

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)

All India Institute of Medical Sciences, Raipur (Chhattisgarh)

G.E. Road, Tatibandh, Raipur - 492099 (CG) www.aiimsraipur.edu.in

Date: 17.04.2023

No. RC/NF-R/B/2023/949,

ADVERTISEMENT FOR RECRUITMENT TO VARIOUS GROUP 'B' POSTS ON DIRECT RECRUITMENT BASIS AT AILMS RAIPUR

Opening Date of Online Application	Closing Date of Online Application	
20.04.2023	20.05.2023	

AIIMS Raipur is an apex healthcare institute, established by the Ministry of Health and Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY) with the aim of correcting regional imbalances in quality tertiary level healthcare in the country and attaining self-sufficiency in graduate and postgraduate medical education and training.

The Director, AIIMS Raipur invites online applications from the Indian nationals for recruitment to the following Group 'B' posts on direct recruitment basis:

		Group	D. T1	No. of Vacancies					
Advt. No.	Name of the Post		Pay Level (7 th CPC)	UR	ОВС	SC	ST	EWS	Total
NF/R/23/1	Technical Officer (Technical Supervisor)	В	Level-7	3	1	-	-	1	4*
NF/R/23/2	Technical Officer Ophthalmology (Refractionist)	В	Level-6	1	ı	ı	1	1	1
NF/R/23/3	Technical Assistant/Technician	В	Level-6	15	10	5	2	4	36*
NF/R/23/4	Radiographic Technician Grade I	В	Level-6	5	3	2	1	1	12
NF/R/23/5	Junior Hindi Translator	В	Level-6	1	1	-	-	-	2
Total No. of Vacancies				25	15	7	3	5	55

*Note-I:

- For the post of Technical Officer (Technical Supervisor): Out of the 4 posts, 2 (UR) posts are earmarked for Anesthesia/ Operation Theatre. There will be separate question paper for these posts.
- For the post of Technical Assistant / Technician: Out of the 36 posts, 18 posts (UR-7, OBC-5, SC-3, ST-1 and EWS-2) are earmarked for Anesthesia/ Operation Theatre. There will be separate question paper for these posts.

Note-II: All the above-mentioned posts are identified suitable for PwBD candidates (with specified disability). Horizontal reservation of 4% and other relaxations as per the Govt. of India rules shall be admissible to PwBD candidates. Eligible PwBD candidates are encouraged to apply.

Note-III:

- 1. Eligibility criteria, procedure to apply online, selection procedure etc. for the above-mentioned posts are given in the succeeding paragraphs.
- 2. Reservation and/or relaxation to candidates belonging to various categories i.e. SC, ST, OBC-NCL, EWS, PwBD, Ex-SM will be as per the GoI rules on production of relevant and valid certificate in the format prescribed by the Govt. of India.
- 3. The Director, AIIMS Raipur reserves the right to vary the vacancies as per the requirements of the Institute / instructions from the Govt. of India.
- 4. All information related to this recruitment i.e. online application procedure, selection procedure, conduct and result of CBT/skill test, changes in vacancies, corrigendum, addendum, document verification etc. will be published on the website of AIIMS Raipur (www.aiimsraipur.edu.in) from time to time. Hence, the Institute will not enter into any correspondence with candidates in such matters.
- I. Eligibility Criteria: As given in Annexure-1.

II. Important instructions to candidates:

- 1. The portal for online registration and application for these posts will be available on the website of AIIMS Raipur (www.aiimsraipur.edu.in) from **20.04.2023**.
- 2. Aspiring candidates fulfilling the prescribed eligibility criteria for the post are required to apply only **online** as per procedure given in this advertisement.
- 3. Before applying, candidates must carefully go through the eligibility criteria and ensure that they fulfil the same so as to avoid disqualification at later stage.
- 4. Candidates are **not required** to send any document at the time of form filling. However, they must keep a **pdf** copy and/or print out of online application form with them which will be required with other documents during the **document verification (DV)** or whenever asked by the Institute.
- 5. Candidates working in Central/State/UT Government Organizations/PSUs/ Autonomous Bodies are required to submit NOC from their current employer along with their application form. Application of such candidates, however, may be accepted as an advance copy of application. Such candidates have to mandatorily produce NOC at the time of DV or as asked by the Institute without which they will not be allowed for further recruitment process.
- 6. Age and all other qualifications will be counted as on the last date of submission of online application i.e. **20.05.2023**. Period of experience wherever prescribed shall be counted **after obtaining** the prescribed qualification.
- 7. As per the Ministry of Education (erstwhile MHRD) Notification dated 27.08.2018, all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions under Section 3 of the UGC Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment under the Central Government provided they have been approved by the UGC and wherever necessary by AICTE for the programmes for which it is the regulatory authority.
- 8. Candidates possessing equivalent educational qualification shall be required to produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding equivalence of qualification and selection of such candidates will be taken by AIIMS Raipur.

- 9. The Institute will not undertake detailed scrutiny of applications for eligibility and other aspects before or at the time of CBT and, therefore, candidature/ application will be accepted only **provisionally**. Before applying, candidates must go through the eligibility criteria viz. Educational qualification, experience, age etc. and satisfy themselves that they are eligible for the post. Candidature may be cancelled forthwith without any further notice if any information or claim is not found substantiated during recruitment process/document verification.
- 10. Success in examination/CBT confers no right of appointment to candidates unless AIIMS Raipur is satisfied after such verification as may be deemed necessary that the candidate is suitable in all respects for appointment to the post selected for.
- 11. **Medical Fitness**: Appointment of selected candidates is subject to his/her being declared medically fit by the competent Medical Board.
- 12. **Probation:** Persons selected will be appointed on probation as per the extant rule.
- 13. **Final Decision:** The decision of AIIMS Raipur in all matters relating to this recruitment will be final and binding on the candidates and no representation/correspondence will be entertained in this regard.
- 14. **Disqualification**: No person, (a) who has entered into or contracted a marriage with a person having a spouse living; or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service, provided that Central Government may, if satisfied with the reasons/grounds, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

III. Selection Procedure:

- 1. Selection will be done on the basis of performance of candidate in Computer Based Test (CBT) in the order of merit subject to qualifying the 'Skill Test' (if conducted) and fulfilling the eligibility criteria by candidates during document verification.
- 2. Candidates have to secure a minimum category-wise **prescribed marks** (qualifying standard) in **Part-II of CBT** for empanelment in the order of merit.
- 3. Skill test, if decided, will be conducted for only shortlisted candidates (in the order of merit to a certain extent with reference to the number of vacancies). It will be qualifying in nature. The date and details of skill test, if decided, will be notified on the website of AIIMS Raipur in due course.

IV. Details of Computer Based Test (CBT): The scheme of CBT is as follows:-

Total No. of MCQs	Total Marks	Total Duration of Test (CBT)	Indicative Scheme / Scope of Syllabus of CBT
100	100	90 minutes	Part-I: 25 Marks Questions will be mixed of general knowledge and awareness, English comprehension, quantitative aptitude and general intelligence & reasoning ability. Part-II: 75 Marks Questions will be based on the domain knowledge/ concerned subject of the post. It will be as per the eligibility criteria of the post given in the advertisement.

Important note regarding CBT:

(a) Candidates have to secure a minimum following prescribed marks (as per category) in the **Part-II of CBT** for empanelment in the order of merit:-

S. No.	Category	Minimum Qualifying Marks in the Part-II of CBT
1.	UR	35% (for all UR category posts)
2.	OBC-NCL/ EWS	30% (only for posts reserved for respective category)
3.	SC/ST	25% (only for posts reserved for respective category)

- (b) There will be **negative marking** of 0.25 mark for each wrong answer.
- (c) Reserved category candidates applying for UR category posts have to qualify the Part-II of the CBT by UR standard for empanelment in the order of merit.
- (d) Competent authority may revise the qualifying marks depending upon the requirement of the Institute / availability of candidates for the posts.
- (e) PwBD candidates will be eligible for scribes and Compensatory time as per the Govt. of India rules on production of valid requisite certificates.
- (f) Relaxation of 5% marks in Part-II of the CBT will be given to PwBD candidates to fill up the vacancies reserved for them provided they are fit for such posts.

