



NATIONAL INSTITUTE OF WIND ENERGY (NIWE)

An autonomous R&D Institution under the Ministry of New and Renewable Energy (MNRE), Government of India Velachery - Tambaram Main Road, Pallikaranai, Chennai - 600 100.
URL : <http://niwe.res.in>

Advt. No. : NIWE - 07/2018 Hindi Translator

National Institute of Wind Energy (NIWE) is the technical arm of Ministry of New and Renewable Energy, Govt. of India in the field of Wind Energy. NIWE plays a proactive role in the development of Wind Energy especially in Wind Resources Assessment, Offshore, Testing/Type Certification of Wind Turbine, Generators, Research & Development and Information & Training Services. The Institute proposes to recruit one post of **Hindi Translator on Contract basis**. The place of posting will be at Chennai.

(I) Essential Qualification :

Master's Degree of a recognised university in Hindi / English with English/Hindi as a main subject at the degree level.

OR

Master's Degree of a recognised university in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at degree level.

OR

Bachelor's Degree with Hindi and English as main subject or either of the two as medium of examination and the other as a main subject.

AND

Recognised Diploma/ Certificate course in translation from Hindi to English and vice versa, two years experience of translation work from Hindi to English and vice versa in Central or State Government Offices including GOI undertakings.

AND

Should know Hindi and English Typing, and Computer MS Office.

(II) Age:-

- Not exceeding **28 years**; age relaxation for SC/ST/OBC/ PWD / Ex- servicemen shall be as per rules.
- Not exceeding **64 years** in case of retired Government Servants from Central Government/ Autonomous bodies/PSUs.

(III) Salary : - Rs. 40,000/- to 50,000/- p.m consolidated, subject to deduction of Tax as per rules.



GENERAL TERMS AND CONDITIONS

1. Candidates must be citizens of India.
2. The application form is available in NIWE website (Annexure-B). The candidates are required to fill-in the application form in all respects and should accompany copies of required certificates duly self attested.
3. The candidates including the retired Government Servants should not have exceeded the maximum age limit specified above as on the last date of receipt of Applications i.e. 07.11.2018.
4. Duties and responsibilities are as per Annexure 'A'
5. NIWE may fix suitable norms for shortlisting the applications depending upon the number of candidates applied for the post so as to restrict the number of candidates to a manageable level and the decision of the screening committee shall be final.
6. Mere fulfilling the minimum prescribed qualifications and experience will not entail any right to be called for test/interview.
7. Based on the qualification and experience and on the evaluation by the expert panel members, the salary will be fixed accordingly in the range of Rs.40,000-Rs.50,000.
8. Other than the consolidated salary the candidates selected will not be entitled to any other benefits or concessions admissible to regular employees of NIWE.
9. The applications received after the due date or without enclosures or incomplete applications will be summarily rejected. NIWE cannot take any responsibility for transit and other delays.
10. Application with the following deficiencies shall be rejected without any notice to the candidates and no correspondence on such rejections would be entertained.
 1. Non-affixing of photograph
 2. Unsigned application.
 3. Non enclosure of proof of certificates for essential qualification, experience, age, etc.,
 4. Relieving Order in respect of retired Govt. Employees.
11. The mode of recruitment could be **Skill Test/Interview or both**.



12. The engagement is purely temporary on contract basis. The duration of the engagement would be initially for a period of one year and extendable based on performance and need or till the regular incumbent join the sanctioned post whichever is earlier. In case of retired Government Servants the contract will be extended on year to year basis but not beyond the age of 65 years.
13. Any further information regarding this recruitment will be hosted only in the NIWE's official website.
14. Completed applications should be sent to **The Deputy Director General (F&A), National Institute of Wind Energy, Velachery –Tambaram Main Road, Pallikaranai, Chennai-600 100**, so as to reach on or before the due date, duly superscribing the name of the post on the envelope.

Last date for receipt of application : 07.11.2018.



Duties and responsibilities of Hindi Translator

The incumbent is required to carry out the following job relating to implementation of Official Language Act/ Orders/ Rules/ Government orders issued from time to time in Hindi / bilingual (Hindi – English) work as per the constitutional provision.

- Issue of all Circulars / office orders/ General orders.
- Preparation of periodical progress reports
- Preparation of agenda meetings such as Finance Committee, Research and Development council meetings, Governing Council meetings, etc.
- Preparation of minutes of the meetings of the Hindi Salahakar Samitis and OL Hindi Committees
- Nomination of employees for In-service Hindi Training
- Preparation and to update OL Hindi Roster
- Organising of OL Hindi workshops
- Replies to letters received in Hindi and sending letters as per the constitutional provision in Hindi to Regions 'A', 'B' & 'C'
- Translation of all forms used in the office in Hindi to make them bilingual (Hindi – English).
- Making Bilingual (Hindi – English) entries in the service books
- Writing of Bilingual (Hindi – English) forwarding letters
- Translation of various types of forms, notes, etc. in Hindi.
- Translation of in-house journals, scientific papers, annual reports, PAVAN News Letters, etc. in Hindi.
- Translation of quality policies like ISO, NABL, etc. in Hindi.
- Translation of agreements/MOU in Hindi.
- Correspondence with various offices/parties/institutions and other agencies in Regions 'A', 'B' & 'C'
- Opening all registers Bilingual (Hindi – English) like cash book, pay bill, advance register, rosters, etc.
- Other matters which are required to be done as per Official Language Act/ Orders/ Rules/ Government orders issued from time to time.
- Any other duties assigned by the competent authorities.



Deputy Director General (F&A)
National Institute of Wind Energy
Velachery-Tambaram Main Road
Pallikaranai, Chennai – 600 100