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**V. V. Giri National Labour Institute
Noida**

(An Autonomous Body established by Ministry of Labour & Employment Government of India)

File No. Adm.2(003)/2024

Dated: 03.10.2026

Applications are invited from the eligible candidates for One (01) post of Senior Hindi Translator in VVGNI on direct recruitment basis in the Pay Matrix, Level - 7 (Rs.44900-142400) as per 7th CPC plus allowances.

Date of Advertisement of vacancy in the Employment News: **03-09 October, 2026**

Last date received of application - 42 days from the date of advertisement notice. (i.e. **15.11.2026**)


(H. S. Rawat)
Administrative Officer

V.V. Giri National Labour Institute

Sector-24, Noida

(An Autonomous Body established by Ministry of Labour & Employment,
Government of India)

V. V. Giri National Labour Institute is a premier and the only national level institute exclusively devoted to the study and training in labour and labour-related issues. Registered as an autonomous institute of the Ministry of Labour and Employment, Government of India in 1972, the National Labour Institute started functioning in 1974, and it was renamed as V.V. Giri National Labour Institute in honour of the late Shri V.V. Giri, former President of India, an indefatigable trade unionist and the doyen of labour studies in the country.

The Institute has a succinctly stated vision to be “A globally reputed institution and centre of excellence in labour research and training committed to enhancing the quality of work and work relations”. In line with this, the Institute’s mandate focuses on six major activities:

- (i) research, (ii) training and education, (iii) publications, (iv) library and information systems, (v) consultancy, and (vi) networking and collaborations.

Recruitment for the Post of Senior Hindi Translator (UR)

Applications are invited for one post of Senior Hindi Translator (UR) to be filled up in the Pay Matrix Level 7 (Rs.44900-142400) as per 7th CPC plus allowances.

Last date of Application	15.11.2026
Date of Advertisement of vacancy in the Employment News/Rojgar Samachar	03-09 October, 2026

Brief Job Descriptions:

- Incharge of Rajbhasha Section and related services of the Institute
- Implementation of Official Language Policy
- Translation of Annual Report
- Translation of Training Calendar
- Translation of Agenda, Reading Materials and other Materials
- Publication of Rajbhasha Magazine of the Institute
- Disposal of RTI Applications
- Attend to the protocol duties as assigned from time to time.
- Any other work assigned by the higher authorities from time to time.

Essential Qualification:

- i) Master’s degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level,
Or
- ii) Master’s degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level,
Or

- iii) Master's degree of a recognized University 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;
Or
- iv) Master's degree of a recognized University 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;
Or
- v) Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; **AND**
- vi) Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or three years experience of translation work from Hindi to English and vice versa in a Central or State Govt. office, including Govt. of India undertaking.

Important: *The three (3) years must involve actual experience of translation work. Contractual/outsourced employees must clearly mention the translation work they performed. Equivalent or unrelated experience will not be accepted.*

Desirable:

- (I) Knowledge of various typefaces in Hindi
- (II) Experience in use of official language for office noting/drafting

Age:

30 years

(Reservation shall apply as per Govt. of India regulations applicable from time to time)

(Relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.)

Note: *Employees of PSUs, Autonomous Bodies, or other departments are not eligible for the 5-year age relaxation meant for eligible Central Government servants/departmental candidates.*

Interested persons may forward complete Curriculum Vitae in the enclosed format, along with attested copies of supporting documents/ certificates, if any, subscribing the cover "Application for the post of Senior Hindi Translator " to the Director General, V.V. Giri National Labour Institute, Sector-24, NOIDA-201301, Uttar Pradesh.



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APPLICATION FOR APPOINTMENT FOR THE POST OF SENIOR HINDI TRANSLATOR

Photo

01.	Applicant Name (in Block Letter):		
02.	Address with Contract No.:		
03.	Father's Name:		
04.	Sex:		Male / Female
05.	Date of Birth (in Christian Era):		____/____/____
06.	Are you a citizen of India?		Yes / No
07.	Community (GEN/SC/ST/OBC) (Please enclose Certificate) <i>Note: Employees of PSUs, Autonomous Bodies, or other departments are not eligible for the 5-year age relaxation meant for eligible Central Government servants/departmental candidates.</i>		
08.	Education Qualifications:		
09.	Whether Education and other qualifications/ Experience required for the post are satisfied: (Please enclose supporting documents for above claim)		
10.	(a) Essential:		
	(b) Desirable:		
11.	Experience: <i>Important: The three (3) years must involve actual experience of translation work. Contractual/outsourced employees must clearly mention the translation work they performed. Equivalent or unrelated experience will not be accepted.</i> Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature		
	Office	Post Held	From To Scale of Pay Pay Band/ Grade Pay/Basic Pay Nature of Duties (in details)



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12.	Nature of present employment: i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent	
13.	In case the present employment is held on deputation/contract basis, please state: (a) The date of initial appointment: (b) Period of appointment on deputation/contract: (c) Name of the parent office/organization to which you belong:	
14.	Total emoluments per month now drawn:	
15.	(i) Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (iv) Awards/ Scholarship/ Official Appreciation (v) Affiliation with the professional bodies/ institutions/ societies and (vi) Any other information. (Note: Enclosed a separate sheet. If the space is insufficient)	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address with Mobile No. _____

UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief.

I _____ undertake that in the event of my selection to the post of Senior Hindi Translator in VVG NLI, I will not withdraw my candidature.

Place : _____

Date : _____

Signature of the candidate