Note:

1. **Test Centre**: CBT is likely to be held at the below mentioned cities. Candidates must indicate their preference in the order of priority in the online application form in which they desire to take the CBT. However, the Institute reserves the right to cancel any of the Centre on ground of less number of candidates or any other ground and ask candidates of that centre to appear from another centre/city. Further, no request for change of examination/CBT centre once allotted will be entertained, Candidates will have to appear at the allotted centre at his/her own arrangement and expenses. Tentative test centre/city for CBT are as follows:-

1. New Delhi	2. Mumbai	3. Kolkata	4. Hyderabad
5. Bengaluru	6. Lucknow	7. Patna	8. Raipur/Bhilai

- 2. **e-Admit Card for CBT**: Candidates shall be issued an e-Admit Card for appearing in CBT. The e-Admit Card will be made available on the website of AIIMS Raipur for downloading by candidates. 'Admit Card' will **not** be sent to candidates by any other mode. In case of any discrepancies/errors in e-Admit Card, candidates must immediately report the same to the Recruitment Cell, AIIMS Raipur for correction.
- 3. Candidates must note that merely issuing of e-Admit Card to them will not imply that their candidature has been finally cleared by the Institute. The Institute will take up verification of eligibility conditions with reference to original documents only after the candidate qualifies the CBT or for Interview, as the case may be.
- 4. **Answer Keys of CBT**: Answer keys of CBT will be published on the website of AIIMS Raipur after the CBT. Candidates will be given opportunity to submit representation/objection to the answer key, if any. They can do so with supporting documents/justification within the stipulated time and ONLY through the designated web-link/web-portal on payment of Rs. 100/- per question. Representation received from any other mode will not be entertained. There shall be no provision for re-evaluation/ re-checking of the scores. The decision of AIIMS Raipur will be final and no correspondence in this regard shall be entertained.

- 5. **Resolution of Tie Cases**: In the event of tie in scores of candidates in CBT/ examinations, merit will be decided by applying following criteria, one after another in the order given below till the tie is resolved:-
 - (a) First by using number of wrong answers: candidate with less wrong answers (negative marks) in CBT will be placed higher in the order of merit.
 - (b) By date of birth: older candidate will be placed higher in the order of merit.
 - (c) By alphabetical order in which the names of the candidates appear.
- 6. **Result of CBT**: Result of CBT will be published on the website of AIIMS Raipur in due course. No separate correspondence shall be entertained in this regard.
- 7. **Document Verification**: Original documents of shortlisted candidates in the order of merit (to a certain extent with reference to the number of vacancies) will be verified in due course. The date and details of document verification will be notified on the website of AIIMS Raipur after declaration of CBT result.
- 8. **Final Result:** Final result will be prepared on the basis of marks scored by candidates in CBT in the order of merit provided that such candidates are also declared eligible during document verification and qualified in Skill Test (if conducted). The final result (i.e. list of selected candidates) will be published on the website of AIIMS Raipur.
- **V. Age Relaxation**: Age relaxation permissible to candidates of various categories beyond the prescribed upper age limit of the advertised posts is as under:-

S. No	Category	Age Relaxation	Remarks	
(a)	OBC-NCL	3 years	Only for posts reserved for OBC-NCL	
(b)	SC / ST	5 years	Only for posts reserved for SC/ST	
(c)	PwBD	10 years	With not less than 40% of specified disability and provided that the age of applicant shall not exceed 56 years.	
(d)	Central Govt. Employees	5 years For those who have completed three years of regular service.		
(e)	Ex-servicemen/ Commissioned Officers	Length of military service increased by three years.		
(f)	Existing contractual employees of AIIMS Raipur serving in similar position	For the period they have served AIIMS Raipur as on the date of application, upto a maximum limit of 5 years, whichever is lower.		

- Candidates belonging to SC/ST/OBC category who are also coming under the category of Ex-servicemen or PwBD or Central Govt. employees will be eligible for grant of cumulative age-relaxation under both categories, if they apply for the posts reserved for their category.
- Age relaxation to any other category will be as per the Government of India rules.
- All the above-mentioned relaxations in upper age limit shall be permissible **only on** fulfilment of terms and conditions mentioned in the relevant rules.
- 5 years of age relaxation to candidates who have completed three years of regular service in State Govt./Autonomous Institutions for the post of Technical Officer (Technical Supervisor), Radiographic Technician Grade-I, Technical Assistant/Technician and Technical Officer Ophthalmology (Refractionist) as per relevant RRs.

VI. Important Note for Candidates:

- 1. Age relaxation and/or reservation shall be admissible to SC/ST/OBC candidates only against the **vacancies reserved for them** on submission of valid caste/category certificate. The caste/community of such candidate should be included in the list of reserved communities issued by the Central Government.
- 2. EWS category candidates are required to produce 'Income and Asset' certificate valid for the year 2023-24 as per the format given in DoPT O.M. dated 31.01.2019.
- 3. OBC-NCL candidates applying for the vacancies reserved for them must produce OBC-NCL certificate based on the income for the Financial Year 2022-23, 2021-22 and 2020-21. In other words, date of issue of OBC-NCL certificate should be in the Financial Year 2023-24. It should be in the format prescribed by the Govt. of India.
- 4. Reserve category candidates who are selected on their own merit without any relaxed standards will be accommodated against the unreserved vacancies as per their position in the order of merit. The reserved vacancies will be filled up from amongst the eligible relevant reserved category candidates in the order of merit.
- 5. Reserved category candidates who qualify on the basis of relaxed standards viz. age limit, experience, qualifications, etc, irrespective of their merit position will be counted against reserved vacancies only.
- 6. In so far as cases of Ex-serviceman (Ex-SM) are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly, for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- 7. A person with benchmark disability (PwBD) who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with benchmark disability (PwBD) of relevant category.
- 8. Benefits to PwBD will be allowed in accordance with the Rights of Persons with Disabilities Act, 2016 and Rules framed there-under. Benefit under the PwBD category will be admissible to only those who suffer from not less than 40% of specified disability. Such PwBD candidates have to submit a Disability Certificate issued by the competent authority in the prescribed format.
- 9. Specified/suitable category of disabilities for the posts for PwBD candidates will be as per the Ministry of Social Justice and Empowerment, Govt. of India, Notification No. 38-16/2020-DD-III dated 04.01.2021 and as decided by the appointing authority considering the functional/physical requirements of the post. The Institute may verify the authenticity of the certificate of disability and examine suitability of the candidate in terms of functional requirements before appointment. In this regard, the decision of the Institute will be final.
- 10. Ex-servicemen/Commissioned Officers seeking age relaxation shall be required to produce Discharge Book/ documents issued by the competent authority in support of their category to avail admissible benefits (reservation / relaxation).
- 11. Ex-servicemen who have already secured employment in civil side under Government in Group 'C' or 'D' posts on regular basis after availing of the benefit of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category. However, such candidate can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/she immediately after joining civil employment, gives self-declaration/undertaking to the concerned employer about the various vacancies for which he had applied for before joining the initial civil employment as mentioned in the DoPT OM dated 14.08.2014.

- 12. Request for change of category i.e. reserved to unreserved or vice-versa will not be entertained. In cases of enlisting a particular community in the list of any of the reserved communities by the Govt. of India not more than 3 months before the submission of application, the request of change of category from Unreserved to Reserved may be considered by the Institute on merit.
- 13. In case of a candidate unfortunately becoming a candidate belonging to Person with Benchmark Disability during the course of the examination process, the candidate should produce valid document of acquiring a disability to the extent of 40% or more as defined under the RPwD Act, 2016 to enable drawing the benefits of reservation/relaxation as available to the Persons with Benchmark Disability.
- **VII. Application Fee**: A non-refundable application fee is required to be paid only in online/digital mode. Applications without the prescribed fee (unless exempted) shall be summarily rejected. Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination. The application fee applicable to various categories is as follow:-

