



# भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल

## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING KURNOOL

(An Institute of National Importance under Ministry of Education, Govt. of India)

Advertisement No. IIITDMK/JHT/2026/01

Date: 16.06.2026

### **Advertisement for Recruitment of Junior Hindi Translator** **(On Contractual Basis)**

The Indian Institute of Information Technology Design and Manufacturing Kurnool is a premier autonomous Institution established by the Ministry of Education, Government of India. The Institute invites **Offline applications** from Indian nationals possessing the under-mentioned qualifications, relevant work experience for the following position on a contract basis.

<b>Name of the post</b>	<b>Junior Hindi Translator (JHT) (On Contract)</b>
<b>No. of Vacancy</b>	<b>01</b>
<b>Essential qualification</b>	Bachelor's/master's degree from a recognized University with Hindi and English as compulsory or elective subjects at the degree level (or vice versa). <b>OR</b> A recognized Diploma/Certificate in Hindi-English and/or English-Hindi Translation from a recognized institution/university.
<b>Desirable Qualification</b>	<ol style="list-style-type: none"><li>1. Minimum six months of professional experience in Hindi-English and/or English-Hindi translation in Central Government Ministries/Departments, Central Autonomous Bodies, Public Sector Undertakings (PSUs), Banks, Railways, IITs, NITs, IIITs, State Government Departments, or other Government/PSU organizations.</li><li>2. Basic knowledge of computer applications and office software.</li><li>3. Good written and verbal communication skills in both Hindi and English.</li><li>4. Ability to handle official correspondence, translation of documents, and bilingual administrative work effectively.</li></ol>
<b>Job Requirements / Nature of Job</b>	The Junior Hindi Translator shall work in the Administration Section and provide support in implementing Official Language policies and in other administrative functions of the Institute. <ol style="list-style-type: none"><li>1. To assist in the implementation of the Official Language Policy of the Government of India and compliance with the provisions of the Official Languages Act, Rules, and related instructions.</li><li>2. To translate official correspondence, reports, circulars, notifications, records, manuals, forms, website content, and other documents from English to Hindi and vice versa, including Hindi typing and proofreading.</li><li>3. To assist in the preparation and submission of various reports, returns, statements, and other documents related to Official Language implementation.</li><li>4. To maintain records pertaining to Official Language activities and provide administrative support for meetings, inspections, workshops, training programs, and related activities.</li><li>5. To prepare bilingual documents and ensure progressive use of Hindi in official work.</li><li>6. To use MS Office applications, including MS Word, MS Excel,</li></ol>

	PowerPoint, and other office productivity tools for day-to-day official work. 7. To perform any other duties assigned by the Competent Authority from time to time.
<b>Age limit</b>	Not exceeding 63 years as on the date of application.
<b>Emoluments</b>	Rs. 35,000/- per month
<b>Duration</b>	For a period of one year, which may be extended subject to satisfactory performance & as per the requirements of the Institute.

**Important Instructions to the Candidates:**

1. Candidates must be citizens of India.
2. Appointment is purely temporary on a contract basis and can be terminated at any time without any notice or compensation. The post is initially for a period of one year and is extendable on satisfactory performance.
3. The appointed person shall have no right/claim for regularization/absorption in IIITDM Kurnool.
4. The prescribed qualifications are minimum and unless specified otherwise, they are required for consideration for the notified post, even if a higher qualification has been acquired, and the mere fact that a candidate possesses the same will not entitle him/her for being called for an interview.
5. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
6. The Institute reserves the right to restrict the number of candidates for interviews to a reasonable limit on the basis of qualifications, level, and relevance of experience, higher than the minimum prescribed in the advertisement. The Institute also reserves the right to reject any or all applications without assigning a reason.
7. Candidates will be short-listed for an interview on the basis of the information provided by them in their applications. They must ensure that such information is true. If at any subsequent stage, or at the time of the interview, any information or claim they provide in their applications is found to be false, their candidature will be rejected.
8. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the post. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage, even after the issue of the appointment letter, the Institute reserves the right to cancel any communication made to the candidates.
10. No TA / DA will be admissible for appearing for the interview.
11. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
12. Candidates are advised to fill in their correct and active e-mail addresses in the application, as all correspondence will be made by the Institute through e-mail only.
13. Application forms are incomplete in any way or do not have the required educational / experience certificates or the latest photograph and are liable to be rejected without

intimation.

14. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of the application.
15. The candidate should abide by the terms and conditions issued in the appointment letter.
16. For any queries, please contact us at +91 9648343401.

**General Instructions:**

**How to Apply:**

- (i) Interested candidates fulfilling the eligibility criteria as per the above given criteria can apply (application form is attached with this advertisement)
- (ii) The name of the post must be superscribed clearly on the envelope as given below:  
**“Application for the post of Junior Hindi Translator (on Contract)”** and send their **duly filled-in application form to the following address by Post / Hand:**

**To**

**The Registrar,**

**Indian Institute of Information Technology Design and Manufacturing  
Kurnool (IIITDM Kurnool), Jagannathagattu, Dinnevarapadu Village,  
Kurnool – 518008, Andhra Pradesh, India.**

- (iii) The institute shall not be responsible for postal delays, if any. Without application and supporting documents, the candidates will not be considered for further processing.

**(iv) Last Date of submission of Application form: On or before July 15, 2026**

**(v) The tentative date of Interview: July 25, 2026**

**Place of Interview: Administrative Block, IIITDM Kurnool,  
Jagannathagattu, Kurnool-518008, Andhra Pradesh**

**Sd/-  
Registrar i/c**