



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान  
वस्त्र मंत्रालय, भारत सरकार  
सिडको, इलेक्ट्रॉनिक काम्प्लेक्स रंगरेट  
श्रीनगर 191132, जम्मू कश्मीर

**National Institute of Fashion Technology**

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

Ph Nos: 0194-2300994, 2300995, [www.nift.ac.in/srinagar](http://www.nift.ac.in/srinagar)

16405(1)/NIFT/Sgr/Estt/Recruitment/2018/667

Dated 22-04-2021

**Engagement of Junior Translation Officer (Hindi) on Short Term Contract Basis**

The National Institute of Fashion Technology (NIFT), set up in 1986 by the Ministry of Textiles, Government of India, is a statutory institute by virtue of by an Act (2006) of the Indian Parliament with the President of India as “Visitor”. NIFT has 17 professionally managed full-fledged campuses across the country. NIFT Srinagar Campus is operational since 2016 & is located at SIDCO Electronic Complex, Rangreth Srinagar.

NIFT Srinagar invites applications from the suitable candidates for the post of “**Junior Translation Officer (Hindi)**” on **Short Term Contract Basis** in a consolidated monthly pay scale of (**Rs 40000-45000**) based upon the relevant qualification & experience. Interested candidates may submit the detailed Curriculum Vitae (CV) including passport size photograph, address, contact details, educational qualifications, experiences etc may submitted by or before **06-05-2021 (05:30 PM)** through e-mail on [establishment.srinagar@nift.ac.in](mailto:establishment.srinagar@nift.ac.in).

**Educational & Other Qualifications:**

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 (bachelor’s) degree level.

OR

Master’s degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the (bachelor’s) degree level.

OR

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 (bachelor’s) degree level;

OR

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 (bachelor’s) degree level;

OR

Master’s degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at (bachelor’s) degree level;

2. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years’ experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

## **DUTIES TO PERFORM:**

1. Translation of day to day official letters, office orders, departmental orders, various publication of official journals, books, forms, circular, manuals, articles etc., from English to Hindi and *vice versa*.
2. To collect, examine and review periodical reports and to submit consolidated report on Rajbasha promotion to the Competent Authority.
3. The compilation / classification of comparative data of achievements under various Government's scheme and programmes.
4. To motivate the employees of NIFT to work in Hindi and help them in preparing the material.
5. To initiate follow up action on decisions taken in Official Language Implementation Committee(s).
6. To take action at office level on all instructions related to Official language development and to submit related correspondence.
7. To take action at office level in all matters related to Hindi Teaching Scheme and other training schemes.
8. To assist employees in the implementation of work of Official language policy and in other official matters.
9. Maintenance of all records related to Official Language.
10. Any other work related to development of Official Language.

## **IMPORTANT INSTRUCTIONS:**

1. The applicant must be a citizen of India.
2. The post is to be filled up on Short Term Contract basis only for a period of 06 months. Further engagement shall be considered on the basis of performance & NIFT requirement.
3. The prescribed qualifications are minimum. Mere possession and fulfilling of the essential qualifications and experience may not entail a candidate to be called for selection process. No correspondence will be entertained from the applicant either before or after the selection. The decision of the NIFT shall be final and binding on all the candidates.
4. Incomplete or applications received without photograph, attested copies of required certificates such as educational qualifications, caste/community/experience etc. and those received after the prescribed last date for receipt of application, will summarily be rejected without any communication to the candidates. No further correspondence will be entertained in this regard.
5. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference of eligibility will be entertained.
6. The appointee shall be paid monthly consolidated salary as decided by NIFT
7. Working hours shall be from **09:30 am to 05:30 pm.**

8. All correspondence from Institute including interview letter, if any, shall be sent only on the mail address provided by the applicants in the CV.
9. Scrutiny of the CVs will be done to ascertain the eligibility & suitability of the candidates and only shortlisted candidates will be considered / called for the further selection process/ interview.
10. The applicant(s) shall have to present themselves before Interview Committee in order to access their capabilities with regard to specific requirements of NIFT Srinagar.
11. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by the candidate is to be submitted.
12. Persons with disabilities fulfilling the eligibility conditions are encouraged to apply.
13. Applicants are advised to provide correct/ valid data in respect of various information as provided in this advertisement. Incorrect details, provided by applicant will result in rejection of the applications at any stage of the recruitment activity.
14. Any discrepancy found between the information given by the applicant & the information in original documents will make the candidate ineligible.
15. The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of interview will be final and binding on the candidates
16. The NIFT reserves the right to modify/ withdraw/cancel the notification at any time. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
17. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
18. No interim enquiry or correspondence will be entertained. NIFT Srinagar shall not issue notices regarding recruitment process in newspapers etc. Candidates are advised to visit the NIFT Srinagar website for updates regularly.
19. Employment in NIFT shall be governed by the rules and regulations, service conditions, as notified by the Institute from time to time.
20. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the NIFT reserves the right to modify/withdraw/cancel any communication made to the applicant.
21. The list of eligible candidates, shortlisted by the Screening Committee based on the documents submitted by them in terms of eligibility criteria i.e. Educational Qualification and Experience, or any addendum/ corrigendum to this notice shall be uploaded only on the website of NIFT Srinagar.

**Sd/-**  
**Director**  
**NIFT Srinagar**

**Dated: 22-04-2021**