<u>Engagement of Full-time consultant for Official Language Implementation Programme on contract basis.</u>

The Indian Academy of Sciences is a professional autonomous body under the aegis of Department of Science & Technology, Govt. of India.

The Academy intends to engage a retired Govt. Employee for Official Language as Full-time consultant on a short-term contract basis to fulfil the requirement of Official Language implementation Programme as per the details given below:

Educational Qualifications:

1. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject as the medium of examination at the degree level

or

2. Master's degree of a recognized University in English with Hindi as a compulsory elective subject as medium of examination at the degree level

or

3. Master's Degree of a recognized University or equivalent in any subject other than Hindi or English with Hindi as a compulsory or elective subject or as medium of examination at degree level.

4. Bachelor's degree of a recognized University/equivalent with Hindi and English as compulsory or elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject with a recognized diploma or certificate Course in translation from Hindi to English or vice versa.

5. Hindi typing with at least 30 wpm typing speed.

Job Responsibilities:

1. Translation of various documents from Hindi to English and vice-versa.
2. Organize Hindi meetings/Workshops.
3. Act as Liaison Officer for Hindi teaching scheme.
4. Maintenance of files and records relating to Hindi and other duties assigned time to time.

Experience: Should have worked in a state/central govt. office as Hindi translator for a minimum period of 10 years.

Age: Between 60 and 63 Years.

Tenure: One-year renewable for a further period of one more year.

Remuneration: A consolidated pay of Rs.42,500/- per month.

Interested applicants can submit their application in the prescribed format before

10 September 2022 to execsec@ias.ac.in