

No. A-12024/4/2024  
Government of India  
Ministry of Commerce and Industry  
Department of Commerce  
Directorate General of Trade Remedies

Directorate General of Trade Remedies invites applications for engagement/empanelment as “**Individual Consultants**” on contract in Law and Economics and Hindi Translator-cum-Typist. Interested candidates may visit <https://www.dgtr.gov.in/disclaimer> under ‘**Career**’.

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4<sup>th</sup> Floor Jeevan Tara Building,  
Parliament Street, New Delhi-110001  
6<sup>th</sup> February, 2024

NOTICE

Directorate General of Trade Remedies (DGTR) invites applications from interested candidates for engagement/empanelment as “**Individual Consultants**” on contractual basis for the position of Young Professional as **Hindi Translator cum Typist**.

2. The details of eligibility criteria for the above mentioned position is as in the following:

**Essential Educational Qualifications:**

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

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

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 a examination at the degree level;

or

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

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

and

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

**Other Essential Eligibility Criteria:**

typing in Hindi on computer along with proficiency in working on MS Office.

3. The terms & conditions, upper age limit and remuneration for engagement/empanelment to the above mentioned position are mentioned in the **Guidelines dated 6<sup>th</sup> April, 2023** on <https://www.dgtr.gov.in/disclaimer> under '**Career**'.

4. The date of reckoning the upper age limit for the above mentioned position is 1<sup>st</sup> March, 2024.

5. Interested and eligible candidates may send through electronic mail duly filled-in application form in the prescribed format (as attached) and self-attested copies of relevant documents to i) [us11-dgtr@gov.in](mailto:us11-dgtr@gov.in) and ii) [sat.kapur@nic.in](mailto:sat.kapur@nic.in). An application submitted by hand/post/courier will not be entertained.

6. The last date of receipt of applications through electronic mail is 1<sup>st</sup> March, 2024.

**Application for the Position (on contract) of Young Professional as Hindi Translator-cum-Typist in Directorate General of Trade Remedies, Department of Commerce**



Post Applied for: Young Professional as Hindi Translator-cum-Typist

1. Name in Full (in Block Letters):
2. Father's/Mother's/Husband's Name:
3. Permanent Address:
4. Address for Correspondence:
5. Mobile No. & Email ID:
6. Aadhar Number:
7. Date of Birth:

(Self-attested copy of proof of age to be attached)

Age as on 1.3.2024:

8. Nationality:
9. Educational/Professional Qualifications:

Sl. No.	Name of University/Board	Year of Passing	Stream/Subject	% of marks/CGPA

(Self-attested copies of educational qualifications (both essential and desirable to be attached))

10. Post-Qualification Work Experience in relevant fields:

Name & Address of Employer	Period of Service (from- to dd/mm/yy)	Total tenure (in years and months)	Designation	Nature of assignments/works/responsibilities

(Self-Attested copy of experience certificate to be attached)

11. Language known with proficiency:

12. Any other relevant information:

**Declaration**

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract and if found after my appointment that the particulars furnished by me are incorrect or suppressed, my engagement is liable to be terminated without any notice.

Place:

Name of Applicant:

Date:

Full Signature of Applicant: