



INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Advt/Rectt/2023/14

February 09, 2024

WALK-IN INTERVIEW FOR THE POST OF HINDI TRANSLATOR

(ON CONTRACT BASIS)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Hindi Translator** purely on contract basis initially for a period of 6 months, extendable up to further 6 months, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
Hindi Translator - 01 post Monthly Emoluments –Rs. 35,000/- to Rs. 40,000/- (all -inclusive) Maximum Age Limit – 40 Years	<u>MINIMUM QUALIFICATIONS:</u> <ul style="list-style-type: none">▪ Graduate from a recognized university with Hindi as a main subject. Good command over the English language and flair for translation work, competent to do office correspondence in Hindi independently. Knowledge of computer application with Hindi typing is essential.▪ Candidate with higher qualifications will be given preference. <u>EXPERIENCE:</u> <p>Experience of at least 1-2 years of Hindi translation work & handling the Hindi related works in Government Institute/ Autonomous Body/ University/ reputed Private firm or MNC's.</p>

Selection Process:

1. Document verification.
2. Computer proficiency/skill test in MS word, Excel, Power point, internet etc.
3. Interview

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of 6 months, extendable up to further 6 months, subject to satisfactory performance of the incumbent & need of the Institute.
2. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
3. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
4. Candidates not found suitable for the position applied for, may be considered for a lower position.
5. The Institute will communicate only with short-listed candidates.
6. Selected candidate will be required to join the duties with in **one month**.
7. Selected candidates may be hired through outsourcing agency empaneled with this Institute.
8. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
9. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
10. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
11. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.

12. The panel of selected / waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
13. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
14. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
15. The Institute also reserves the right not to fill the post, if it so desires.
16. No interim correspondence will be entertained.
17. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
18. Legal disputes if any will be restricted within the jurisdiction of Mumbai only.
19. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category (General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.

HOW TO APPLY

Interested and eligible candidates may come along for interview with the application form, updated resume, recent passport size photograph, photocopy of Pan card, Aadhar card original certificates and one set of self-attested copies of all certificates to IIM Mumbai (earlier NITIE), Admin Block, Classroom no 11 on February 16, 2024, from 10:00 AM to 11:30 AM & 2:00 PM to 3:30 PM Respectively.

No other mode of application will be entertained.



Application format for Walk-in-Interview

(Should be submitted during attending for Walk-In-Interview. No need to apply through post or courier)

Name of the post applied for _____

1. Name of the candidate: _____

2. Date of birth (as per class 10th Mark sheet/Certificate): _____

3. Father's Name: _____

4. Category (SC/ST/OBC/GEN/PWD): _____

5. Sex (Male/Female): _____

6. Married/Un-Married: _____

7. Permanent Address :

_____ PIN _____

District: _____ State: _____

Mob. No. _____ Email _____

8. Correspondence Address (with PIN Code): (Pl. mark ✓ if same as permanent address)

_____ PIN _____

District: _____ State: _____

Mob. No. _____ Email _____

9. Educational Qualification (Starting from 10th onwards):

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ institution	Year of passing	Class of Division	% of marks/G PA	Subjects taken/ Specialization

10. Experience, if any (Starting from the present employment(Experience certificate needs to be attached):

S. N.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

Please paste a latest self attested colour photo of the candidate

11. Check List of documents attached (Self attested photocopies to be attached here) (Pl. mark ✓ on documents attached & x on others)

- | | |
|--|--------------------------|
| 1. Class 10 th Marksheet | <input type="checkbox"/> |
| 2. Class 10 th Certificate | <input type="checkbox"/> |
| 3. Class 12 th Marksheet | <input type="checkbox"/> |
| 4. Class 12 th Certificate | <input type="checkbox"/> |
| 5. Graduation/Diploma consolidated /final Marksheet | <input type="checkbox"/> |
| 6. Graduation/Diploma certificate | <input type="checkbox"/> |
| 7. Document in support of higher educational qualification | <input type="checkbox"/> |
| 8. Documents in support of previous employment | <input type="checkbox"/> |
| 9. Any other document (list them) | <input type="checkbox"/> |

12. **Declaration by Candidate**

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

Place: _____

Date: _____