



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Nagarbhavi, Bengaluru - 560 072

17th August 2021

Empanelment of Hindi Consultant

The National Assessment and Accreditation Council (NAAC) is an autonomous body established by the University Grants Commission (UGC) of India. NAAC requires the services of Professional Hindi Consultant (Contract basis).

The job of a Hindi Consultant among others will be to translate NAAC Manuals, Guidelines, Website and other documents from English to Hindi on assignment basis, as and when required by NAAC for its wide range of publications. This apart there will be regular correspondence of NAAC which needs to be translate to Hindi and the job involves full time engagement in the Office. The work has to be carried out with due diligence and requires computer / literature knowledge/ command over the vocabulary of Hindi and English and one should possess the flair for work and should be able to complete the tasks/assignments on timeline.

Qualifications: M. A (in Hindi) and well versed with the work of Official Hindi translation work preferably in any Government (State/Central) or any Public Sector Undertaking. Experience: 5 yrs of experience in drafting Hindi articles, translation & Hindi typing or similar work. Typing knowledge of Hindi is required compulsory. A candidate should possess agility and preferably below the age of 70 years. The contract will be initially for one year, after which it is extendable with the approval of the competent authority, subject to medical fitness, and depending upon their performance during the period of contract, on case -to-case basis. The honorarium as mutually agreed upon. Remuneration will be Rs. 25,000/- consolidated.

The interested professionals may submit their intent and resume with work experience and expected remuneration to the Administrative Officer.

Applications with full details (age, qualifications, experience, E-mail ID, contact number. etc...) should reach by E-mail to recruitnaacbengaluru@gmail.com on or before **30th August 2021.**

For more details contact

Administrative Officer
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
PO BOX NO 1075
Nagarbhavi
Bangalore-560072
Telephone: 080-23005122, 23005100
Mob: 9632499931
FAX 080-2321070
Website www.naac.gov.in

(Administrative officer)

प्रशासनिक अधिकारी / Administrative Officer
नाक / NAAC - बेंगलुरु / Bengaluru