



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली
NATIONAL INSTITUTE OF TECHNOLOGY DELHI
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)
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ADVT. NO.: 18/2025

ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR TRANSLATOR (HINDI)
PURELY ON CONTRACUAL AND TEMPORARY BASIS

National Institute of Technology Delhi (NITD), established in 2010 under the aegis of the Ministry of Education, Government of India, invites online applications via Google Form from suitably qualified, dynamic, result-oriented and dedicated Indian citizens for the post of Junior Translator (Hindi) purely on contractual and temporary basis, initially for a period of one year, which may be extended, year-to-year basis up to a maximum of three years.

The last date for submission of the online application via Google Form is 13.10.2025 up to 05:00 PM only.

Particulars	Details
Name of the Post	Junior Translator (Hindi)
No. of Post	01
Employment Type	Purely on contractual and temporary basis
Age Limit	Not more than 40 years as on the date of closing of the application.
Educational Qualification (Essential)	(1) Master's degree of a recognized university or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; OR (2) Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; OR (3) Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level; AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and

Particulars	Details
	vice-versa in Central or State government offices, including Government of India undertaking.
Desirable Educational Qualification and Desirable Experience	(1) Knowledge at the level of Matriculation of a recognised Board of equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution. (2) 1 year experience in translation work from Hindi to English and vice versa. (3) Proficiency in computer operation and knowledge in relevant Office packages (Eg: Processing of word/Excel in Hindi and English etc.)
Pay	A consolidated remuneration of Rs. 35,400/- per month would be given as per Institute norms based on the experience and skills of the candidate.
Application Fees	There is no application fee for submitting the application for the post of Junior Translator (Hindi). Eligible candidates are encouraged to apply for the said post.
Google Form Link	Online application may be submitted using Google Form: https://forms.gle/EYnkb4AKUZDVBaiG9

1. WORK PROFILE & JOB RESPONSIBILITIES:

- (i) The work of a Junior Translator (Hindi) is to assist in preparation of reports & returns, journals etc. from English to Hindi and vice versa.
- (ii) To collect, examine and review periodical reports and submit consolidated reports to the competent authority.
- (iii) Junior Translator (Hindi) shall assist the Official Language Committee in organizing meetings and workshops in the Hindi language.
- (iv) Maintain all registers, rosters under Hindi teaching program and update information on websites related to Hindi language.
- (v) To translate official correspondences / documents / records / Minutes / MoUs / Annual Reports / etc. from English to Hindi and vice versa with Hindi typing skills.
- (vi) To motivate the employees of the NIT Delhi to work in Hindi and help them in preparing the material.
- (vii) Keep regular records of all the files and documents relating to Hindi and ensure the use of the Hindi language.
- (viii) To assist in the implementation of the Official Language policy of the Government of India.
- (ix) Any other work as may be assigned by Higher Authorities from time to time.

2. TENURE OF ENGAGEMENT

- (i) Initial appointment shall be for a period of one year from date of joining, extendable on annual basis up to a maximum of three years.
- (ii) Extension of engagement will be subject to satisfactory performance review, Institute requirement and approval of the Competent Authority.
- (iii) The engagement can be curtailed or extended at the discretion of the Competent Authority.

3. GENERAL TERMS & CONDITIONS

- (i) The appointment will be purely on contractual and temporary basis. No claim for absorption, extension, seniority, or regular appointment in NIT Delhi shall be entertained.
- (ii) Mere submission of application will not entail right for claiming engagement.
- (iii) All qualification should be from Indian universities or Institutes recognized by appropriate statutory authorities.
- (iv) Applicants having work experience in private sector organization are required to submit an experience certificate on the letterhead of the company having details of the company.
- (v) If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, candidature/appointment will be considered as revoked/terminated at any stage of process or after engagement, without any reference given to the candidate.
- (vi) The number of vacancies is tentative and subject to change at the discretion of the Institute.
- (vii) The Junior Translator (Hindi) shall be engaged full-time and will not be permitted to take up any other assignment during the period of engagement.
- (viii) The engagement shall cease automatically upon completion of one year of tenure from the date of joining unless extension granted.
- (ix) Canvassing in any form will lead to disqualification.
- (x) The Institute reserves the right to amend, alter, withdraw, or rescind any part of this advertisement and to reject any candidature at any stage without assigning any reason.
- (xi) No TA/DA shall be paid for attending the selection process.
- (xii) The selected candidate shall be required to join within one week from the date of offer of appointment.
- (xiii) All candidates are required to go through the detailed advertisement carefully to clear all doubts/queries.
- (xiv) In case of any query kindly mail at establishment@nitdelhi.ac.in.
- (xv) All correspondence to the candidates will be made via e-mail ID provided by the candidates in the application form or over the Official Website of the Institute. No other mode of communication will be adopted.

4. REMUNERATION & BENEFITS

- (i) The candidate will be entitled to a fixed consolidated remuneration of up to Rs. 35,400/- per month, as per Institute norms.
- (ii) The appointee shall not be entitled to any additional allowances, including but not limited to Dearness Allowance (DA), Transport Allowance (TPTA), House Rent Allowance (HRA), National Pension Scheme (NPS), Employees' Provident Fund (EPF), Medical Reimbursement, or any other benefits admissible to regular employees of the Institute.
- (iii) A total of 08 Casual Leaves (CL) per calendar year will be admissible on a pro-rata basis. Any excess leave shall be treated as leave without pay.

- (iv) Working hours shall be as per Institute norms (09:00 AM – 05:30 PM), with flexibility to work extra hours when required for time-bound tasks, without any additional Pay or Remuneration.
- (v) The contract may be terminated by either side with 30 days' notice or salary in lieu thereof.

5. SELECTION PROCESS:

- (i) The engagement shall be purely on a contract basis.
- (ii) Applications received in response to this advertisement shall be shortlisted based on the qualifications and experience of the applicant(s).
- (iii) The selection from among the shortlisted candidates shall be made on the basis of Written Test, Proficiency Test, and Computer Literacy Test.

6. APPLICATION PROCESS:

- (i) Eligibility in all respects shall be determined with reference to the closing date for receipt of applications, i.e., 13.10.2025.
- (ii) Eligible and interested candidates are required to fill and submit online application via Google Form with self-attested scanned copies of supporting documents (Identity, Qualification, Experience, Expertise claimed by the applicant) along with latest Photographs and Signature.
- (iii) There is no application fee for submitting the application for the post of Junior Translator (Hindi). Eligible candidates are encouraged to apply for the said post.
- (iv) Applicants are required to regularly check the Institute website i.e. www.nitdelhi.ac.in for schedules and updates regarding the actual date of reporting and time of the interview.

Sd/-
(Registrar, NIT Delhi)