

WAPCOS LIMITED

Terms and Conditions for Hindi Translator on contract basis.

WAPCOS Limited an 'ISO 9001-2008' "Mini Ratna-I" Organisation intends to fill up the post of Hindi Translator (01 nos.) on contract basis for its ongoing projects against Project requirement. The requisite qualification etc., prescribed for the post is given as under:

1. MA(English/Hindi) from a recognized university
2. Diploma in Translation from a recognized university/institute (Translation from Hindi to English and English to Hindi)
3. Knowledge of Hindi Typing
4. Knowledge of English Typing

Maximum age is 27 years.

Salary shall be commensurate to qualification and experience.

Relevant experience will be given due weightage.

Candidates should have good working knowledge of MS Office, etc.

Those who are working in Govt. departments/PSU/Autonomous bodies are required to apply through proper channel or produce no objection certificate.

The posts are purely on temporary basis for its Project requirement.

Number of posts may vary as per requirement of projects of the company.

Age relaxation for SC/ST/OBC/PWD will be as per Government rules.

Preference will be given to SC/ST/OBC/PWD candidates if otherwise found suitable.

Management reserves the right to fix the criteria to restrict the number of candidates to be called for written/skill test/interview.

Before submission of application, the candidate must ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement.

CVs should be submitted strictly in prescribed proforma alongwith photocopies of documents in support of Date of birth, Qualification, Experience and Proof of category etc. in case of candidate belonging with reserved category. Any other proforma will not be accepted.

The candidates engaged to the post are liable to be posted anywhere in India or abroad as per exigencies of works of the company. Applicant should have valid Indian Passport and will be required at the time of joining.

The mere fact that a candidate has submitted his/her application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for skill test/interview/considered further for engagement.

The Company will not be responsible for any postal delay within the specified time.

Interested candidates fulfilling the eligibility conditions may send their CVs within 15 days from the date of release of advertisement in the prescribed proforma in an envelope superscribing the name of post applied for to:

Head(Pers)
WAPCOS Limited
Plot No. – 76 C, Institutional Area,
Sector-18, Gurgaon, Haryana - 122015

For details and proforma visit our website www.wapcos.co.in and for clarification Call: **0124-2399421-36** Extn.1438/1329

Last date for submission of applications is 25.01.2018