

# **INSTITUTE OF BANKING PERSONNEL SELECTION**

## ***INVITES APPLICATIONS FOR***

Post Name: – **Principal Official Language Officer**

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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;

### **Essential :**

- Experience as Hindi Faculty in the Training Institute and/or experience of writing tests (Question Papers) in Official language (Hindi) for recruitment /Promotion examinations of Banks or Public sector organizations for not less than 5 years.

### **Desirable:**

- Working knowledge in computer with relation to official Language.

**4) OTHER ELIGIBILITY CRITERIA AS ON 1<sup>ST</sup> July 2013**

- (i) The incumbent's age should not be more than 62 years as on 01.07.2013.
- (ii) The Incumbent should be a officer retired on attaining superannuation/ voluntarily retired, retired under SBP VRS, released under Exit Option Scheme or who have left the Bank/organization otherwise

before superannuation from the service of any Financial Institution having worked atleast as **chief Manager or its equivalent** .

- (iii) Existing employees (Regular/ contractual) fulfilling the criteria may also apply.
- (iv) 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 subject to his/her outstanding performance and physical fitness.

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

1. Translation of confidential Examination Questions and other official documents in Hindi Language.
2. Development of Objective and Descriptive type questions to test knowledge in Official language policy and proficiency in Hindi language for various posts.
3. Ensuring implementation of Official Language as applicable to IBPS.
4. Any other work with reference to official language.

- 7) HOW TO APPLY:** – Interested candidates who are meeting with above mentioned eligibility criteria as on 1<sup>st</sup> July 2013 only may forward their applications giving details of job experience, **salary expected** on plain paper 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: 23/07/2013 upto 5.00 pm.**
  - **Application received after this date will be summarily rejected.**
- 8)** Selection will be made by a committee and such selection will be Final.
- 9)** Posting of selected candidates will be in Mumbai only. He /she will have to make his/her own arrangement of accommodation in Mumbai.

**Applicants must super-scribe “Application for the post of Principal Official Language Officer” on the top of the upper part of the sealed envelope containing the application.**

12.07.2013

General Manager (Administration)  
IBPS, Mumbai