

INSTITUTE OF BANKING PERSONNEL SELECTION

INVITES APPLICATIONS FOR

Post Name: – **HINDI TRANSLATOR**

1) **NO. OF VACANCIES:** – 01

2) **SALARY** :– Negotiable

3) **EDUCATIONAL QUALIFICATION** :–

Masters Degree of a recognized University or equivalent in English/ Hindi with Hindi/ English as a compulsory or elective subject at degree level;

OR

Master's degree of a recognized university in any subject other than Hindi or English, with Hindi or English as a compulsory or elective subject or either of the two medium of examination and the other as a compulsory or elective subject at the degree level.

Note:

Candidate must ensure that they have studied English and Hindi as main subjects and not as a paper in all three years of BA Pass course.

Essential :

- a. **Competency in computer is desirable. Candidate will be required to type/create the translated text documents on his own in MS Word & Excel in Hindi & English.**
- b. **Experience of at least for 3 years in Hindi translation of various reports/ documents / letters etc. preferably in a bank/ financial Institutes**

4) **OTHER ELIGIBILITY CRITERIA AS ON 1ST January 2014**

- (i) The incumbent's age should not be more than 62 years as on 01.01.2014. Retired persons may also apply.
- (ii) Those who have worked as Hindi/ Rajyabhasha Adhikari in any Bank/ Government organisation will be preferred.
- (v) Cases of CBI or other law enforcement agencies should not be pending against him/her.

5) **TERMS OF APPOINTMENT**

Appointment will be on contract basis. The initial contract would be for a period of 2 years which may be renewed subsequently subject to his/her continued good performance and physical fitness.

6) **JOB PROFILE, ROLE & RESPONSIBILITIES**

1. Translation of confidential Examination Questions in Hindi Language.
2. Development of Objective type/ Descriptive tests to test proficiency in Hindi languages for various posts.

- 7) **HOW TO APPLY: – HOW TO APPLY:** – Interested candidates who are meeting with above mentioned eligibility criteria as on 1st January 2014 only may forward their applications giving details of job experience, **salary drawn & expected** on plain paper in attached format along with attested Xerox copies of all necessary documents to

**The General Manager
Institute of Banking Personnel Selection,
IBPS House, Plot No.166,
90 ft DP Road,
Off Western Express High way,
Kandivali (East),
Mumbai 400 101**

Last date of receipt of application: 7/02/2014 upto 5.00 pm.

- **Application received after this date and time will be summarily rejected.**
- **Application not in the prescribed format and /or without necessary documents will be rejected.**

Please Note:

- **The person who are in service need not apply.**
- **The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.**
- **Send your application only through the post or courier.**
- **Hand Delivery will not be Accepted.**

- 8) Selection will be made by a committee and such selection will be Final.

Applicants must super-scribe “Application for the post of Hindi Translator” on the top of the upper part of the sealed envelope containing the application.

(ii) (Application Form)

APPLICATION FORMAT

To
The General Manager
Institute OF Banking Personnel Selection
IBPS House,
Plot No.166, Behind Thakur Polytechnic
90”ft DP road, off W E Highway
Kandivali (East)
Mumbai 400 101

PASTE (not staple) your
recent passport size
photograph here and
sign
across it in full name
with
date

Sir,

SUB : Application for the post of Hindi Translator on Contract Basis in IBPS

With reference to your advertisement dated 24th January 2014, I submit herewith my application for the post of Hindi Translator on Contract Basis in Institute Of Banking Personnel Selection. I have read about the role, remuneration and brief terms & conditions relating to the post and advise that they are acceptable to me.

1. Full Name: Shri/Smt/Kum (in block letters)

2. Father’s/Husband’s name

3. In case of retired persons,

3.1 Date of retirement
(DD/MM/YYYY) :

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3.2 Post held at the time of retirement : _____

3.3 Name of the organisation From Where Retired _____

3.4 No. Of years of service : _____

4. Candidate's address

Permanent Address :

(IN BOLCK LETTERS) _____

Dist. _____

State _____

PIN CODE

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PHONE WITH STD

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Mobile No.

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Email ID _____

Correspondence Address :

(IN BOLCK LETTERS) _____

Dist. _____

State _____

PIN CODE

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Email ID _____

5. Date of Birth

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 AGE [yrs.]

(DD/MM/YYYY)

(as on 01.01.2014)

6. Educational Qualification : ---- (self attested copies of certificates attached)

7. Work experience: (Supporting Documents attached)

8. Salary Drawn : Rs. _____

Compensation Expected : Rs. _____

9. References :

1. Name : _____

Address :

PINCODE : _____

Telephone Number (with STD code) : _____

Mobile Number : _____,

EMAIL ID : _____

2. Name :

Address :

PINCODE : _____

Telephone Number (with STD code) : _____

Mobile Number : _____,

EMAIL ID : _____

9. Declaration:

I hereby declare that

- (i) No punishment / penalty was inflicted on me during my service in any organisation.
- (ii) No case of CBI or any other Law Enforcement Agency is pending against me and
- (iii) I am physically fit to carry out duties of **Hindi Translator**

I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incomplete at any stage or my not satisfying any of the eligibility criteria according to Institute Of Banking Personnel Selection , my candidature is liable to be cancelled.

Place: _____

Signature: _____

Date: _____

Name of the candidate: _____

(in block letters)