EXCEEDING 30 YEARS* AS ON LAST DATE OF RECEIPT OF APPLICATION i.e. 08.04.2024

Age relaxation/reservation for OBC (NCL)/SC/ST/EWS/Ex-servicemen/PWD will be applicable for caste / category mentioned in the Central List of Govt. of India and as per Government Rules & Guidelines issued time to time.

*Age Limit Not applicable for existing departmental candidates as per decision taken by Board in its 272nd Board Meeting held on 30th June, 2017

2. ESSENTIAL QUALIFICATION & EXPERIENCE

Essential Qualification and Experience

EDUCATIONAL QUALIFICATION(S):

Post Graduate or its equivalent in Hindi with English as one of the subjects at Degree level OR Post Graduate or its equivalent in English with Hindi as one of the subjects at Degree level from a recognized University with minimum 55%* marks (Desirable 60%) along with Degree or Diploma in Translation from English to Hindi or from Hindi to English from a recognized University/Institution. Knowledge of any one language other than Hindi included in the 8th Schedule of Constitution of India which should have been passed at the Matriculation or its equivalent examination from a recognized Board of Examination. Knowledge of computer in Hindi/English and MS Office.

EXPERIENCE:

3 years post qualification experience of working in Rajbhasha Deptt. of large organization in Govt./Public Sector handling translation work including two years' experience in the scale of Rs. 20000-72000 (IDA) or equivalent.

3.SCALE OF PAY:

Basic Pay (BP): Rs. 22000-77000 (IDA)

(Allowances i.e. DA, Perks, HRA, Medical facilities, NSC New Pension Scheme, Gratuity, EPF etc. as rules of the Corporation)

4. NATURE of EMPLOYMENT AND ROLES & RESPONSIBILITIES:-

Nature of engagement	Role & responsibilities
Regular employment	Supervisory / Operational Level work in Fields and Offices. However, any task / work / area of work as per the need of the Corporation on discretion of the Management can be assigned.

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5. DETAILS OF SELECTION PROCESS:

Stage 1 (Pattern of Examination)	Stage 2	Stage 3
Computer Based Test (CBT)	Based on marks of CBT, merit list will be prepared and candidates will be called for document verification.	Based on the merit of CBT, the candidates will be finally shortlisted for selection, if everything is found in order i.e. documents/certificates.

6. POST IDENTIFIED SUITABLE FOR PWD CATEGORY CANDIDATE:

The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability.

S.No	Post	Physical requirement	Identified categories and sub-categories from the list of PWBD category
1	Translator (OL) Gd. IV	S.SE.RW	OA.OL.OAL.BL.LV.HH
Abbreviation used: 1) S=Sitting, ST=Standing, SE= Seeing, W=Walking, BN=Bending, CRL=Crawling, CL=Climbing, JU=Jumping, L=Lifting, KC=Kneeling & Crouching, RW=Reading & Writing, MF=Manipulation by Fingers, PP=Puling & Pushing, C=Communication, H=Hearing. 2) OA=One arm affected, OL=One leg affected, OAL=One arm and one leg affected, BL=Both leg affected, LV=Low Vision, B=Blind, HH=Hard of Hearing			

7. HOW TO APPLY: Only online application will be considered. No other mode of application shall be considered.

**GENERAL CONDITIONS & INFORMATION:
(IMPORTANT TO READ)**

- Only Indian Nationals are eligible to apply.
- Candidate should have completed their qualifying degree as prescribed in the essential education qualification for respective Post as on **the last date of online submission of application**. Candidate appearing in final year/semester are not eligible to apply.
- Where CGPA/OGPA OR grading system in a degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institution. The candidates will have to produce copy of these norms with respect to his/her University/Institution at the time of documents verification. **There will be no age/percentage bar for departmental candidates (served minimum 04 years of services in NSC) who otherwise meet the prescribed qualifications and experience subject to the condition mentioned above.**
- The eligible candidates can visit www.indiaseeds.com for applying Online Application and for other details; **no other mode of application is acceptable**. The candidates are required to upload his/her **recent colour photograph**, signature and attested/self attested copies of certificates/testimonials etc. as per instructions given in the link.
- Before submitting the online application, the candidate must ensure that he/she fulfil all the eligibility criteria with respect to age, education qualification, work experience and other requirements as published in the online advertisement. **If the candidate is not eligible, his/her candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently, it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled and if appointed, service so obtained will be terminated without any notice or compensation.**
- Online application containing incorrect/misleading information will lead to the candidate being disqualified, as and when detected, irrespective of stage of selection process and will also lead to dismissal from service of NSCL, on its detection at any time after appointment. NSCL will not entertain any correspondence from these candidates.

