

(A Government of India Undertaking)

Corporate Office, Speed Post Centre Building, Bhai Veer Singh Marg, New Delhi -110001

**ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS AS HINDI OFFICER (RAJBHASHA ADHIKARI)
ON CONTRACT BASIS**

Advertisement No.: IPPB/CO/HR/RECT./2023-24/02

Applications are invited from retired officers of Central Government/Public Sector Undertaking/Public Sector Bank/Autonomous bodies having considerable experience as Rajbhasha Adhikari.

Name of the Post	Number of Vacancies	Type of Engagement	Age	Eligibility Criteria
Hindi Officer (Rajbhasha Adhikari)	01	Contract	Not more than 65 Years as on 01.05.2023	The Officer should have worked as Rajbhasha Adhikari for at least a period of 05 years.

General Terms & Conditions:

a) **Period of Engagement:**

Initially the contract period would be for a period of 03 Years, it may be extended or curtailed based on performance evaluation and any other administrative exigency. Such extension can be given for one year at a time not more than two extensions shall be given to one person. The total period of engagement of Rajbhasha Adhikari shall not exceed 03 years or 65 Years of age of the candidate whichever is earlier.

b) **Scope of Work:**

Translation as well as vetting of the documents apart from having sufficient experience of the implementation of official language policy of the government. Knowledge of Computer and Hindi/ English typing is desirable.

c) **Posting:**

The selected officer will be posted at Corporate Office, New Delhi.

d) **Remuneration:**

The Officer shall be regulated in terms of the Department of Expenditure s OM No. F.No.3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any issued from time to time.

e) **How to Apply:**

The applications in the prescribed format (enclosed) completed in all respects along with copy of PPO, Last Pay Certificate and relevant documents may be sent through email at careers@ippbonline.in on or before 27.05.2023 and hardcopy of the application to be sent on the following address. The applications received after the due date will be summarily rejected.

Chief Human Resource Officer
India Post Payments Bank
2nd Floor, Speed Post Center
Bhai Veer Singh Marg, Gol Market
New Delhi -110001.

The email's subject line must contain the name of the post applied for. E.g. - "APPLICATION FOR THE POST OF HINDI OFFICER (RAJBHASHA ADHIKARI)"

Before applying, candidates are advised to ensure that, they fulfil the stipulated eligibility criteria otherwise their application will be summarily rejected.

2. Selection Process:

- a) Selection will be made on the basis of past experience of the candidate and Interview. However, Bank reserves the right to conduct Group Discussion in addition to interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview/Group Discussion.
- b) IPPB reserves the right to call only the requisite number of candidates for the Interview/ Group Discussion after preliminary screening/ short listing with reference to candidates' qualification, experience, Age, profile vis-a-vis job requirements, etc.
- c) List of qualified candidates for GD/Interview and the list of candidates finally selected for this post will be posted on our official website.

3. General information

- a)** Incomplete application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
 - b)** No TA/DA will be paid to any candidate for appearing in the Group discussion/ Interview.
 - c)** If any discrepancies are found between the data filled by the candidate in the application and the original testimonies, his candidature is liable to be rejected.
 - d)** If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/ her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 4.** The bank reserves the right to fill or not to fill the above position without assigning any reasons whatsoever. IPPB also reserves the right to cancel / restrict / modify / alter the recruitment process, if required.
- 5.** Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on IPPB's official website. Hence prospective applicants are advised to visit IPPB's website regularly for this purpose.
- 6.** All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company's website. Important information regarding recruitment will be available in IPPB website and as such, candidates are advised to visit the same frequently. Candidate's E-mail Id and Mobile No. should be valid for at least one year.
- 7.** For any queries please write to email id: careers@ippbonline.in.

**Chief HR Officer
HR Department**



इंडिया पोस्ट
पेमेन्ट्स बैंक

India Post
Payments Bank

APPLICATION FORM

ADVT. NO.: IPPB/HR/CO/RECT./2023-24/02

Affix your latest
passport size Photo

APPLICATION FOR THE POST OF: _____

ALL ENTRIES TO BE MADE IN CAPITAL BLOCK LETTERS

1.	Name in full (in block letters)	
2.	Date of Birth (DD/MM/YYYY)	
	Age as on Cut Off date (01.05.2023)	
3	PPO No	
4	Pay Scale in which retired	
5	Last drawn Basic Pay	
6	Name of the Ministry/Department/PSU/PSB/Other from where retired	
7	Date of retirement	
8.	Present Address with Pin Code (to which communications are to be addressed)	
	Mobile No.	
	Email ID	
9.	Permanent home address	
10.	Domicile State:	
11.	Father's / Husband's name	

12.	Languages Known:	
13.	Educational qualification & professional training, if any.	
14.	Work Experience: (Please give details of your experience in the proforma attached as Annexure I)	
15.	Permanent Account Number (PAN):	
16.	AADHAAR No.:	

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

Date

Signature of the applicant

EXPERIENCE DETAILS

S.No	Name of the employer	Post Held	Period			Salary Details	Duties performed (In Brief)
			From	To	Total	Pay Level	
1							
2							
3							
4							
5							

I hereby certify that the contents/ information supplied above are true.

(Signature of the Candidate)