

**Nominations are invited from Oil & Gas companies for filling up the position of Asst. Director (Hindi). The job requirement is given below:**

**JOB DESCRIPTION FOR THE POST OF ASSISTANT/ DEPUTY DIRECTOR (HINDI)**

1	Name of Post	Assistant/ Deputy Director (Hindi)
2	Scale of pay	Rs.70,000 – 2,00,000/- / Rs.80,000 – 2,20,000/-
3	Grade	‘B/C’ equivalent to IOC
4	Whether selection post	Selection
5	Age limit	Below 30 years
6	Education and other qualifications required for the post	Master’s degree in Hindi with English as subject at graduation level with minimum 60% marks
7	Job Requirement	<ul style="list-style-type: none"> <li>• To comply/ implement OLI and other statutory &amp; administrative requirements.</li> <li>• Should be well conversant with Hindi related rules, policies and compliances.</li> <li>• Should be proficient in translation from Hindi to English and vice-a-versa.</li> </ul>
8	Experience	Minimum four years of experience in the field of implementation of Official Language Act
9	Key responsibilities	<ul style="list-style-type: none"> <li>• Implementation of statutory &amp; administrative requirements regarding the use of Hindi as official language.</li> <li>• Organising Hindi workshops/ functions/ competitions/ official language committee meetings periodically to popularise the use of Hindi in day-to-day work.</li> <li>• Translating all official documents/ papers/ technical articles/ manuals/ Code/ website etc. from English to Hindi and vice-versa.</li> <li>• Co-ordinating with Official Language Department, MoP&amp;NG</li> <li>• Publication of in house journals/ E-Hindi magazines/ Co-ordinating and overseeing visits/ inspections of Parliamentary committee</li> <li>• Good insights into technical terms is essential primarily marketing and refineries terminology.</li> </ul>
10	Period of deputation	5+2 years
11	Method of recruitment	Deputation from Oil & Gas companies
12	Place of Posting	PPAC, New Delhi