



भारतीय सांख्यिकी संस्थान
INDIAN STATISTICAL INSTITUTE
(सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय के तहत एक स्वायत्त संस्थान)

(An Autonomous Institute under Ministry of Statistics and Programme Implementation, GoI)

**Engagement of Hindi Translator-cum-typist
(On Contract Basis)**

Indian Statistical Institute Bangalore Centre invites eligible candidates for engagement of young professional for the post of Hindi-Translator-cum-Typist on contractual basis. The engagement of Hindi-Translator-cum-Typist is on contractual basis for an initial period of one year which may be extended on year to year basis as per requirement of the Centre and performance of the professional. There shall be periodic revision of the performance of professional selected by the Hindi Implementation Committee of the Institute. The Competent Authority will have all the rights to select any one of the applicants as Hindi-Translator-cum-Typist (on contractual through agency) or cancel all the applications at its sole discretion. The decision of the Competent Authority will be final & binding on applicants.

Job Requirements & Qualifications for Hindi Translator cum typist to be engaged through GEM (Manpower Agency):-

- (1) Working knowledge about various activities relating to translation of English to Hindi and vice versa and other activities in Hindi such as noting, drafting, circulars, notices, letter, tenders, official correspondence.
- (2) Knowledge of Hindi Typing is essential and Government rules and regulation especially in Rajbhasha. Should be well versed with latest rules and regulations

The essential educational qualification and experience for the Hindi Translate cum typist are as follows:

Qualifications:

1. (A) 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 degree level.

OR

- (B) 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 degree level.

OR

- (C) Master's Degree of a recognized University or equivalent in any subject other than Hindi or English with Hindi and English as compulsory or elective subject or either of the two as medium of examination and other as a compulsory or elective subject at degree level.

AND

2. Recognized Diploma or certificate Course in translation from Hindi to English and vice-versa OR Two years' experience of translation work from Hindi to English and vice-versa in Central or State Government Offices including Government of India Undertakings.

- Desirable** : (A) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eight Schedule of the Constitution.
- (B) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University
- Remuneration** : Fixed Rs. 45,000 consolidated to be paid to the outsourced agency hired through GEM plus applicable taxes.
- Type of Engagement** : The manpower will be engaged through an outsourced agency hired from GEM.
- Age** : Preferably below 45 years as on 1st May 2026.
- Temporary Engagement** : The engagement will be purely on temporary and contractual basis and it will confer no right on the selected candidate for regularization or permanent absorption/ appointment in the Institute in any case. The selected candidate will be engaged through an outsourced agency.
- Experience** : Applicant is required to have at least 1 year experience in the field of Rajbhasha related activities especially translation work from English to Hindi and vice versa in Central Government/State Government/PSU/Central / State Autonomous Body /other institution.

The Hindi Translator cum typist is expected to perform the following duties/functions:

- 1) Translation from English to Hindi and Vice Versa.
- 2) Working knowledge about various activities relating to translation of English to Hindi and vice versa and other activities in Hindi such as noting, drafting, circulars, notices, letter, tenders, official correspondence.
- 3) Knowledge of Hindi Typing is essential and Government rules and regulation especially in Rajbhasha. Should be well versed with latest rules and regulations
- 4) Typing in Hindi (Unicode, Krutidev etc.) & English as per requirement.
- 5) The Hindi Translator shall work in the admin section and render administrative support to the office, in following manner:-
 - a) To assist in the implementation of the Official language policy of Government of India.
 - b) To translate official correspondences/ documents / records etc. from English to Hindi and vise-versa with Hindi typing skills.
 - c) To assist in preparation of reports & returns.
 - d) Regular/ Periodic meetings to be scheduled/ organized with the official language, Hindi Implementation Committee of the Institute.
 - e) Proficiency in usage of MS Office / MS Excel etc.
 - f) Any other work as may be assigned by Authorities from time to time.

General Terms and Conditions of Engagement:

- 1) Indian Statistical Institute Bangalore Centre reserves the right to terminate the contract at any time through agency. The Hindi translator can also seek termination of the contract upon giving minimum one month's notice to the manpower agency.
- 2) Other terms & conditions of the engagement will be carried out as per Institute guidelines.

Selection Procedure:

- 1) The engagement shall be purely on contract basis. The Hindi translator cum typist shall be selected by the Screening-cum-Selection Committee constituted by the Institute for this purpose. The decision of the Committee shall be final and binding.
- 2) The interested candidates may appear in the walk-in interview (Physical Mode only) scheduled on the following dates & time:

24 August 2026 from 02:00 P.M.-06:00 P.M. (Monday)

Venue:

Administrative Building
Indian Statistical Institute
8th Mile, Mysore Road,
RVCE Post,
Bangalore-560059
080-26985303

- 3) No TA/DA etc. is Payable for attending the interview/test.
- 4) Duly filled-in applications (in format attached) may be sent to email co_isibc@isibang.ac.in
Further, the application alongside all original documents in support of age education & experience qualifications must be carried for verification alongside 02 passport size photos & recent payslips to the walk-in interview. The interested eligible candidates must confirm attending the walk-in interview through the following email co_isibc@isibang.ac.in

INDIAN STATISTICAL INSTITUTE

APPLICATION FORM FOR HINDI TRANSLATOR CUM TYPIST

To
Deputy Chief Executive
(admin)
Indian Statistical Institute
8th Mile, Mysore Road
RVCE Post,
Bangalore,
560059

Affix a recent
passport size
photo

1. Name in full (in block letters)
(Mr./Mrs./Ms.) : _____
2. Date of Birth (dd/mm/yyyy) : _____
3. Address for Communication : _____

4. E-mail ID : _____
5. Contact Number : _____
6. Qualifications : _____

Examinations Passed	Board/ Council/ University	Year of Passing	Division/ Grade	Subjects Studied

7. Previous employment details (in chronological order) (Use separate sheet if needed)

Name & Address of the Employer	Designation	Period of Employment		Pay Details	Nature of Duties/ Job responsibilities
		Date of Joining	Date of Leaving		

8. Additional details about your previous employment:

9. Additional information, if any, which you would like to mention in support of your suitability for the post(please enclose a separate sheet):

10. Knowledge of Computers: _____

11. Any other relevant information: _____

Declaration:

I hereby certify that the above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/ appointment is liable to be cancelled/terminated.

(FULL SIGNATURE OF THE APPLICANT)

Date:

Place: