



RECRUITMENT TO THE POST OF HINDI TRANSLATOR GR.I / TRAINEE (W-3 GRADE)
(ADVT.NO.03/2017)

INSTRUCTIONS TO THE CANDIDATES CALLED FOR DOCUMENT VERIFICATION

1. Candidates should meet the eligibility norms notified vide Advt.No.03/2017, which are reiterated below:-
 - a) **Upper age limit:** 30 years as on 01/05/2017 and the same is relaxable by 3 years for the candidates belonging to OBC category. However, relaxation in upper age limit is unavailable to OBC candidates for consideration against UR vacancies. Further, upper age limit is relaxable by 10 Years for Persons with Disabilities (13 years for PWDs belonging to OBC category) and for Ex-Serviceman as per Govt. of India rules. However, in all the cases of relaxation, maximum age limit is 58 years as on 01/05/2017. Since no vacancy is reserved for SC/ST categories, upper age limit is not relaxable in respect of candidates belonging to SC/ST categories. Upper age limit indicated above is not applicable to Internal candidates (candidates working in NLCIL), but they should not have completed the age of 58 years as on 01/05/2017.
 - b) **Qualification:**
 - i) Should have passed Post Graduate Degree in Hindi from a recognized university with English as a subject at Degree Level; (or) Post Graduate Degree in English with Hindi as a Subject at Degree Level; and
 - ii) Should have passed Post Graduate Diploma in Translation from Hindi to English and vice-versa from a recognized University / Institution including Central Translation Bureau, MHA, GOI.
Desirable:
 - i) Should have working knowledge of computer using Hindi Software.
 - ii) Knowledge in vernacular Language (Read and Write).
2. Candidates should produce the following certificates / documents in **ORIGINAL** and a set of Photostat copy of the same for verification at the time of Personal interview: -
 - a) Proof for Date of Birth (Birth Certificate or SSLC / Matriculation Mark Sheet);
 - b) Degree / PG Degree / PG Diploma Certificates in proof of possessing notified qualifications, (i.e.) Post Graduate Degree in Hindi from a recognized university with English as a subject at Degree Level (OR) Post Graduate Degree in English with Hindi as a Subject at Degree Level AND Post Graduate Diploma in Translation from Hindi to English and vice-versa from a recognized University / Institution including Central Translation Bureau, MHA, GOI;
 - c) Community Certificate in the prescribed format issued by the Competent Authority (in case belonging to SC / ST /OBC-NCL categories). The OBC (Non-Creamy Layer) candidates are required to submit OBC-NCL certificate issued by a Competent Authority in the format prescribed by Government of India. Further, OBC (Non-Creamy Layer) candidates should submit, along with OBC-NCL Certificate, a self-undertaking (in the format which will be provided at the time of document verification) to the effect that they continue to be in non-creamy layer status. In case of selection under OBC Category, they should produce at the time of joining a fresh OBC certificate issued by the Competent Authority on or after 01/04/2017 (Current Financial Year) in the format prescribed by the Government of India.
 - d) Disability Certificate, clearly indicating the type of disability (in case of PWD);
 - e) Discharge Certificate (if Ex-serviceman);
 - f) No objection Certificate (NOC), if working in Govt. / PSU / Quasi Govt. companies;
 - g) Latest Pay Slip (if presently working in any organization)
 - h) If the SC/ST/OBC/Disability certificate is / are in a language other than English/ Hindi, the candidates should submit a self-certified translated version of the same either in English or Hindi.

3. However, the above list of documents indicated (in Sl.No.2) is not exhaustive and the candidates may require producing other relevant documents on case to case basis to clearly establish their eligibility. Non production of sufficient documents to establish the eligibility would lead to rejection of their candidature.
4. Candidates who are found meeting the eligibility norms notified for the post of Hindi Translator Gr.I / Trainee will only be allowed to attend Written / Skill Test, which will be conducted after completion of document verification, as per the schedule indicated below: -

DATE OF WRITTEN / SKILL TEST	:	25/11/2017
TIME OF WRITTEN / SKILL TEST	:	11:00 HOURS
VENUE OF WRITTEN / SKILL TEST	:	OFFICE OF THE DEPUTY DIRECTOR (SOUTH), HINDI TEACHING SCHEME & CHTSI, RAJAJI BHAVAN, II FLOOR, "E" WING, C-BLOCK, BESANT NAGAR, CHENNAI-600 090.

5. Separate Admit Card for Written / Skill Test will be issued to the eligible candidates only, after completion of document verification and the same should be handed over to the invigilator at the time of Written / Skill Test.
6. Candidates will be permitted into the Examination Hall only up to 30 minutes from commencement of examination and leave the Examination Hall only after the closing hours of examination.
7. The duration of Written Test will be 90 minutes and Skill Test will be conducted immediately on completion of Written Test.
8. Question paper for Written Test will consist of Objective type Questions (with multiple choice of answers) and descriptive type to evaluate the knowledge of candidates in Terminological work in Hindi; Translation from Hindi to English & vice-versa and Skill Test will be conducted to evaluate the typing skill on computer.
9. Candidates are requested to bring BALL POINT PEN (BLUE) for indicating / writing answers in the Answer Sheet.
10. Candidates will not be permitted to carry any electronic devices including Mobile Phone, Calculator or any other communication / information devices inside the examination hall.
11. Selection will be based on the marks scored by the candidates in Written / Skill Test.
12. Only SC/ST/PWD candidates attending Written / Skill Test are eligible for reimbursement of travelling expenses (To and Fro II Class sleeper Train Fare / Bus Fare) by way of multi-city cheque for their travel from the communication address mentioned in their application form to the venue by the shortest route, subject to production of proof for Travel (Ticket / Train Ticket No.) and 'No Objection' Certificate (in case working in PSE/Govt./Quasi Govt. organization).
13. Candidates have been called for Document verification based on the information furnished by them while applying through NLCIL online application portal. Candidates must meet all the eligibility norms notified for the post of Hindi Translator Gr.I / Trainee in our recruitment notification (Advt.No.03/2017). In case any of the candidate(s) is/are found not meeting any of the notified eligibility norms during the document verification, **they will not be permitted to attend Written / Skill Test. Also the travelling allowance will not be paid to them, if found ineligible to attend Written / Skill Test during the document verification.**
14. Attending Document Verification and Written / Skill Test does not confer the candidates any right to claim appointment to the post of Hindi Translator Gr.I / Trainee in NLC India Limited.
15. Canvassing in any form for selection will be a disqualification.