

Advt.No.HR/02/654

Date:16.08.2021

KIOCL LIMITED

(A Government of India Enterprise)

Regd.Office: II Block, Koramangala, Bengaluru-560034

Ph:080-25531461-64 Ext:487, Fax:080-25532153/25535941

E-mail:career@kioclltd.in

(ISO9001:2015, ISO14001:2015 and ISO45001:2018 COMPANY)

REQUIREMENT OF HINDI OFFICER ON CONTRACT BASIS

JOB SPECIFICATION

KIOCL Limited, Schedule 'A' Miniratna, 100% EOU, profit making CPSE, having its Pelletization Complex and Blast Furnace Unit at Mangaluru and Corporate Office at Bengaluru invites applications for the Hindi Officer on contract basis:

JOB SPECIFICATION

HINDI OFFICER ON CONTRACT BASIS	
Consolidated pay	: Rs. 30000-to Rs.35000/- per month commensurate to experience and expertise of candidate
Qualification	: Master's degree from a recognized university in Hindi with English as a compulsory or elective subject or as medium of examination at the degree level.
Experience	: Should have atleast 3 years post qualification experience in Translation work from Hindi to English and vice versa. Experience in Central / State Govt. offices including Govt. Undertakings are preferred. Knowledge of Technical Translation will be an added advantage. Conversant with Central Govt. directions on implementation of Official Language Policies, Reports>Returns, imparting Hindi Training to Employees, Liaisoning with Government Authorities, Agencies regarding implementation of Official language, organizing Hindi workshops, Seminars etc. Should have Computer typing knowledge in Hindi, English.
Age	: Maximum 35 years as on 30.06.2021
Experience	: Minimum 3 years as on 30.06.2021

Age: The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) categories. Age relaxation for Persons with Disabilities is 5 years for candidates belonging to General category, 8 years for OBC and 10 years for SC/ST categories (degree of disability 40% or above).

TERMS & CONDITION:

1. Engagement on contract basis initially for a period of **ONE YEAR**. Contract can be extendable for another one year depending upon the requirement of the company and satisfactory performance of the candidate.
2. Candidates should submit the application in the format appended with this advertisement, along with requisite enclosures
3. Candidates are required to fill in all the columns furnishing the required details clearly in the application format.
4. Only Indian Nationals need to apply
5. The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement and that the particulars furnished are correct in all respect. In case, it is detected at any stage of the recruitment process that a candidate doesn't fulfill the eligibility criteria's and/or that he/she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without notice.
6. Candidate will not be entitled to any other benefits such as DA, HRA, PF, ESI, Bonus, Gratuity, Incentive etc.
7. The cut-off date for upper age & post qualification experience is **30.06.2021**.
8. Age, experience is relaxable in case of highly deserving candidates as per the discretion of management.
9. KIOCL is not responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
10. All future correspondence would be through E-mail ID, furnished by the applicant in the application-form or by post as may be decided by KIOCL.
11. KIOCL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.

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12. No TA shall be payable for attending the interview.
13. For contract post, the appointee has no right to claim any additional benefits /compensation/ absorption/ regularization of services in the company during or after the period of engagement under any provision. At the end of contract period his/her services shall stand terminated.
14. During the period of contract, the service may be terminated by either side by giving one month's notice or one month's pay in lieu of notice
15. Canvassing in any form will be a disqualification.
16. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.
17. Appearance of the short-listed candidates in the interview is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfill essential eligibility criteria.

Self-attested photo copies of following documents shall be sent through post along with the application form.

- Two Recent passport size Photos
- Proof of age
- Educational Qualifications (All year/semester Mark sheets & Certificates)
- Service Certificate of past employment & proof of date of joining & its continuity in the present Organization if any
- Last Salary/Pay Certificate if any
- Caste Certificate / EWS/ PWD Certificate (if applicable)

Interested candidates may send their application, duly filled in the following prescribed format appended with this advertisement to the following address latest by 31.08.2021

Shri Shankar Karnam
Joint General Manager (HR&A)
HR Department
KIOCL Limited
II Block, Koramangala
Bengaluru-560 034



KIOCL LIMITED
II Block, Koramangala, BENGALURU-560034
APPLICATION FORMAT

Affix Passport size
photograph here

Advt.No.HR/02/654

1	Title of the post	HINDI OFFICER ON CONTRACT BASIS	
2	Name (IN BLOCK LETTER) (Mr, Mrs, Ms) (As appears in the SSLC /SSC record)		
3	Gender		
4	Father's Name		
5	Mother's Name		
6	Permanent Address	Contact / Mailing Address	
		Phone No (with STD Code): Mobile No. Email ID:	
7	Nearest Railway Station		
8	Date of Birth (DD/MM/YYYY)		
9	Age as on 30.06.2021	_____Years _____Months_____Days	
10	Nationality		
11	State of Domicile		
12	Religion		
13	Circle the category (Enclose copy of Certificate in case of SC/ST/OBC/PWD)	SC / ST / OBC / GEN/PWD	Name of the Community
		TYPE OF DISABILITY IN CASE OF PWD CANDIDATE	

14. [A] EDUCATIONAL QUALIFICATION:

Sl. No.	Qualification	Class	Percentage	University/ Institution	Year of Passing

[B] ADDITIONAL QUALIFICATION IF ANY:

Sl. No.	Qualification	Class	Percentage	University/ Institution	Year of Passing

15. POST QUALIFICATION EXPERIENCE DETAILS:

SL NO	NAME OF THE ORGANIZATION	DESIGNATION	FROM (DD/MM/YYYY)	TO (DD/MM/YYYY)	NATURE OF EXPERIENCE	GROSS SALARY

[Please attach additional sheets if required].

17. Other Experience [Other than experience indicated in Sl.No.16]

Sl. No	Designation	Organi-zation	Central Govt /State Govt / PSU/ Private	Date		Pay Scale	Experien- ce in brief	Gross Pay	Reason for Leaving
				From (DD/MM/YY)	To (DD/MM/YY)				

[Please attach additional sheets if required].

18. Languages Known:

Sl. No.	Languages	Read	Write	Speak

I affirm that the information given in this application is true and correct. I further undertake that if at any stage it is discovered that any attempt has been made by me to conceal or misrepresent facts, my candidature may be summarily rejected at any stage in the selection process or my employment be terminated.

Date:

Place:

Signature of the Candidate