S. No.	Category of the Candidate	Application Fee (excluding transaction charges)
1.	General, OBC, EWS	Rs 1000/-
2.	SC, ST, PwBD, Female, Ex-servicemen	Nil

VIII. Procedure for filling up Online Application:

- 1. For filling up of online application form, candidates must have the following readily available with them:-
 - (a) Valid e-mail ID.
 - (b) Scanned passport size photograph of the candidate (in JPEG/JPG format).
 - (c) Scanned signature of the candidate (in JPEG/JPG format).
 - (d) Online payment option for payment of application fee, if applicable.
 - (e) Any other requirement, as per the advertisement.
- 2. Candidates must apply online through the website of AIIMS Raipur www.aiimsraipur.edu.in. Applications received through any other mode will not be accepted and summarily rejected.
- 3. Candidates have to go to the online application portal/web-link given on the website of AIIMS Raipur (www.aiimsraipur.edu.in), register themselves and follow the instructions on the application portal for filling up online application form.
- 4. Candidates must fill all the fields of online application form correctly. There is no provision for correcting the details after submission of online application form. Request for change in any information at later stage will not be considered.
- 5. Candidates who wish to apply for more than one post should apply separately for each post and pay the applicable fee for each post in the online/digital mode only.
- 6. Only one online application is allowed to be submitted by a candidate for a particular post. In case of multiple Online Applications from a candidate, the Online Application with higher "Application Number" shall be considered for further process subject to fulfillment of other requirement including successful payment of application fee. In such cases, fee paid against one "Application Number" shall not be adjusted against any other "Application Number".

- 7. While applying online, candidates must ensure that in the preview of online application form, their photo and signature are clearly visible. If photo/signature is not clearly visible in preview that means the image file of photo or/and signature are not as per the given specifications. It will lead to rejection of application. Hence, candidates are advised to adhere to the specifications of image.
- 8. Specifications for photograph and signature of the candidate to be uploaded in the online application should as per the specifications given below:
 - (a) Specification of **photograph** to be uploaded in the online application:
 - (i) The photograph should be a recent passport size colour picture.
 - (ii) The background of the photograph should be a light-coloured or preferably a white background.
 - (iii) Cap, hat and dark/sun-glasses are not acceptable. Religious headwear is allowed but it must not be covering the face of candidate.
 - (iv) The preferred dimensions of the image are 200 x 230 pixels.
 - (v) Size of the image file should be between 20 KB 100 KB.
 - (b) Specification of **signature** to be uploaded in the online application:
 - (i) The preferred dimensions of the image are 140 x 60 pixels.
 - (ii) Size of the image file should be between 10 KB 50 KB.

IX. General Instructions to Candidates:

- 1. All India Institute of Medical Sciences, Raipur is an autonomous body under the Ministry of Health and Family Welfare, Govt. of India. Service under the Institute is governed by the Act and the Rules / Regulations framed under the Act. The matter of technical resignation is under consideration at the administrative ministry and admissible benefits, if any, will be discharged as per the decision of the ministry.
- 2. On appointment, in addition to pay, selected candidates will be entitled to other allowances and service benefits i.e. DA, HRA (or accommodation), TA, Leave, LTC, NPS, Employee Health Scheme etc. as admissible to employees of AIIMS Raipur.
- 3. All the appointees are expected to conform to the rules of conduct and discipline as applicable to the employees of AIIMS Raipur.
- 4. Without prejudice to criminal/legal/disciplinary action, the candidate is liable to be disqualified from the CBT/recruitment process on account of the following:-
 - (a) Using unfair means during the CBT/recruitment process; or
 - (b) Violating any of the instructions given in the e-Admit Card; or
 - (c) Impersonating or procuring impersonation by any person; or
 - (d) Misbehaving in the examination hall / place of document verification (DV); or
 - (e) Damaging infrastructure/equipment in the examination hall/place of DV; or
 - (f) Obstructing the conduct of examination/recruitment process; or
 - (g) Instigating other candidates to boycott the examination / DV process; or
 - (h) Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc. or
 - (i) Any other inappropriate and undisciplined behavior during the process.
- 5. The candidate should not have been convicted by any Court of Law.
- 6. In case, any information or declaration given by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to this recruitment, he/she will be liable to be removed from the service and/or action, as deemed fit, may be taken against him/her by the appointing authority.

