

No: IIT T/Hindi Officer/2021

November 12, 2021

ADVERTISEMENT

Sub: Engagement of Hindi Consultant at IIT Tirupati– Inviting applications from eligible retired Officers of Central Government.

1. IIT Tirupati, an Institute of National Importance established under The Institutes of Technology Act 1961, has started functioning since August 2015 at a temporary campus situated on Tirupati – Renigunta Road/ Permanent campus on Yerpedu – Venkatagiri Road, Yerpedu.
2. It is proposed to engage a Hindi Consultant in the Institute from retired officials of Central Government who superannuated with the following terms and conditions:
 - (i) The applicant should have retired as Assistant Director (OL) or equivalent or higher from a Central Government Office. Retired Senior Translation Officer from any Ministry/Department of Central Government with five-year experience will also be considered. The engagement will be on full time basis for a period of one year in the first instance with effect from the date he/she actually takes up the assignment extendable based on performance and requirement of the Institute. The engagement will, however, be liable to be terminated at any time without assigning any reason thereof. Age of the applicant should not exceed 64 years as on closing date for receipt of applications.
 - (ii) The consolidated remuneration will be negotiable depending upon his/her experience and qualifications. He/she will not be entitled to any allowances such as TA/DA/HRA/Medical etc as applicable to the employees of the Institute. However he/she will be entitled to TA/DA as per normal rules whichever applicable to him/her in the Institute while he/she is on official tour.
 - (iii) He/she will be eligible for 2 ½ days leave for every completed month of service.
 - (iv) The applicant should have rich experience in English-Hindi-English Translation in any Ministry/Department of Central Government and he/she will be required to discharge the following duties during the engagement as Hindi Officer.
 - (a) Implementation of Official Language Act, 1963 in the Institute
 - (b) Translation of various documents from English to Hindi and vice versa
 - (c) Maintenance of files, records and to attend other works relating to Hindi Section, whenever assigned to him/her.
 - (d) Training of employees in the Hindi correspondence.
 - (e) Any other work as assigned from time to time.
 - (v) He/she will not take up any other assignment during the period of engagement of consultancy.

- (vi) He/she will give an undertaking on joining that while discharging duties and responsibilities as Hindi Officer in the Institute, he/she shall not disclose any confidentiality of office matters.
 - (vii) The engagement of the consultant will be purely on contract basis and the engagement shall not be considered as a case of re-employment.
 - (viii) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for removal from engagement service and such other action as Institute may deem necessary.
3. Applicants who retired/superannuated at least from the post of Assistant Director (OL)/Senior Translation Officer or Higher from Central Government may upload the [application](#) and invariably accompany a copy of the PPO and with all copies of educational and experience certificates to recruitment@iittp.ac.in in a single pdf and forward hard copy to the Registrar, IIT Tirupati, Renigunta Road, Settipalli post, Tirupati, Chittoor District, 517506 on or before 10-12-2021.

Sd/-

(AVV Prasad)
Registrar

Encl: Application format

DATA SHEET

PASTE RECENT
PASSPORT SIZE
PHOTOGRAPH

1. Post Applied for : _____

2. Personal Details :

a)	Name	
b)	Father's Name/ Husband's Name	
c)	Date of Birth	
d)	Age as on date	
e)	Gender	
f)	Marital Status	
g)	Category (SC/ST/OBC/GEN/EWS)	
h)	Nationality	

3.

	Address for Correspondence	Permanent Address
Address		
Tel. No.		
Mobile No.		
E-Mail		

4. Academic Qualifications in descending order:

Sl. No.	Examination Passed	Name of Institution / University	Date of Passing	% of Marks / Grade	Specialization

5. Experience Details:

Sl. No.	Organization	Designation	Pay level & Cell in the pay matrix as per 7 th CPC	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

6. Total Post Qualification Experience in years:

7. Any other information relevant to the job:

Note:

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.
2. Mentioned the list of documents attached along with the form.

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|-----------|----------|
| (a) | (d)..... |
| (b) | (e)..... |
| (c) | (f)..... |

I certify that the information given above is true and correct.

Date:

(Signature of Candidate)