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DOEACC SOCIETY

(A Scientific Society of Department of Information Technology, Ministry of Communications & Information Technology, Government of India)
Electronics Niketan, 6, C.G.O. Complex, New Delhi -110 003
Tel: 011-24363936 Fax: 24363937
Website: www.doeacc.ac.in, www.doeacc.edu.in

DOEACC Society, New Delhi, an Autonomous Scientific Society of the Department of Information Technology, Ministry of Communications & IT, and a premier IT Education & Training Institution of the Government of India in the non-formal sector invites applications for the following position to be filled up on **Direct Recruitment on term contract basis for a period of five years**, which may be extended keeping in view the performance of the employees: -

1. Name of the Post : Hindi Officer, 01 Post
Scale of Pay : Rs.6500-200-10500 (pre-revised)
Method of Recruitment : Direct Recruitment
Age : 30 years (Relaxations as per Govt. of India Rules)

Educational Qualification & Experience:

- i) Possessing Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. **OR** Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. **OR** Master's degree of a recognized University or equivalent in any subject with Hindi and English as subject at the degree level. **OR** Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level. **OR** Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level.
- ii) 5 years experience of terminological work in Hindi and or translation work from English to Hindi or vice-versa of technical or scientific literature. **OR** 5 years experience of teaching, research, writing and journalism in Hindi.

Desirable:

Awareness about modern equipments with Devnagari script.

2. Name of the post : Junior Hindi Translator, 01 post
Scale of Pay : Rs. 5000-150-8000 (pre-revised)
Method of Recruitment : Direct Recruitment
Age : 28 years (Relaxations as per Govt. of India Rules)

Educational Qualification & Experience:

Essential

Possessing Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. **OR** Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. **OR** Master's degree of a recognized University or equivalent in any subject with Hindi and English as subject at the degree level. **OR** Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level. **OR** Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level.

Desirable

- i) Recognized Diploma or Certificate course in translation from English to Hindi and vice-versa. **OR** Two years experience in translation from English to Hindi and vice-versa in Central or State Government offices including Govt. organizations.
- ii) Knowledge of operating Hindi application software packages on computer.

GENERAL:

Candidates meeting the above eligibility requirements may send in their application complete in all respects in the prescribed proforma (Annexure) alongwith attested copies of certificates relating to qualifications, date of birth etc. by the last date prescribed in an envelope superscribed as "Application for the post of _____" and addressed to the Registrar, DOEACC Society, Electronics

Niketan, 6, CGO Complex, New Delhi – 110 003 within 45 days from the date of publication of this advertisement.

Persons working in Govt./PSUs/Autonomous Bodies desirous of applying for the post may send their application **through proper channel**, along with photocopies of ACRs of the last five years duly attested by an officer not below the rank of Under Secretary or equivalent and vigilance/disciplinary clearance. The integrity of the officer may also be certified alongwith a certificate that no minor/major penalty has been imposed on him. Applications received directly will not be entertained.

Last date for receipt of applications : Within 45 days of the publication of this advertisement in the Employment News.

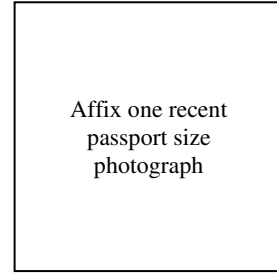
Note:

1. Govt. Orders regarding age relaxations to various categories of candidates will be applicable.
2. Applications which are not in conformity with the requirements indicated in the advertisement are liable to be rejected.
3. Only short-listed candidates will be called for test/interview. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for interview.
4. For application form the candidates may log on to the website of DOEACC Society; www.doeacc.ac.in, www.doeacc.edu.in

Registrar,
DOEACC Society

PROFORMA FOR APPLICATION**Application for the post Hindi Officer/Jr. Hindi Translator, DOEACC Society****PART-I**

1. Name in Full :
2. Father's name :
3. Sex - Male/Female :
4. Nationality :
5. Date of Birth :
(Proof of age shall be enclosed)
Age:Y.....M.....D
(As on _____) :
6. Marital Status :
7. Whether belongs to
SC/ST/OBC/PH/General :
(Proof shall be enclosed in case of SC/ST/OBC/PH)
8. Whether presently working in Govt. /
Semi-Govt/Public Sector Undertaking/
Autonomous/Corporate Bodies :
(If yes, the application shall be sent through proper channel)
9. Permanent Address :
10. Address for correspondence with
Telephone Nos. Office :
Residence :
E.Mail I.D :
:
11. Academic & Professional Qualifications :



Name of the Instt./ Board/University	Year of Passing	Exam/Degree	Percentage of marks in aggregate and Division
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12. Employment History in chronological order
(including training)
13. Details of present employment :
 - i) Designation :
 - ii) Date from which held :
 - iii) Scale of the pay :
 - iv) Whether present post is held on regular/tenure/
deputation or adhoc basis and since when :
 - v) If on deputation, details of post held on
regular basis/ scale of pay and since when :
 - vi) Name of the organisation with full address
indicating name and designation of the contact
person and Telephone/Fax numbers :
 - vii) Category of the Organisation :
 - a) Government / State Government :
 - b) PSU / Autonomous Bodies :
 - c) Private
14. Any other information:

Declaration

I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief.

Place : _____

Signature _____

Date : _____

Name of the applicant _____

PART-II

(To be filled in by the Competent Authority in the case of candidates who are presently working in Government /PSUs/Autonomous Organisations only)

Certified that :-

- i) The information given above by the officer is correct.
- ii) No vigilance/disciplinary proceedings are either pending or contemplated against the above mentioned officer.

Signature : _____
Name : _____
Designation : _____
Department/ : _____
Organization : _____

Date : _____