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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 recruitmentand retired employees)Master’s degree from arecognized University inHindi besides English asa compulsory or electivesubject or as the mediumof examination at thedegree level;OR,Master’s degree from arecognized university inEnglish besides Hindi asa compulsory or electivesubject or as the mediumof examination at thedegree level.AndProficiency in computerapplication, Hindi –English typing, softwareonline tools etc.Experience:Three years’ experienceof using/applyingterminology(terminology work) inHindi and translationwork from English toHindi or vice versa,under central/StateGovernment/Autonomous Body/ Statutory organization/ PSUs/ Universities or RecognizedResearch or educationalInstitutions. | Rajbhasha Officer will be responsible forimplementation of Govt. Policies, orders,about the OfficialLanguage and annual programme, inconducting Hindi Trainings, Workshops, translation of day today 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 otherwork assigned by the higher authority. |
|  | Hindi Translator(One Post) | Rs. 40,000 (Forty Thousands) | Qualification:-Master’s degree from arecognized University inHindi with English as acompulsory or electivesubject or as the mediumof examination at thedegree level or Master’sdegree of a recognizedUniversity in Englishwith Hindi as acompulsory or electivesubject or as the mediumof examination at thedegree level or Master’sdegree of a recognizedUniversity in any subjectother than Hindi orEnglish, with Hindimedium and English as acompulsory or electivesubject or as the mediumof a examination at thedegree level; **OR**Master’s degree of arecognized University in any subject other thanHindi or English, withEnglish medium andHindi as a compulsoryor elective subject or asthe medium ofexamination at thedegree level; **OR**Master’s Degree of arecognized University inany subject other thanHindi or English, withHindi and English ascompulsory or electivesubjects or either of thetwo as a medium ofexamination and theother as a compulsory orelective subject atdegree 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 computerapplication, Hindi –English typing,Software, Online toolsetc. | 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 orEquivalent qualificationfrom a recognized Boardor University. A typingspeed of 30 w.p.m. inHindi on computer. (30w.p.m. correspond to9000 KDPH an averageof 5 key depressions foreach word byconducting a type test onComputer Only. Noseparate certificate oftyping speed is requiredto be submitted(ii)Knowledge ofcomputer 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** 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 (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.