

F No. A-12026/2/2010 E.II
Government of India
Ministry of Human Resource Development
Department of Higher Education

Room No.232, "c" Wing,
Shastri Bhavan, Dr. R. P. Marg,
New Delhi 110115.
Dated 12th September, 2016

VACANCY NOTIFICATION

Subject: Engagement of Translators in Ministry of Human Resource Development on purely contractual basis.

Ministry of Human Resource Development (Department of Higher Education) is proposing to prepare a panel of Translators for translation work for English to Hindi and vice versa against existing/anticipated vacancies of Junior/Senior Hindi Translators (JHTs SHTs) in Official Language Division of the Ministry preferably from amongst persons who have retired from post/(s) of Junior Hindi Translators/Senior Hindi Translators/Assistant Director (Official Language) or similar posts from Central Government/State Government/Public Sector Undertakings/ Autonomous/Semi- Government organizations.

2. The terms and conditions of contractual engagement containing tenure, remuneration, educational qualification, experience etc. are outlined in Annexure-I to this notification.
3. The persons who possess requisite Educational Qualification and experience under terms and conditions mentioned in Annexure-I may send their applications in prescribed format (Annexure-II) so as to reach to Section Officer (Establishment II), Room No.232, "C" Wing, Shastri Bhavan, Dr. R. P. Marg, New Delhi 110115 by 12.10.2015(5.30 P.M) positively. The applications received after last date shall not be entertained under any circumstances.


(SUJIT KUMAR)

Under Secretary to the Government of India
Tele: 23073109

To,

1. All Notice Boards in Shastri Bhavan
2. Technical Director (NIC) with request to flash the vacancy notification on the website of the Ministry
3. Department of official Language: with request to forward the panel of translators, if any, available with them and also to give wide publicity to this w vacancy notification.
4. All Ministries/Departments

TERMS AND CONDITIONS FOR ENGAGEMENT OF TRANSLATORS

S. No.	Parameter	Details of parameter
1.	Nomenclature of position	Translator
2.	Tenure of engagement	One year (further extendable subject to requirement and performance)
3.	Remuneration	Rs. 25000 (Consolidated)
4.	Age Limit (as on ___)	25-35 (65 years for retired persons)
5.	Normal working hours	9.00A.M. -5.30 P.M. (5 days a week) (May be called for work on Saturdays/Sundays/Gazetted Holidays and beyond normal working hours in exigencies)
6.	Scope of work	a) Translation of various document form English to Hindi vice versa; b) To assist Deputy/ Assistant Directors in translation work; c) To attend other works related to Hindi Translation and related work as assigned by superior officers.
7.	Educational Qualification	Degree/Masters Degree from a recognized University with English/Hindi as compulsory/optional subject or equivalent; OR Degree/Masters Degree or equivalent from any recognized University with English/Hindi as compulsory/optional subject or as medium of examination; OR Degree/Masters Degree from a recognized University with English/Hindi as compulsory/optional subject or Masters degree or equivalent in any subject other than Hindi/English as compulsory/ optional; AND Degree/Diploma or equivalent from any recognized university or Institute in translation from English to Hindi and Hindi to English.
8.	Experience	Essential: Experience of at least 3 years in translation work from English to Hindi and vice versa in any Central/State Government/PSU/Bank/Central Autonomous Body. Desirable: Candidates having knowledge of Hindi Typing will be given preference.
9.	Agreement and Secrecy terms	Selected person will have to enter into a specific agreement with the Ministry.

**APPLICATION FOR TRANSLATOR IN MINISTRY OF HUMAN
RESOURCE DEVELOPMENT ON CONTRACT BASIS**

I. General Information about applicant

1. Name of the Candidate :

2. Date of Birth & Age :

3. Father's Name :

4. Permanent Address :

5. Contact address :

6. Tele No. :

7. Mobile No. :

8. Email ID :

II. Academic/Professional qualification:

Degree	University	Institute	Subject/(s)	Year of Passing

(Signature)

Name: