



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भोपाल

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

**(Ministry of Textiles, Govt. of India)**

NIFT Block, MP Bhoj (Open) University Campus,

Kolar Road, Bhopal (MP) – 462016,

Ph:0755-2493736/3385 Website: <https://nift.ac.in/bhopal>

NIFT invites applications for **OSD (Estate)** and **OSD (Hindi Translation)** separately on short term contract (06 months) on consolidated salary basis from retired officers, who were holding analogous post in purely Governmental Organisation with minimum Grade Pay 4200/- & Level-6 (as per 7<sup>th</sup> CPC) having thorough knowledge in the related field i.e. Civil Engineering for OSD (Estate) and Hindi Translation for OSD (Hindi Translation). The requirement is on short-term contract (06 months) on consolidated salary basis. This short term contract can be extended for a maximum period of 03 years as per NIFT Rules / Statutes. The application form and details are available on the website <https://nift.ac.in/bhopal>.

The applicant can send their application in the prescribed format along with all the self-attested copies of their Academic/ Professional qualification, Experience, last pay certificate, retirement notification, etc. by an email on [establishment.bhopal@nift.ac.in](mailto:establishment.bhopal@nift.ac.in) latest by **30.06.2020**.

**Note:** All the rights for the above appointment and cancellation are reserved with Director, NIFT, Bhopal.

**Joint Director**

**Size 8x7 CM**



**राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भोपाल**  
**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BHOPAL**  
NIFT Block, MP Bhoj Open University Campus, Kolar Road,  
Bhopal, Madhya Pradesh Pin - 462016

No.13102(36)/NIFT/BPL/Estt./Rectt.-Hindi Translator/2020

Dated: 18.5.2020

**General Instructions for recruitment of OSD (Hindi Translation)**

NIFT invites application for OSD (Hindi Translation) from retired officers, who were holding analogous post in purely Governmental Organisation with minimum Grade Pay of Rs. 4200/- & Level-6 (as per 7<sup>th</sup> CPC) having thorough knowledge in the field of Hindi Translation. The requirement is for short terms on contractual basis initially for a period of six months, extendable further depending upon the requirement of NIFT and performance of the OSD (Hindi Translation), with a consolidated remuneration of Rs. 30,000/-per month.

**Instructions for applicants:**

The applicant can send their application in the prescribed format along with self-attested copies of their Academic/ Professional qualification, Experience, last pay certificate, retirement notification, etc. by email on [establishment.bhopal@nift.ac.in](mailto:establishment.bhopal@nift.ac.in) latest by 30.6.2020. Prescribed application form and details are available on the website <https://nift.ac.in/bhopal>.

The applicants are requested to attach self-attested copies of their Academic/ Professional qualification, Experience, last pay certificate, retirement notification, etc.

Sending application does not necessarily mean that the applicant shall be engaged as OSD (Hindi Translation). Only those applicants will be engaged who are found suitable as per the criteria devised by the NIFT keeping in view the requirement of the work to be carried out. In this regard, no communication either by email or phone, etc. shall be entertained.

**Duties :**

- (i) Translation of day to day official letter, office order, departmental orders, various publications of official journals, books, forms, circular, manuals, articles etc., from English to Hindi and vice versa.
- (ii) To collect, examine and review periodical report and to submit consolidated report to the Competent Authority.
- (iii) The compilation / classification of comparative data of achievements under various Government's scheme and programmes.
- (iv) To motivate the employees of NIFT to work in Hind and help them in preparing the material.
- (v) To initiate follow up action on decision taken in Official Language Implementation Committee(s).
- (vi) To take action at Office level on all instructions related to official language development and to submit related correspondence.
- (vii) To take action at office level in all matters related to Hindi Teaching Scheme and other training scheme.
- (viii) To assist Hindi Officer in the implementation of work of Official language policy and in various official matters.
- (ix) Maintenance of all records related to Official Language.

- (x) Any other work related to development of official language.

**Qualification:**

1. Master's degree of a recognized University in Hindi with English as a Compulsory or elective subject or 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 or elective subject or as the medium of an examination at the degree level;  
OR
3. Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level;  
OR
4. Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level;  
OR
5. Master's degree of a recognized University 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 and the other as a compulsory or elective subject at degree level;  
AND
6. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa in Central or State Government office, including Government of India Undertaking;

**Drawl of Pension:** Govt. officers retired from any post, in any of the categories shall continue to draw Pension and the dearness relief on the Pension during the period of their engagement as adhoc OSD (Hindi Translation). The engagement of the OSD (Hindi Translation) shall not be considered as a case of re-employment.

**Allowances:** No other allowance/benefit will be admissible except with the special orders of appointing authority. The terms and conditions of the appointment will be governed by NIFT rules and regulations as amended from time to time.

**Leave:** The Applicant will be entitled for 4 days Casual Leave in a six months and 2 ½ days Earned Leave for every month. They will not be entitled for any half pay leave or commuted leave and any other kind of leave shall not be admissible. Unavailed leave will not be carried forward and it will not be encashed at the time of termination / completion of assignment.

**TA/DA:** No TA/DA shall be admissible to the OSD (Hindi Translation) for joining the assignment or on its completion. However, the OSD (Hindi Translation) shall be allowed TA/DA for their domestic travel in connection with the official work.

**General Conditions:**

1. Mere fulfilling of essential qualifications and experience requirement would not entail an applicant to be called for test or interview. No correspondence will be entertained from the applicant either before the selection. The decision of the Institute would be final.
2. Candidate should be free from vigilance angle at the time of retirement. (As a proof of this, a copy of the Pension Payment Order or Gratuity Payment Authority will have to be submitted).
3. Incomplete/Unsigned applications and applications received without photograph, certified copies of required certificates such as educational qualifications, castes /community, experience Certificate etc., and those received after the last date will summarily be rejected without any communication to the applicant. No further correspondence will be entertained in this regard.
4. The Institute reserves the right to consider applicants for selection by suitable selection procedure. The competent authority has right to decide to consider or not consider the applicant on submission of application on or after last date for any other issues.
5. NIFT will not be responsible for any postal delay / loss in transit in submission of application within the specified time.
6. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
7. The appointment is initially for a period of six months from the date of joining or until further order whichever is earlier.
8. The engagement in no way entails responsibility of any right for extension of contract appointment or permanent appointment on any post based on this appointment.
9. The contract will be terminable on either side by giving one month notice in writing or one month's remuneration in lieu thereof. No reason would be assigned for such termination.
10. The application of only such applicants will be entertained where the gap from retirement/date of last assignment to be date of appointment does not exceed 12months.
11. The OSD shall not be entitled to any allowance such as transport allowance, HRA and shall not be entitled to any other facility like LTC and the reimbursement of telephone and medical expenses, etc.
12. The OSD shall not be entitled to any allowance such as transport allowance, HRA and shall not be entitled to any other facility like LTC and the reimbursement of telephone and medical expenses, etc.

How to apply:- How to apply:- The applicant may send their application in the prescribed format along with self-attested copies of their Academic/ Professional qualification, Experience, last pay certificate, retirement notification, etc. by an email on [establishment.bhopal@nift.ac.in](mailto:establishment.bhopal@nift.ac.in) latest by 30.6.2020. Prescribed application form and details are available on the website <https://nift.ac.in/bhopal>.

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## Application Form

विज्ञापन सं. / Advertisement No.:

13102(36)/NIFT/BPL/Estt./Rectt.-Hindi Translator/2020

आवेदित पद / Post Applied for:

ओ.एस.डी. (हिन्दी अनुवादन)  
OSD (Hindi Translation)

Please affix a  
recent passport  
size photograph

लिंग/ Gender: ☐ पुरुष / M ☐ महिला / F

वैवाहिक स्थिति/Marital status: ☐ विवाहित/Married ☐ अविवाहित / Single

1. पूरा नाम / Full Name:


2. पिता का नाम / Father's Name


3. वर्तमान पता / Present Address:


4. स्थायी पता / Permanent Address:


5. संपर्क विवरण ( कृपया संपर्क का तरीका माध्यम बताएं) / Contact details: (please indicate preferred mode of communication)

ईमेल / E-Mail:		
दूरभाष / Telephone	आवास / Res.	मोबाइल / Mobile

6. जन्म तिथि / DATE OF BIRTH

(अंको में/ in figures)

--	--

दिन/Day

--	--

माह/Month

--	--	--	--

वर्ष/ Year

## 7. सेवा निवृत्ति विवरण / Retirement Details:

Designation at the time of retirement	
Organization	
Date of Retirement	
Scale of Pay (Rs.)	
Basic Pay	
Grade Pay / Level	
Total Emoluments (per month) (Rs.)	
Present Pension (Rs.)	

8. शैक्षिक रिकार्ड की उच्चतम डिग्री से 10 वीं पास तक/ Academic Record starting with highest degree upto standard X :  
(Please attach self attested photo copies of certificates/Mark Sheets)

कोर्स/Course	कालेज/विश्वविद्यालय/ संस्थान का नाम Name of College / University / Institute	ब्रांच/विशिष्ट डिग्री/ डिप्लोमा Branch/ Specialization Degree/Diploma	कोर्स की अवधि/Course Duration		अंक/ग्रेड का प्रतिशत %age of marks / Grade
			से/From	तक/To	

(यदि जगह अपर्याप्त है, एक पृथक शीट संलग्न करें, अपने हस्ताक्षर द्वारा प्रमाणीकृत करें। Note: Self attested copies of all the certificates/degrees to be attached)

9. रोजगार का विवरण, कालानुक्रम में (सरकारी सेवा में आने से लेकर अब तक ) Details of employment, chronological order (Starting from entry in Government Service)

कार्यालय /संगठन Office/Orga nization	पदनाम सहित वेतनमान Post held	सेवावधि/ Period of service		नियुक्ति की प्रकृति (नियमित/ प्रतिनियुक्ति)/ Nature of appointment (Regular / ad-hoc/ deputation)	मूल वेतन /Basic Pay			नियुक्ति के दौरान किए गए कार्यों का संक्षिप्त ब्योरे सहित कार्य की प्रकृति/ Nature of Duties
		से/ From	तक/ To		पे बैंड में वेतन/ Pay in PB	ग्रेड पे/ GP	मूल वेतन/ Basic Pay	

(यदि जगह अपर्याप्त है, एक पृथक शीट संलग्न करें, अपने हस्ताक्षर द्वारा प्रमाणीकृत करें। Note: Self attested copies of all the certificates/degrees to be attached)

10. संगत अनुभव के कुल वर्ष/ Total years of relevant experience:

11 प्राप्त विशेष पुरस्कार/सम्मान, यदि कोई/ Special Awards/Honours received, if any

Year	Name of award / honour	Name of organization

12. अतिरिक्त जानकारी, यदि कोई, जिसे आप पद के लिए अपनी उपयुक्तता के समर्थन में उल्लेख करना चाहेंगे/Additional information, if any, which you would like to mention in support of your suitability for the post.

13. टिप्पणी/ Remark -----

मैं एतद्वारा घोषणा करता हूँ कि इस प्रपत्र में सभी प्रविष्टि के साथ – साथ संलग्न शीट मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सही है/ I hereby, declare that entries in this form as well as attached sheets are true to the best of my knowledge and belief.

अभ्यर्थी के हस्ताक्षर

नाम:

वर्तमान पता :

दूरभाष /मोबाइल न /Tel/Mobile No.

ईमेल आईडी /Email- ID

स्थान/place :

तारीख/ Date :

संलग्नक /Enclosures :