

## **INSTITUTE OF BANKING PERSONNEL SELECTION**

### ***INVITES APPLICATIONS FOR***

**Post Name: – HINDI OFFICER (On Contract)**

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**1) NO. OF VACANCY : 01**

**2) SALARY : NEGOTIABLE**

Candidates may mention in their application the **last salary drawn and salary expected.**

**3) ELIGIBILITY CRITERIA (as on 01.01.2016)**

Candidates, intending to apply for the above post should ensure that they fulfil the minimum eligibility criteria specified by IBPS in this advertisement.

***Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to age, educational qualifications, post qualification work experience etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the application form.***

**4) EDUCATIONAL QUALIFICATION:**

(i) Masters Degree of a recognized University or equivalent in English/ Hindi with Hindi/ English as a compulsory or elective subject at degree level;

OR

(ii) Bachelor's Degree of a recognized University or equivalent with Hindi and English as main subjects (which includes the term compulsory and elective)

OR

- (iii) Master's degree of a recognized university 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 medium of examination at degree level ;

OR

- (iv) Master's degree of a recognized university in any subject other than Hindi or English, with Hindi or English as a compulsory or elective subject or either of the two medium of examination and the other as a compulsory or elective subject at the degree level

**Note:**

- (i) Those candidates who have passed B.A (Hons) in English/Hindi with Hindi/English as subsidiary/ (Modern Indian Language) MIL subject are eligible for the post of Hindi Translator.
- (ii) Candidate must ensure that they have studied English and Hindi as main subjects and not as a paper in all three years of BA Pass course.

**Essential:**

**1. Competency in computer**

**2. Working knowledge in Hindi translation at least for 3 years**

**(5) OTHER ELIGIBILITY CRITERIA AS ON 01.01.2016**

- (I) The incumbent's age should not be more than **62 years as on 01.01.2016**

***Age criteria will however not be applicable for internal candidate/candidates already with IBPS under contractual agreement.***

- (II) Knowledge in computer operations / Language will be an added advantage.
- (III) His/her integrity should not have been doubtful during his/her service.
- (IV) No punishment/penalty should have been inflicted on him/her during his/her service.
- (V) Cases of CBI or other law enforcement agencies should not be pending against him/her.

#### **(6) TERMS OF APPOINTMENT**

Appointment will be on contract basis. The initial period will be of 1 to 2 years subject to quarterly review and may be renewed subsequently subject to his/her continued good performance and physical fitness.

#### **(7) JOB PROFILE, ROLE & RESPONSIBILITIES**

- (i) Translation of confidential Examination Questions in Hindi Language.
- (ii) Development of Objective type/ Descriptive tests to test proficiency in Hindi languages for various posts.

- (8) **HOW TO APPLY:** – Interested candidates who are meeting with above mentioned eligibility criteria as on 01.01.2016 only may forward their applications giving details of job experience, **salary drawn & expected** on plain paper in attached format along with attested Xerox copies of all necessary documents to:

**The General Manager - Administration**  
**Institute of Banking Personnel Selection,**  
**IBPS House, Plot No.166,**  
**90 ft DP Road,**  
**Off Western Express High way,**  
**Kandivali (East),**  
**Mumbai 400 101**

**Last date of receipt of application: 26.02.2016 up to 3.00 pm.**

- Application received after this date and time will be summarily rejected.
- Application not in the prescribed format and / or without necessary documents will be rejected.
- IBPS reserves the right to reject applications of any or all the candidates without assigning any reason.
- Not more than one application should be submitted by any candidate. In case of multiple Applications the candidature shall be cancelled.
- Internal candidate, if any, may also apply.
- **The person who are in regular service or will remain in regular service after 01.03.2016 need not apply.**

**Please Note:**

- *The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.*
- *Hand Delivery of application will not be accepted.*
- *Send your application only through the post or courier. IBPS shall not under any circumstances be liable for misplace, damage and/ or delay in delivery of application by the post or by the courier agencies.*
- *The internal candidates may handover the applications directly to General Manager Administration only.*

❖ **Selection will be made by a committee and such selection will be Final.**

**Applicants must super-scribe “Application for the post of Hindi Officer” on the top of the upper part of the sealed envelope containing the application.**

16.02.2016

General Manager (Administration)  
IBPS, Mumbai