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**राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमशीलता एवं प्रबंधन संस्थान, कुंडली, सोनीपत**

**NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT**

Address: Plot No. 97, Sector- 56, HSIIDC Estate, Kundli, Haryana - 131028,

Phone No. 130-2281085

**Detailed Advertisement**

**Ref. No.:- N/HR&/P/2021/11 Date: 07.07.2021**

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT (NIFTEM) requires efficient, experienced and competent personnel for the following post, to be engagged on Contract basis:

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| --- | --- | --- | --- | --- |
| **S. No.** | **Name & No. of Post** | **Monthly Remuneration** | **Qualification & Experience** | **Roles & responsibilities** |
|  | RajbhashaOfficer (One Post) | Rs. 50,000  (Fifty Thousands) | Essential Qualification:  (for direct recruitment and retired employees) Master’s degree from a recognized University in Hindi besides English as a compulsory or elective subject or as the medium of examination at the degree level; OR, Master’s degree from a recognized university in English besides Hindi as a compulsory or elective subject or as the medium of examination at the degree level. And Proficiency in computer application, Hindi – English typing, software online tools etc. Experience: Three years’ experience of using/applying terminology (terminology work) in Hindi and translation work from English to Hindi or vice versa, under central/State Government/Autonomous Body/ Statutory organization/ PSUs/ Universities or Recognized Research or educational Institutions. | Rajbhasha Officer will be responsible for implementation of Govt. Policies, orders, about the Official Language and annual programme, in conducting Hindi Trainings, Workshops, translation of day to day office orders, tender, brochure, report, annual report, minutes of meeting, technical documents, course material, research papers etc. He will also be responsible for organization of Hindi Pakhwada, Hindi Diwas, and meeting of Rajbhasha Karyanvanan Samiti etc. and any other work assigned by the higher authority. |
|  | Hindi Translator(One Post) | Rs. 40,000  (Forty Thousands) | Qualification:- Master’s degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the 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 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 a examination at the 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 examination at the 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 degree level;  ANDRecognized Diploma or Certificate course intranslation from Hindi toEnglish & vice versa ortwo years’ experience oftranslation work fromHindi to English andvice versa in Central orState Governmentoffice, includingGovernment of IndiaUndertaking.  ANDProficiency in computer application, Hindi – English typing, Software, Online tools etc. | Translation of day to day office orders, tender, brochure, report annual report,minutes of meeting, technical documents, course material, research papers etcand to assistantRajbhasha Officer in organizing various activities in implementingprovisions of Official Language in theInstitute and otherwork assigned by the higher authority. |
|  | Hindi Typist(One Post) | Rs. 25,000 (Twenty five thousands) | Qualification:-Essential:(i) 12th Class pass or Equivalent qualification from a recognized Board or University. A typing speed of 30 w.p.m. in Hindi on computer. (30 w.p.m. correspond to 9000 KDPH an average of 5 key depressions for each word by conducting a type test on Computer Only. No separate certificate of typing speed is required to be submitted  (ii)Knowledge of computer operation.  **Desirable:**  Three years experience in any organisation dealing with Hindi type, Hindi corrrrespondance and any other related to Hindi. | - |

**Tenure:** The post will be filled for a period of one year initially, which may be extended further after satisfactory performance and decision of Competent Authority.

Candidates should satisfy themselves regarding eligibility for the post. The interested candidates should submit their application through email at [**youngfme@gmail.com**](mailto:youngfme@gmail.com) subject line ‘Application for the post of Rajbhasha Officer/ Hindi Translator/ Hindi Typist on Contract basis’ in format as prescribed along with self attested copy of testimonials/ documents.

The complete application in all aspects should reach us through email **latest by 23rd July, 2021 upto 05:30 PM**. Applications received after last date will not be considered.

# Registrar

## General information’s for the applicants/ candidates are as follows:

1. Application forms not properly filled in or incomplete application forms are summarily rejected. Filled application along with all supporting documents will be sent to [youngfme@gmail.com](mailto:youngfme@gmail.com) (in pdf format) with a subject line ‘Application for the post of Rajbhasha Officer/ Hindi Translator/ Hindi Typist on Contract basis.’
2. The essential qualifications mentioned are the minimum and mere possession of the same does not entitles the candidates to claim selection. All the essential qualifications must be completed on the date of submission of application.
3. The originals and photocopies of each of documents must be brought at the time of interview/ joining and enclosed the self attested photocopies with the application.
4. The decision of Competent Authority regarding engagement will be final.
5. NIFTEM has the right to change/ modify any/ all the above conditions.
6. The above posts are indicative. NIFTEM reserves the right to increase or decrease or cancel any or all posts without assigning any reason(s) thereof.