

Position : Consultant-Hindi

Position Code : CON-02

Duration : The engagement is contractual initially for a period of One Year.

Consolidated Fee : Between Rs.60,000/- to Rs.90,000/- per month.

Job Description : Implementing the provisions of Official Languages Act. and execution of all matters related to progressive use of Hindi as the Official Language in BIRAC.

Key Responsibilities :

- i. To meet the statutory targets towards implementation of Rajbhasha and related provisions for the organization.
- ii. All Compliances regarding Official Language Act.
- iii. Preparing, coordinating and sending the Hindi quarterly reports.
- iv. Coordinating the Hindi Committee meetings.
- v. Organizing Hindi workshops / trainings and Hindi Pakhwara.
- vi. Translation of official communication viz. Letters, Orders, Office Memorandums, including all correspondence in Hindi.
- vii. Preparation of forms and other contents in Hindi for BIRAC Website.
- viii. Co-ordination on all matters related to the progressive use of Hindi as the Official Language.
- ix. Proof reading of all Hindi publication, Advertisement, Scientific Literature and Annual Report of the organization.

Essential Qualifications :

- i. Masters Degree from a recognized University in Hindi with English as a subject at Degree Level.
- ii. Diploma or Certificate course in translation from English to Hindi & vice versa.
- iii. Diploma or Certificate for Hindi typing.

Desirable Qualifications :

- i. Knowledge about the provisions of Official Language Policy of Govt. of India with familiarity on related rules, regulations and guidelines.
- ii. Exhaustive knowledge of Hindi Typing and translation.

Experience : 3-10 years

With minimum 5 years of experience in performing work related to implementation of Official Language or terminological work in Hindi preferably of technical or scientific literature in Government (Central/State) or any Public Sector Undertaking.

Age Limit : Maximum 45 years as on 29th December,2020.