



## भारतीयविदेशव्यापारसंस्थान

### INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University -- Under Department of Commerce, Govt. of India)

#### Engagement of “Hindi Officer” on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India, engaged in education, training and research in the area of International Business. The Institute intends to engage **ONE** experienced and retired personnel from Central Govt. /State Govt. /Educational Institute of Government/ Autonomous body/ University as Hindi Officer, purely on contract basis to handle the tasks of Hindi Section of the Institute for an initial period of one year.

#### Essential Educational Qualifications& Experience

1. **Essential:** 1. Master's degree with 55% marks in Hindi or English with the other language as a main subject at the Degree level.

OR

Master's degree with 55% marks in any subject with Hindi and English as main subjects at the degree level;

OR

Master's Degree with 55% marks in any subject with Hindi or English Medium and other language as main subject at the Degree level.

**Desirable:** i. A certificate or Diploma in Translation

ii. Knowledge of regional language

2. The person must be able to work fluently on Computer and MS Office.
3. A minimum 10 years working experience atleast at the level of Section Officer or above in Central Govt./State Govt./Educational Institute of Government/ Autonomous body/ University, including the 3 years' experience as Section Officer (Level-8 as per 7<sup>th</sup> CPC or PB-2 + 4800 G.P.)

## **Tenure**

The appointment will be purely on contract basis initially for a period of one year. The tenure may be extended further depending upon performance of the candidate and requirement of the Institute.

## **Job Profile**

This post holder will be required to perform the administrative day to day work of Hindi Section of the Institute as mentioned below:

Should be conversant with –

- Implementation of the requirement of official language Act in the Institute
- Translation work from English to Hindi and vice versa
- To acquaint the Officers and staff of the Institute with the provisions of official language Act, Government Rules and orders relating to official language
- To organise Hindi workshops, Hindi Pakhwaras etc.
- Compilation of Hindi Reports
- Any other work related to Hindi Section assigned to him.
- The candidate must exhibit capability to adhere to strict timelines and discipline.

**Age:** Should be less than 62 years on the closing date of application.

**Emoluments:** The candidate will be paid a consolidated salary of Rs. 50,000- 60,000/- per month depending upon the work experience.

Selected candidate will have to join duty immediately on receipt of the offer.

Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, IIFT reserves the right to short-listing applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated and no claim for refund of fee shall be entertained in any case.

IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **26<sup>th</sup> July 2021**

**Link–** [http://docs.iift.ac.in/recruit/solo.asp?jcode=HO\\_JULY\\_2021](http://docs.iift.ac.in/recruit/solo.asp?jcode=HO_JULY_2021)

Only the shortlisted candidates shall be informed by e-mail to appear for the test and interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.