



Ref: IIMB/HR/RECT/2025/40

Date: 02 July 2025

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	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
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.
Key Skill 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.
Qualification and Personal Profile	<ul style="list-style-type: none">Master's degree of a recognized University in Hindi with English as a subject at a degree level; OrMaster's degree of a recognized University in English with Hindi as a subject at a degree level; OrMaster's degree of a recognized University in any subject with Hindi and English as subjects at the degree level; OrMaster's degree of a recognized University in any subject with Hindi Medium and English as a subject at the degree level; OrMaster's degree of a recognized University in any subject with English medium and Hindi as a subject at the degree level. AndThree years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably for technical or scientific literature or three years of experience of teaching in Hindi and English or research in Hindi or EnglishRecognized diploma/certificate course in translation from Hindi to English & vice versa is preferable as an additional qualification.
Compensation	The indicative annual CTC will be in the range of Rs. 13.64 lakhs – 14.91 Lakhs. However, the compensation will be fixed based on the candidate's experience and qualification.

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 20th July 2025. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields and the following documents are required to be uploaded while submitting the application.

- 10th & 12th Marksheets.
- Diploma/Graduation – All semester wise Marksheets & Final Degree/ Graduation Certificate.
- Post - Graduation – All semester wise Marksheets & Final Post – Graduation Certificate.
- All experience letters.
- Recent 3 months' payslips or 3 months' income proof.
- If you have undergone any training, kindly attach the training certificates.

Applications without these documents will be treated as incomplete and will not be considered.