

ERNET India
(An Autonomous Society under Ministry of Electronics & Information Technology, GoI)
5th Floor, Block I, "A" Wing,
DMRC Building, IT Park, Shastri Park, Delhi – 110053.

ERNET India intends to fill up the following post on contract basis through interview, as per details below:-

Post : Hindi Translator (Executive Assistant)

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| No. of Post | One (1) |
| Maximum Age | 35 Years |
| Monthly Remuneration | Rs. 30,000/- to 40,000/- per month |
| Place of Posting | Delhi |
| Duration | Initially for a period of six months further extendable as per requirement |

Essential : (I) Master Degree from a recognized university in Hindi or English with English or Hindi a compulsory or elective subject or as a medium of examination at degree level

Or

Master Degree from recognized university or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as medium of examination at degree level

Or

Master Degree from a recognized university or equivalent in any subject other than Hindi or English with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and other compulsory or elective subject at degree level;

And

II) recognized Diploma or certificate course in translation from Hindi and English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central of State Government offices, including Government of India Undertaking

Desirable : (I) Knowledge at the level of matriculation of a recognized board of equivalent of one of the language other than Hindi mentioned in the English schedule of constitution

(II) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized university

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(III) Candidate should have working knowledge of MS Word, Excel and Power Point and well conversant with computer and able to function independently.

2. Eligible candidates interested to appear in interview should forward their CV/Bio data in the format provided at Annexure -I along with self-attested certificate in proof of education /experience/age/caste etc . through email at recruitment@ernet.in by 04:00 PM on 06.03.2023.

(Shortlisted candidate will be informed by return email indicating tentative time to attend the interview)

3. The appointment against the above mentioned positions shall be purely on contract basis on above mentioned pay for fixed duration and against specific approved projects.

4. Upon selection of candidate, the candidates would be appointed initially for a period of one year, which may be extended up-to a maximum of project duration (Not exceeding three years) and or curtailed based on the performance and requirement of the project. Further, incumbents so engaged under a particular project can be transferred to another project during or on completion of the project in which he/she originally deployed, in the organizational interest.

5. Candidates presently working in Government/Semi Government/Public Sector undertaking /Autonomous Body are required to submit a "No Objection Certificate" from their present employer at the time of interview/test/Joining etc.

6. The date of determining the upper age limit, Qualification and/ or experience shall be date of interview. Person below the age of 18 years are not eligible for consideration of selection.

7. Experience means post qualification and it will be counted after attaining minimum qualification as prescribed above.

8. Essential qualification as prescribed above should be full time regular course (s) from AICTE/UGC approved/recognized university /Deemed university/institutes.

9. Monthly remuneration will be subdivided/bifurcated as per applicable finance norms of ERNET India.

10. Reservation and relaxation as admissible for SC/ST/OBC/EWS/ will applicable as per the Govt of India norms, as applicable of ERNET India.

11 Candidates belonging to reserved categories should produce the certificate at the time of written test/skill test /interview etc. If called for, issued by competent authority in the prescribed format as stipulated by Government of India. falling which such candidates will not be allowed to attend the interview /selection test against reserved

posts and will not be allowed to claim the relaxation application in case of reserved categories.

12. In case of candidates belonging to OBC categories, certificate should specifically contain the clause that the candidate does not belong to creamy layer section.

13. ERNET India reserves the right to relax/modify/any criteria of eligibility regarding age/qualification/Experience or any other relevant parameters if candidate is found otherwise suitable.

14. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection.

15. NO TA/DA is admissible to attend the interview.

Arun Kumar Singh
Registrar & Director –P&A