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7. The OBC candidates who belong to "Creamy layer" are not entitled for concession/relaxation admissible to OBC category and such candidates should indicate their category as **Unreserved (UR)** only.
8. All Candidates belonging to SC/ST/OBC/EWS/PWD category shall produce self-attested copy of the caste/category certificate in the prescribed 'Central Government' format from the Competent Authority empowered to issue such certificate along with originals for verification at the time of documents verification. OBC certificate shall be of a recent date (issued on or after 01.01.2023) with suitable mention about creamy layer / Non — Creamy layer status. (OBC candidates with certificate having the "Non-Creamy Layer Clause" only will be eligible for reservation as per Government of India guidelines).
9. The candidate's appointment will remain provisional subject to caste/category certificate for SC/ST/OBC/PwD being verified through proper channel and verification of testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that his/her claim for belonging to SC/ST/OBC /PWD category and other testimonials is found false. NSC also reserves its right to take such further action against the candidate, as it may deem proper, for production of such false certificates and testimonials.
10. The minimum disability in case of PWD candidates is 40%. Sub-category of disability, i.e. (a) blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities is to be indicated. The PWD candidates shall possess a Certificate to this effect issued by the Board/countersigned by the Medical Superintendent/Chief Medical Officer/Head of Hospital of Government.
11. All the prescribed essential qualifications should be **recognized from University/Institution approved by Govt. Authorities / Statutory bodies / UGC / AICTE** otherwise such qualification will not be considered. No equivalency will be considered for any essential educational qualification.
12. **Over-Qualification:** As per the qualification criteria, minimum qualification prescribed for recruitment has to be fulfilled. Any other qualification including higher qualification over and above the minimum qualification will not disqualify the candidate to appear in written examination/skill test for all the advertised posts. A candidate must possess the exact prescribed essential qualification for the respective post mentioned in the advertisement, as equivalent education qualification for any essential qualification will not be considered.
13. Candidate(s) will be required to carry a Govt. issued photo identity proof for the written examination and skill/proficiency test. The original photo identity proof shall be checked and verified during the tests. A self attested photocopy of the same shall also be collected during written examination and skill / proficiency test. Candidates without valid Govt. photo identity proof like Pan card, Voter ID card, Aadhar card, Driving license etc shall not be allowed to appear in written examination and skill / proficiency test.
14. Electronic gadgets such as mobile phones, electronic wrist watches, wrist watch phones, multimedia watches, pagers, calculator, pen scanners or any other such electronic devices are not permitted inside the premises of Examination Hall. Any infringement of these instructions shall entail cancellation of their Candidature.
15. **Candidates working in the Central/State Government, Public Sector Undertakings of Central/State Government (including NSCL), Autonomous Bodies, Aided Institutions are required to produce No Objection Certificate (NOC) from the present employer failing which their candidature will not be accepted. Such candidates must bring NOC from the present employer without which they will not be allowed to appear in the CBT / Document Verification / Final Selection.**
16. The final selection of the candidate in the Corporation will be subject to medically fit certification by the prescribed authority, verification of Character & Antecedents (C&A) and verification of Caste Certificate, PWD certificate.
17. NSCL reserves the right not to select any of candidate(s) for the advertised post if suitable candidate is not found.

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18. At any stage of this recruitment process including after recruitment or joining, if any of the following is detected, the said applicant will be liable to be disqualified, prosecuted and debarred for all appointments in NSCL and his/her application/appointment will be rejected forthwith:

If the applicant;

- a. has provided wrong information or submitted false documents; or
- b. has suppressed relevant information; or
- c. does not meet the eligibility criteria prescribed for the post; or
- d. unfair means during the Recruitment process; or
- e. is found guilty of impersonation; or
- f. has created disturbance affecting the smooth conduct of the Written Examination at the test centre venue; or
- g. has uploaded non-human or irrelevant photograph.

19. In case of multiple / duplicate application for the same post by a candidate only latest application will be taken into account for further consideration.

