



F.No. NITC/RECR/(I)/2025-Estb.

Dated: 01 January 2026

NOTICE INVITING APPLICATION TO THE POST OF JUNIOR TRANSLATION OFFICER (On Deputation Including Short Term Contract)

National Institute of Technology Calicut (NITC) invites application for filling up the post of Junior Translation Officer in Level -06 of 7th CPC Pay Matrix from eligible Officers working in Central/ State Govt. /Public Sector undertaking/Autonomous Bodies on usual deputation terms for a period of 03 years extendable up to 5 years.

National Institute of Technology Calicut, an autonomous organization under the Ministry of Education (MoE) is looking for the service of suitable officers for filling up the post of Junior Translation Officer in Level -06 of VII CPC Pay Matrix on deputation including short term contract for a period of 3 years extendable to 5 years. The place of posting will be Calicut.

2. ELIGIBILITY CONDITION:

Name of the post	Junior Translation Officer
Number of posts	01
Pay band and pay grade or pay scale	Level-6
Method of recruitment	Deputation including short term contract
Eligibility Criteria	(a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) having six years' service in the grade rendered after appointment thereto on regular basis in level-5 (Rs. 29200-92300) or equivalent in the parent cadre or department; and (b) possessing the educational qualifications prescribed below.
ESSENTIAL QUALIFICATION	Master's degree in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

	<p style="text-align: center;">OR</p> <p>Master's degree in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as the medium of examination and the other as a compulsory or elective subject at the degree level;</p> <p style="text-align: center;"><u>AND</u></p> <p>Recognized Diploma or Certificate course in translation from Hindi to English and vice versa;</p> <p style="text-align: center;">OR</p> <p>Three years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India undertakings.</p>
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3. **DUTIES & RESPONSIBILITIES: -**

- i. **Translation Supervision:** Supervise and guide the translation of official documents, circulars, manuals, reports, notifications, and other materials from English to Hindi and vice versa. Ensure linguistic accuracy, consistency, and adherence to official terminology and language standards.
 - ii. **Quality Control:** Review and finalize translated content. Ensure that translations conform to Government of India's language policy and terminology standards issued by the Department of Official Language.
 - iii. **Terminology Management:** Develop, update, and maintain a standardized glossary of official terms used in correspondence, legal documents, and technical literature. Liaise with technical departments to ensure accurate contextual translation of subject-specific terms.
 - iv. **Policy Implementation:** Assist in the implementation of the Official Language Policy of the Government of India. Ensure compliance with the provisions of the Official Languages Act, 1963 and rules framed thereunder.
 - v. **Training and Capacity Building:** Organize and conduct workshops or training sessions for officers and staff to enhance their skills in official Hindi usage and translation practices.
 - vi. **Report Preparation:** Compile and prepare quarterly/annual reports on the progress of the use of Hindi and submit them to higher authorities or the Department of Official Language.
 - vii. **Coordination:** Act as a liaison between departments and the Official Language Implementation Committee. Participate in meetings, committees, and reviews related to language implementation and translation matters.
 - viii. **Documentation and Record-Keeping:** Maintain proper records of translation work, circulars, implementation progress, and inspection outcomes.
 - ix. Any other tasks/duties assigned by the Reporting Officer/Competent Authority.
4. The deputation to NITC would be as per standard Terms and Conditions on deputation as notified by **DoP&T vide OM no. 06/08/2009 Estt (Pay-II) dated 17/06/2010** as amended time to time. The maximum age limit appointment by deputation shall not exceed 56 years as on the opening date of receipt of application.

5. The candidates fulfilling the eligibility criteria on the opening date of application will be considered for further rounds of selection.
6. The selection will be made on the basis of merit list prepared by the Selection Committee by the Competent Authority.
7. Departmental officers in the direct line of promotion shall not be eligible for consideration on deputation or absorption, and vice versa.

8. HOW TO APPLY

Candidates satisfying all the conditions of eligibility shall submit applications online at <https://staff-recruit.nitc.ac.in/> on or before 15 February 2026 (5.00 p.m.)

The application printout (in duplicate) along with last 3 years Confidential Report (APAR) duly attested by the parent Office and Vigilance Clearance Certificate must be sent through proper channel/Cadre Controlling Authority in a sealed envelope super-scribed as “Application for the post of Junior Translation Officer at National Institute of Technology Calicut” to the o/o the Dean (Faculty and Staff Welfare), Pragnya Bhavan, National Institute of Technology Calicut, Kozhikode – Mukkam Road, Kozhikode - 673601 on or before 28 February 2026 at 05.00 PM.

The applicants are encouraged to send advance copy of the application, in case of expecting delay from their Organisation.

9. LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION

1. Attested copies of ACRs/APARs for the last 3 (three) years duly attested on each page.
2. Integrity Certificate
3. Vigilance Clearance Certificate
4. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
5. No Objection Certificate.

Sd/-
DEAN
FACULTY AND STAFF WELFARE