- 7. Date of birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Institute for determining the age and no subsequent request for change will be considered or granted.
- 8. Candidates should note that their candidature will remain provisional till the veracity of the document submitted by them is verified by AIIMS Raipur.
- 9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw any communication made to the candidate.
- 10. The Director, AIIMS Raipur reserves the right of any amendment, cancellation, and changes to this advertisement as a whole or in part without assigning any reason.
- 11. No TA/DA will be paid for appearing in the recruitment process/test/interview.
- 12. Communication with candidates regarding recruitment process will be made through email ID provided by them in their online application form.
- 13. All the information related to the recruitment will be published on the website of AIIMS Raipur (www.aiimsraipur.edu.in). Candidates are advised to regularly visit the website of AIIMS Raipur for updates related to the recruitment.
- 14. For any **technical support** during filling of online application form, candidates should email to helpdesk.aiimsraipur@gmail.com mentioning their Application ID and post applying for in the Subject line. They may also call on **62657-30693**.
- 15. In case of any assistance or clarifications regarding the recruitment, candidates may contact: recruitment@aiimsraipur.edu.in. Candidate must mention his/her Application ID and Post applying/applied for in the Subject line of e-mail. They may also call on 0771-2577267 on working days (between 11 AM 5 PM).
- 16. All the records related to this recruitment will be preserved up to 6 months from the date of declaration of result and thereafter, these shall stand destroyed except for selected candidates and matter pending in Hon'ble CAT/Court.
- 17. Any dispute in regard to this recruitment will be subject to the Court/Tribunal having jurisdiction over Raipur (CG).

Sd/-Dy. Director (Admin.) AIIMS Raipur (CG)

Eligibility Criteria

S.No.	Name of Post	Eligibility Criteria
1.	Technical Officer (Technical Supervisor)	Qualifications: Essential: a) B.Sc. in Medical Lab Technology or equivalent. b) 10 Years experience in the concerned field. OR c) For posts in Anaesthesia / Operation Theatre, B.Sc. in OT techniques or equivalent with 10 years experience in concerned field. OR d) 10+2 with science with Diploma in OT techniques or equivalent with 13 years experience in concerned field. Age Limit: Not exceeding 40 years.
2.	Technical Officer Ophthalmology (Refractionist)	Essential: B.Sc. in Ophthalmic Techniques or equivalent from a recognized University / Institution. Age Limit: Between 21-30 years of age.
3.	Technical Assistant / Technician	Qualifications: Essential: a) B.Sc. in Medical Lab Technology or equivalent. b) 5 years experience in the concerned field. OR c) Diploma in Medical Lab Technology or equivalent. d) 8 years experience in the concerned field. OR e) For posts in Anaesthesia/ Operation Theatre, B.Sc. in OT techniques OR equivalent with 5 years experience in concerned field. f) 10+2 with science with Diploma in OT techniques or equivalent with 8 years experience in concerned field. Age Limit: Between 25-35 years.
4.	Radiographic Technician Grade I	Essential: 1. B.Sc. (Hons) (3 years course) in Radiography from a recognized University/Institution. OR Diploma in Radiography from a recognized institution with 2 years experience. Desired: Ability to use computers – Hands on experience in office applications, spread sheets and presentations. Age Limit: Between 21-35 years of age.
5.	Junior Hindi Translator	Master's degree of a recognised University in Hindi/English with English and Hindi as a main/ elective subject at the degree level. Plus Recognized diploma/certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central/State Govt. Offices, including Government of India Undertakings/ Autonomous Bodies. Age Limit: Up to 30 years (Relaxable as per rules).