



Ref: IIMB/HR/RECT/2022/49

Date: 30 September 2022

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager - Official Language
Job Purpose	To ensure compliance of provisions of the Official Language Act and OL Policy.
Job Type	Contractual – Non-Teaching
Reporting to	Chief Administrative Officer
Will also closely work with	Internal: IIMB officers and staff
No. of positions & Job Location	One Position in IIMB, Bannerghatta Road
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Responsible for providing translation from English to Hindi and Hindi to English, also typing and any other work from time to time and to supervise the translation.• Implementation of Official Language as per the annual program, Official Language Policy.• To acquaint officers and staff with the provision of OL Act and to make suggestions from time to time for promoting the progressive use of Hindi.• The incumbent will be responsible for ensuring compliance of the Official Language Policy.• Coordinate and support visits of Parliamentary Committees on Official Language etc.
Qualification and Personal Profile	<ul style="list-style-type: none">• Candidate should have done master's degree from a recognized University in Hindi, with English as a compulsory elective or subject or as a medium of examination at the degree level (OR) Master's degree from a recognized University in English, with Hindi as compulsory elective or subject or as a medium of examination at the degree level (OR) Master's degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects at degree level;• Recognized diploma/certificate course in translation from Hindi to English & vice versa is preferable as an additional qualification.• Minimum of Five years' experience in translation work from English to Hindi & vice-versa preferably in academic Institutions of National or State importance / PSUs or Autonomous institutes in compliance to official language Implementation Act
Key Skills and Ability Requirements	<ul style="list-style-type: none">• Proficiency with office automation Tools in English and Hindi.• Excellent communication, and wide knowledge of Hindi and English vocabulary. Should be fluent in English and Hindi.
Compensation	Based on the experience and qualifications, compensation for selected candidates is likely to be in the range of level 5 or Level 6 based on experience and qualification as mapped to 7 th CPC pay scales plus other standard entitlements as per IIMB Contract Appointment Rules

Interested candidates may fill the application using the link:

<http://iimberpsrv.iimb.ernet.in/prod/pfonlapp.home>

Closing date for applications is 20 October 2022. Only shortlisted candidates will be intimated.