

Position : Consultant-Hindi	Position Code : CON-12
Duration : The engagement is contractual initially for a period of One Year.	
Consolidated Fee : Between Rs.60,000/- to Rs.90,000/- per month depending on the experience and qualification.	
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 : <ol style="list-style-type: none"> To meet the statutory targets towards implementation of Rajbhasha and related provisions for the organization. All Compliances regarding Official Language Act. Preparing, coordinating and sending the Hindi quarterly/half-yearly reports. Coordinating the Hindi Committee meetings. Organizing Hindi workshops / trainings and Hindi Pakhwara. Translation of official communication viz. Letters, Orders, Office Memorandums, including all correspondence in Hindi. Preparation of forms and other contents in Hindi for BIRAC Website. Co-ordination on all matters related to the progressive use of Hindi as the Official Language. Proof reading of all Hindi publication, Advertisement, Scientific Literature and Annual Report of the organization. Coordination with the Parent Ministry / Department in regard to Rajbhasha Compliance. 	Essential Qualifications : <ol style="list-style-type: none"> Masters Degree from a recognized University in Hindi with English as a subject at Degree Level. Diploma or Certificate course in translation from English to Hindi & vice versa. Diploma or Certificate for Hindi typing. Desirable Qualifications : <ol style="list-style-type: none"> Knowledge about the provisions of Official Language Policy of Govt. of India with familiarity on related rules, regulations and guidelines. Exhaustive knowledge of Hindi Typing and translation. Experience : 3-10 years With minimum 03 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 18/10/2022