

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A Statutory Institute governed by the NIFT Act 2006)

(Ministry of Textiles, Government of India)

NIFT Campus, Hauz Khas, New Delhi-110016

(Advt. No.01/Junior Hindi Translator/Contract/2019)

RECRUITMENT TO THE POST OF JUNIOR HINDI TRANSLATOR ON CONTRACT BASIS

National Institute of Fashion Technology (NIFT), a statutory body under the Ministry of Textiles, Government of India and a premier Institute of Fashion Business Education with 16 Campuses located across the country invites applications from Indian nationals in the prescribed proforma for the following post on direct recruitment (on contract) basis for five years (with possibility of regularization following due procedure to assess performance):

Post Name	Pay Level/ Pay Band	No. of Posts*						Location
		UR	SC	ST	OBC	Total	PWD** (included in total No. of posts)	
Junior Hindi Translator	#Level-6 of Pay Matrix as per 7 th CPC / PB-2, Rs.9300-34800/ + Grade Pay Rs.4200/- as per 6 th CPC	09	02	01	04	16	02	01 each in campuses located at Bangalore, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong & Head Office

*(Gross salary includes Basic Pay- Rs.35400/- + Allowances i.e. Dearness Allowance, Transport Allowance & HRA at prescribed rates).

*Note : UR – Unreserved, SC – Schedule Caste, ST – Scheduled Tribe, OBC – Other Backward Class, PWD – Person with Disability (PWD** reservation will be lateral – i.e. within the categories of UR, SC, ST or OBC)

A- Eligibility Criteria:

Essential Qualification and Experience:-

1	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 a 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 a examination at the Degree level. OR
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	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.
2	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.

For details please visit the Institute website www.nift.ac.in

Any addendum/ corrigendum shall be posted only on the website of the Institute.

B- Roles and Responsibilities:

- Translation of day to day official letters, office orders, departmental orders, various publications of official journals, books, forms, circulars, manuals, articles etc., from English to Hindi and vice versa.
- To collect, examine and review periodical reports and to submit consolidated reports to the competent authority.
- The compilation / classification of comparative data of achievements under various Government's scheme and programmes.
- To motivate the employees of NIFT to work in Hindi and help them in preparing the material.
- To initiate follow up action on decision taken in Official language Implementation Committee(s).
- To take action at Office level on all instructions related to Official language development and to submit related correspondence.
- To take action at Office level in all matters related to Hindi Teaching Scheme and other training schemes.
- To assist Hindi Officer in the implementation of work of official language policy and in various official matters.
- Maintenance of all records related to Official language.
- Any other work related to development of Official language.

C- AGE LIMIT:

30 years as on the last date of receipt of applications. Age is relaxable as per GOI/ NIFT rules.

D- RELAXATION:

- a) Age relaxation to SC /ST/OBC/PH candidates as per Gol rules as under:
05 years –SC/ST, 03 years –OBC
- b) **Age relaxation to physically Handicapped (PH) persons:** Age relaxation of 10 years is allowed (15 years for SC/ST and 13 years for OBC) to OA, OL, OAL, BL, BLOA, B, LV & HH. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'B' posts to be filled by Direct Recruitment by Selection.
- c) No age limit for NIFT employees working on regular or long term contract.

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- d) Relaxation of five years will be permissible to those who had ordinarily been domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period 1.1.1980 to 31.12.1989 subject to production of relevant certificate from the concerned authority.

E- Selection Process:

Selection shall be on the basis of the performance in the written test.

The written test will consist of two papers – Paper-I and Paper-II as per details given below:

Paper-I:

Subjects	Marks	Type
General Hindi	100	Objective
General English	100	Objective

The question will be designed to test the candidates' understanding of the language and literature, correct use of words, phrases and idioms, Ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

Paper-II shall be evaluated in respect of only those candidates, who attain the minimum qualifying standard in Paper-I as may be fixed at the discretion of the Competent Authority.

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, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.

Candidates will be shortlisted on the basis of their performance in Paper-I & Paper-II of the examination only.

F- General Terms and Conditions:

- The applicant must be a citizen of India.
- The prescribed qualifications are the minimum and the mere possession and fulfilling the essential and desirable qualification of the same does not entitle the applicants to be called for the written test.
- The appointment to the post of Junior Hindi Translator shall be on contract basis for a period of five years with possibility of regularization following due procedure to assess performance.

- d) Application from employees of Government Departments and/or PSUs/autonomous bodies under Government will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Vigilance clearance should also be recorded. The applications through proper channel, complete in all respects, alongwith all required documents should be forwarded to the O/o Registrar, 2nd Floor, NIFT Head Office, Hauz Khas, New Delhi-110016. However, an advance copy may be submitted online before the last date.
- e) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference of eligibility will be entertained.
- f) The applicants while submitting online application, should attach self attested copies of the relevant educational qualification, experience and Caste/ category (wherever applicable). Incomplete application without required certificates / documents/ unsigned are liable to be rejected.
- g) If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by the candidate is to be submitted.
- h) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications i.e. 7th March, 2019.
- i) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- j) No TA will be paid to the candidates for attending written test.
- k) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.
- l) Applicants are advised to enter correct/valid data in respect of various information as provided in the application form. Incorrect details, if entered, by applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.
- m) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test will be final and binding on the candidates.
- n) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- o) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- p) Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
- q) Application once made will not be allowed to be withdrawn on any count nor can it be held in reserve for any other recruitment or selection process.

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G- APPLICATION FEE:

- a) The application fee for the post is Rs.1000/- (Rupees One Thousand only) which is to be paid online. Fees once paid will not be refunded under any circumstance. SC/ST/PWD & Women candidate are exempted from payment of application fee.
- b) The institute reserves the right to modify/ withdraw the notification at any time. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
- c) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant.
- d) Fee once paid will not be refunded under any circumstances.

H- HOW TO APPLY:

- a) Online application process will start on NIFT website from 6th February, 2019 (9:00 AM) to 7th March, 2019 upto 5:30 PM.
- b) Interested applicants are requested to apply online in the prescribed format available on Institute's website (www.nift.ac.in) uploading the self attested copies of relevant certificates and testimonials in support of age, qualification, caste and experience etc.
- c) Following documents must be uploaded/ attached along with applications form:
 - i. Coloured passport size photograph: JPG/PNG file with maximum size of 200 KB.
 - ii. Signature: JPG/PNG file with maximum size of 200 KB.
 - iii. Category Certificate: PDF file with maximum size of 500 KB.
 - iv. Self Attested photocopy of certificates/ Mark sheets/ transcript: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
 - v. Proof of Experience letter/supporting documents: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
 - vi. Any other relevant information: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
- d) Black and White / unclear/ hazy/ doctored / morphed images, if uploaded by the applicant and detected at any later stages of this recruitment process, will result in summarily rejection of the applicant. The applicant has to retain three identical copies of the photograph which has been uploaded and will have to produce them before the authority as and when called for. Scanned full signature of the candidate is to be uploaded in the space specified.
- e) Candidate should keep a copy of the online application for their record.
- f) Candidates are advised to keep their e-mail ID alive as all correspondence from the Institute shall be sent only to the e-mail address provided by the applicant in the application form, or on NIFT website www.nift.ac.in.
- g) The candidates are advised to keep watching NIFT website for further updates.

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