20. **Necessary assistance for access & seating will be provided to PWD candidates at the Test Centre.**

21. Candidates are required to submit invariably **self-attested copy of the following certificates/documents as applicable to his/her case along with the print out of online application and admit card at the time of document verification/Skill Test with originals:-**

- a. Birth Certificate/SSC Mark Sheet as a proof of Date of Birth
- b. SSLC/SSC/HSC Mark Sheet
- c. Mark Sheets of (each year or each semester) UG Degree and convocational/Provisional Certificate.
- d. Mark Sheets and Certificates of all Educational, Professional and Technical Qualifications. Mark Sheet of each year or each semester is must.
- e. Computer Course Certificate of not less than 6 months duration.
- f. Transfer Certificate (TC)
- g. Experience Certificate/Service Certificate issued by the Employer indicating the period of service, nature of experience like full time/part time, designation and details of job or responsibilities clearly (if applicable).
- h. No Objection Certificate (NOC) from present employer - as applicable.
- i. Caste Certificate (SC/ST/OBC (Non-Creamy Layer) issued by the Competent Authority in the prescribed format by the Government.
- j. Income and Assets certificate to be produced by Economically Weaker Sections.
- k. Discharge Certificate in case of Ex-Servicemen
- l. Disability Certificate issued by the Competent Authority in the prescribed format in respect of Person with Disabilities (PwD).
- m. Any other relevant certificates (as applicable).

Note: Candidate has to retain a copy of his online application and admit card carefully till completion of recruitment process.

22. Issuance of an admit card for the examination will not confer any right for appointment. Appointment will be solely subject to fulfilment of all the eligibility conditions and qualifying in the selection criteria prescribed.
23. Canvassing in any form shall be a disqualification.
24. In case of any dispute, legal jurisdiction shall be at New Delhi.
25. Corporation reserves the right to modify/cancel/expand the whole process of this recruitment and selection process at any stage without assigning any reason or intimation. The NSCL may at its discretion, conduct re- test, wherever necessary in respect of a Centre / Venue and / or all Centres / candidates in case of any eventualities.

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26. Management reserves the right to reject the application without assigning any reason and to raise standard of specifications/percentage of marks to restrict the number of candidates to be called for CBT.
27. No correspondence will be made with the candidates not selected.
28. The email id and mobile number entered in the online application form should remain active till completion of recruitment process. No change in the email id and mobile number will be allowed once registered, as all the communication will be made on registered email ID and mobile no. and candidate will be responsible for any communication gap due to change in email ID and mobile number of the candidate.
29. The Maximum marks on the basis of which candidates to be called for document will be restricted and may not be uniform for all categories, disciplines and reserved categories as it depends upon the response of the candidates.
30. A non-refundable fee of Rs. 500/- plus GST on Rs. 500/ plus processing fee and payment gateway charges on actual is applicable for Unreserved Category/EWS/OBC/Ex-Servicemen. Candidates belonging to any particular category of SC/ST/PWD are not required to pay the application fee, however, processing fee and payment gateway charges on actual is applicable for SC/ST/PWD and shall necessarily submit a photo copy of caste/disability certificate, as prescribed by Govt. of India, as the case may be, from a Competent Authority. Before applying a candidate must see the process of filling of online application as well as instructions related to payment process of fee. **(The Degree of Disability for PWD Candidates is 40% & above).**
31. **NO PAY PROTECTION WILL BE GIVEN TO CANDIDATES WORKING IN HIGHER POST AND PAY.**
32. Only those candidates who are shortlisted for appearing in the written test/document verification will be intimated at the communication address furnished by them in the application form. Applications without the required documents/information/fees/photograph or unsigned will not be considered.
33. Number of posts can be increased or decreased as per the requirement of the Corporation. The recruitment process can be cancelled/suspended/terminated without assigning any reason. The decision of Management will be final and no appeal will be entertained.
34. All further announcements/ details pertaining to this process /updates/corrigendum/addendum etc. will only be published/ provided on NSCL website www.indiaseeds.com from time to time. Candidates are advised to regularly visit the website of NSC.
35. **IN CASE OF ANY DISPUTE, DECISION OF CMD, NSCL WILL BE FINAL.**

8. IMPORTANT DATES

a.	Date of publication of advertisement	09 th March, 2024
b.	Commencement of online registration of application by candidate	18 th March, 2024
c.	Last date for online application by candidate	08 th April, 2024

9. **ALL CANDIDATES ARE ADVISED TO REGULARLY CHECK THE NSC'S OFFICIAL WEBSITE WWW.INDIASEEDS.COM FOR ANY INFORMATION AND UPDATE ON THE RECRUITMENT PROCESS OF THE YEAR 2024.**

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