



## Engagement of Junior Hindi Translator (On Contract basis)

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram is an Institution of National Importance established in 2007 by the Ministry of Education, Government of India and is located at outskirts of Chennai. It is a Centre of Excellence for pursuing Design and Manufacturing Oriented Engineering Education and Research and for promoting competitive advantage of Indian products in global markets.

Applications are invited from retired employees to work as **Junior Hindi Translator (on contract)** at Indian Institute of Information Technology Design and Manufacturing (IIITDM) Kancheepuram **on short term contract basis** initially for a period of **ONE YEAR**.

<b>Name of the Post</b>	<b>Junior Hindi Translator (On contract) - 01 post</b>
<b>Eligibility:</b>	Retired officers from Central government, Central autonomous bodies/ Bank/Railway/IIT/NITs,etc.,who have retired in GP 4200 and above in administration/establishment/Official Language.
<b>Scope of work</b>	The Junior Hindi Translator shall work in the Admin section and render administrative support to the office. <ol style="list-style-type: none"><li>(1) To assist in the implementation of the Official Language policy of Government of India.</li><li>(2) To translate official correspondences / documents / records etc. from English to Hindi and vice-versa with Hindi typing skills.</li><li>(3) To assist in preparation of submit reports &amp; returns</li><li>(4) Any other work as may be assigned by Higher Authorities from time to time.</li><li>(5) Proficiency in usage of MS Office/ MS Excel etc.</li></ol>
<b>Age Limit</b>	Not exceeding 63 years as on the date of application.
<b>Remuneration</b>	A consolidated pay of Rs.35,000/- per month.

1. **General conditions**

- a) The officer shall abide by the contract agreement, general conduct rules, Information Security Act, and other restrictions applicable to Govt. employees.
- b) During this period, he/she shall not be engaged in any private business or professional activity that could conflict with the interests of the government. The officer will observe the office timings and holidays of IITDM Kancheepuram.
- c) Initially, the appointment is for one year and may be extended by the authority based on satisfactory performance.
- d) It may be noted that the Contractual staff's engagement will be temporary, and the engagement can be canceled at any time by IITDM Kancheepuram by giving a month's notice to either side without assigning any reason.
- e) The headquarters of the officer shall be Chennai, and in case he/she is required to perform a journey/tour in connection with official duties, his/her TA/DA entitlement shall be as applicable to him/ her at the time of his/ her retirement.
- f) The officer shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility and Medical Reimbursement.
- g) Incidental Leave of 18 days per annum (@ 1.5 days per completed month of service) shall be admissible to the officer. No other kind of leave shall be admissible. Accumulation of leave beyond the calendar year shall not be allowed. On termination/ completion of the contract, the officer shall not be entitled to the benefit of encashment of the un-availed leave.
- h) The officer will have to undertake not to disclose, divulge or make public, except under legal obligations, any information that he may acquire in course of his/her work without the written consent of IITDM Kancheepuram.
- i) The officer shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards.
- j) The officer shall abide by the rules and provisions contained in Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his/her conduct during the period of his/her engagement in IITDM Kancheepuram.
- k) The officer should maintain confidentiality/absolute secrecy of the work carried out by him/her. He/She shall be bound to hand over all the records/accounts handled by him/her to the designated person of IITDM Kancheepuram before the expiry of the contract period and before final payment is released by IITDM Kancheepuram.
- l) The services of the officer shall be terminated, at any point of time,  
if i. the services rendered by him/her are not satisfactory, or

ii. any declaration or information furnished by him/her proves to be false or having been willfully suppressed, or

iii. there is any breach of any of the terms and conditions of contractual engagement

(or)

he/she is found to be involved in any act of indiscipline or misconduct

(or)

he/she is found to be involved in any act that proves unbecoming of him/her.

m) Notwithstanding what is provided above, the services of a officer may be terminated by either side by giving a month's notice or a month's salary in lieu of the notice period. If the notice is for a period less than a month, salary in lieu of the notice period will be paid to the extent the notice falls short of a month. The decision of IIITDM Kancheepuram in this regard shall be final and binding on the contractual staff.

2) The application has to be submitted in the prescribed proforma, which can be downloaded from the website: [www.iiitdm.ac.in](http://www.iiitdm.ac.in).

3) Application along with a copy of all relevant documents viz. Copy of PPO, Retirement order, Certificate/Degree, Proof of date of birth, identification proof such as Aadhar Card or PAN Card may be submitted by e-mail to [recruit@iiitdm.ac.in](mailto:recruit@iiitdm.ac.in) on or before **03<sup>rd</sup> July 2024**.

4) No TA / DA is payable for attending the interview.

**5. Place of Interview:**

Administration Building

Indian Institute of Information Technology, Design and Manufacturing (IIITDM),  
Kancheepuram

Melakkottaiyur,

Vandalur - Kelambakkam Road,

Chennai-600 127.

Contact No: 044-27476312/6313, Email: [recruit@iiitdm.ac.in](mailto:recruit@iiitdm.ac.in)

Website: [www.iiitdm.ac.in](http://www.iiitdm.ac.in)

6. The date and time will be intimated to shortlisted candidates by email.

**Sd/-**  
**The Registrar, IIITDM Kancheepuram**

**Annexure-I**

**Application for the position of Junior Hindi Translator on Contract- IIITDM Kancheepuram**

1. Name in full and address for correspondence (in Block letters):  Gender : Male/Female		Affix passport photo of self			
2. Mobile No.					
3. Email address					
4. Aadhar Card No.					
5. PAN No.					
6. Date of Birth (In Christian era) and age on the closing date of application					
7. a) The date of initial appointment  b) The date of superannuation/retirement					
8.(a)Name of the organisation/office last served with address  (b)Designation at the time of retirement/superannuation					
9.Details of departmental exams passed					
10. Educational Qualifications (Degree/Post graduation/diploma courses/certificate courses)					
11. Proficiency in Computer /Experience in Administration/ Establishment matters.					
12. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient:					
Office/ Organisatio n	Whether Central Govt./ University/ Research Institutions/  Statutory/Autonomous Organisation/Bank/	Post held with Pay Level	Period of service	Nature of appointment (regular/ adhoc/ deputation)	Nature of Duties with brief details of works performed during the appointment
			From To		


13. Additional details about your previous employment.	
14. Pay last drawn at the time of retirement and Basic pension (before commutation) drawn	
15. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):	
16. Whether belong to SC/ST/OBC	
17. Remarks, if any	

**DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Department. I have read this notification and willing to accept all the terms and conditions for engaging on contract basis.

Place:

Signature of Candidate

Date:

**Following documents are to be enclosed with the application**

1. Identity proof :
2. Proof of address :
3. Copy of PPO :
4. Copy of Proofs of Educational qualifications: