

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

Kolkata Dock System

**Engagement of 02 Hindi Translator-cum-Assistant (on contract) under
General Administration Department**

Syama Prasad Mookerjee Port, Kolkata intends to engage two (02) Hindi Translator-cum-Assistants (on contract) for a period of three (03) years.

2. Applications are invited from eligible Indian Nationals for the aforesaid contractual engagement. The details of eligibility criteria and terms & conditions for such engagement are given below:-

(i)	Age limit for applying (as on the date of publication of advertisement)	Upper age limit not exceeding 35 years
(ii)	Remuneration	Rs. 26,000/- (consolidated per month)
(iii)	Qualification	Essential: Graduation with Hindi and English as two elective subjects. Desirable: Candidates with post-graduation in Hindi will be preferred (with proof of certificate).
(iv)	Experience	(a) At least 5 years working experience in translation job from Hindi to English and vice-versa in any Major Port / Autonomous Body / Local Authority / Statutory Organization / PSU / Government Company / Ministries or Department of Central / State Government / reputed concerns (with proof of certificate) Or At least 5 years working experience in Hindi teaching / Journalism (b) Knowledge of Computer application in Hindi is a must (the candidate should be proficient in typing in Hindi Unicode).

3. The selected candidates will be responsible for all functions related to the implementation of Official Language Act, Rules & Policy of Govt. of India in SMP, Kolkata, Translation from English to Hindi & vice versa, Assisting in various jobs related with Training in SMPK and any other work as assigned to him/her by the higher authorities from time to time.

4. The candidates fulfilling the above eligibility criteria and agreeable to the Terms & Conditions given below for engagement as *Hindi Translator-cum-Assistant (on contract)*, should send their applications (**in hard copies**) as per attached Proforma under "**Annexure-I**" duly super-scribing on the envelope "**Application for engagement as Hindi Translator-cum-Assistant (on contract)**" addressed to – "Sr. Dy. Secretary-II, Syama Prasad Mookerjee Port, Kolkata, 15, Strand Road, Kolkata – 700001" latest by **23.09.2023**. Upon scrutiny, the candidates fulfilling the eligibility criteria shall be shortlisted. Only such shortlisted candidates may appear in person for written/proficiency test and/or personal interview, date, time and venue of which will be intimated in due course. The applicants should carry the original and one additional set of photocopies of the following documents: -

- (i) Age Proof Certificate (Birth Certificate issued by appropriate Authority/Admit card of Board Examination)
- (ii) Educational and Professional Qualification Certificates/ Mark Sheet.
- (iii) Experience Certificate.
- (iv) 2 recent passport size photographs.
- (v) Photo identity card issued by Govt. of India (Voter/PAN Card/Passport/Driving License etc.) in original.

5. Mere submission of application does not confer any right or claim on the candidates for engagement as **Hindi Translator-cum-Assistant (on contract)**. SMP, Kolkata reserves the right to cancel/ withheld the selection process without assigning any reason thereof. If any application is found to be incorrect/false even after engagement, the contract is liable to be terminated forthwith. The selected candidates shall be required to submit an Antecedent Verification report, issued by the appropriate Police Authority and undergo medical fitness test before joining the service.


(S.S. Chatterjee)

Sr. Dy. Secretary-II
For Secretary