

**F.No.-6-4/2021-22-PMU (Vol. VI)**  
**National Institute of Education Planning and Administration**  
17-B, Sri Aurobindo Marg, New Delhi-110016

**Recruitment Notification**

**Online applications on the prescribed format are invited for the following post on temporary basis for NCSL (NISHTHA & NIPUN) programme at the Institute. Applicant(s) shall be informed about interview, as and when the same is scheduled. No further correspondence in the matter shall be entertained.**

Name of the Post- **Project Consultant (Hindi Translator)**

Remuneration: ₹40,000-₹49000 per month. (No other allowances or TA is admissible)

Age limit: 60 years (maximum)

**Essential Qualifications:**

- Master's degree with minimum 55% marks (50% in case of SC/ST candidate) in Hindi/English/Translation/Education/Social Science or allied subjects.
- Persons with M.Phil. or additional qualification (Ph.D), or any allocated work in Hindi/English translation, research experience, published paper would be preferred.

OR

- Retired Govt. employees with Grade Pay of ₹6600/- and carrying above qualification would also be eligible for this position.

**Job Requirements:**

- ✓ Translation from English to Hindi and vice-versa
- ✓ Good understanding of research reports and methodology
- ✓ Proficiency in English and Hindi typing
- ✓ Knowledge of MS Office, other IT tools/Excel.

**Desirable Experience/ Qualification:**

- Certificate/ Diploma in Translation from an approved institution.
- 02 years hands- on experience of Hindi translation and having good command in both Hindi & English with good communication skill.
- Experience in handling projects in academic institutions like universities, colleges, policy or regulatory bodies or autonomous organisation etc.

**Note:**

1. Candidates submitting online application are advised to take a print of online application for their record and if called for interview, they should submit the hard copy of online application duly pasted with photograph and signed along with NOC from Head of Organization, if employed or pursuing any course of study.
2. The posts are purely temporary in project mode or co-terminus with the approved project and those appointed will not have any claim for regular absorption at NIEPA.
3. Minimum requirements of qualifications and experience may be relaxed in respect of exceptionally outstanding candidate. The institute reserves the right to fill up or not to fill up

any or all the posts or to shortlist and select the candidates for any suitable position depending upon the qualification and experience required for the said post.

4. You will usually work typical office hours (9:00 am to 5:30 pm), Monday to Friday. However, you may need to work longer hours when there is need from project Investigator/HOD/Dept. concerned or meeting publication or project completion deadlines. Work is usually office based and besides the ability to work independently, you will need to enjoy working in a team to meet the project deadlines.
5. Age relaxations will be as per government norms.
6. Due consideration be given in forwarding applications from eligible candidates, belonging to SC/ST/OBCs. Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply
7. Last date of submission of online applications will be **Friday, July 14, 2023**. No application received thereafter will be entertained.

**(Registrar)**

Copy to:-

1. Sr. PS to VC, NIEPA
2. PA to Registrar, NIEPA
3. Head, National Centre for School Leadership (NCSL), NIEPA
4. Head, PMU, NIEPA
5. Administrative Officer (I/c), NIEPA
6. Finance Officer, NIEPA
7. System Analyst, NIEPA- with a request to uploading the Notification on the Institute's website.
8. Secretary, NCERT, New Delhi-110016
9. Registrar, IGNOU, Maidan Garhi, New Delhi-110068
10. Registrar, Jamia Millia Islamia, New Delhi -110062
11. Registrar, Jawaharlal Nehru University, New Delhi-110017
12. Registrar, Guru Gobind Singh University, Sector 16C, Dwarka, New Delhi-110078
13. Registrar, Indian Institute of Technology, New Delhi-110016
14. Registrar, University of Delhi, New Delhi-110007