

INSTITUTE OF BANKING PERSONNEL SELECTION

INVITES APPLICATIONS FOR

**Post Name: – PRINCIPAL OFFICIAL LANGUAGE OFFICER
(On Contract)**

No. of vacancy: 01

A. ELIGIBILITY CRITERIA (as on 01.07.2017)

Candidates, intending to apply for the above post should ensure that they fulfil the minimum eligibility criteria specified by IBPS in this advertisement.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to age, educational qualifications, post qualification work experience etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the application form.

a) .Age, Educational Qualifications & Post Qualification Work Experience (As on 01.07.2017):

| Post Name | Age | Educational Qualifications | Post Qualification Minimum Work Experience |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRINCIPAL OFFICIAL LANGUAGE OFFICER (ON CONTRACT) | Not exceeding 62 years A candidate must have been born not earlier than 02.07.1955 (date inclusive) | Masters Degree of a Recognized University or equivalent in English/Hindi with Hindi/English as a compulsory or elective subject at degree level. | Essential: Experience as Hindi faculty in the Training Institute and/or experience of writing tests (Question Papers) in Official language (Hindi language) for Recruitment/Promotion examinations of Banks or Public sector organizations for not less than 5 years or worked as Hindi Translator in any of the Public Sector undertaking for 5 years or more. Working knowledge in computer with respect to Official Language is essential. |

❖ Age criteria will however not be applicable for internal candidates already with IBPS under contractual agreement.

b. Other Criteria

1. The incumbent should be an officer retired on attaining superannuation/voluntarily retired, retired under SBP VRS, releases under Exit option Scheme or who have left the Bank/Organization otherwise before superannuation from the services of any financial institution having worked at least as Chief Manager or its equivalent.
2. Existing employees (Regular/Contractual) fulfilling the criteria may also apply.
3. His/ her integrity should not have been doubtful during his/her service.
4. No punishment/penalty should have been inflicted on him/her during his/her service.
5. Cases of CBI or other law enforcement agencies should not be pending against him/her.

B. JOB PROFILE, ROLE & RESPONSIBILITIES

1. Translation of confidential examination questions and other official documents in Hindi Language.
2. Development of Objective and Descriptive type questions to test knowledge in official language policy and proficiency in Hindi language for various posts.

3. Ensuring implementation of official language as applicable to IBPS.
4. Any other work with reference to official language.

C. TERMS OF APPOINTMENT

Appointment will be on **contractual basis**. The initial contract would be for a period of 2 years subject to quarterly review and may be renewed subsequently subject to his/her continued good performance and physical fitness.

D. SALARY : – Negotiable. Candidate may provide the details of salary last drawn and expected.

E. HOW TO APPLY: –

Interested candidates who are meeting with above mentioned eligibility criteria as on **01.07.2017** only may forward their applications giving details of job experience, on plain paper in the attached format along with self-attested Xerox copies of all necessary documents to

**The General Manager- Administration
Institute of Banking Personnel Selection,
IBPS House, Plot No.166,
90 ft DP Road, Off Western Express High way,
Kandivali (East), Mumbai 400 101**

Last date of receipt of application is 03.08.2017(before 5.00 pm).

- Application received after this date and time will be summarily rejected.
- Application not in the prescribed format and /or without necessary documents will be rejected.
- IBPS reserves the right to reject applications of any or all the candidates without assigning any reason.
- Not more than one application should be submitted by any candidate. In case of multiple Applications the candidature shall be cancelled.
- Internal candidate, if any, may also apply.

Please Note:

- ***The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.***
 - ***Hand Delivery of application will not be accepted.***
 - ***Send your application only through the post or courier. IBPS shall not under any circumstances be liable for misplace, damage and/ or delay in delivery of application by the post or by the courier agencies.***
 - ***The internal candidates may handover the application directly to General Manager Administration only.***
- ❖ Selection will be made by a committee and such selection will be Final.
Applicants must super-scribe “Application for the post of Principal Official Language Officer (On Contract)” on the top of the upper part of the sealed envelope containing the application.

General Manager (Administration)
IBPS, Mumbai

25.07.2017

APPLICATION FORMAT

To

The General Manager
Institute OF Banking Personnel Selection
IBPS House,
90"ft DP road, off W E Highway
Kandivali (East)
Mumbai 400 101

PASTE (not staple)
your
recent passport size
photograph here and
sign across it in
full name with
date

Sir,

SUB : Application for the post of Principal Official Language Officer (On Contract) in IBPS

With reference to your advertisement dated 25.07.2017 I submit herewith my application for the *post of **Principal Official Language Officer** on contractual basis* in Institute Of Banking Personnel Selection. I have read about the role, remuneration and brief terms & conditions relating to the post and advise that they are acceptable to me.

1. Full Name: Shri/Smt/Kum (in block letters)

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

2. Father's/Husband's name

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

3. Date of Birth

(DD/MM/YYYY)

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

AGE [_____ yrs.]

(As on 01.07.2017)

4. Aadhar Card No. _____

5. In case of retired persons,

5.1 Date of retirement

(DD/MM/YYYY):

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

5.2 Post held at the time of retirement: _____

5.3 Name of the BANK/ORGANISATION/DEPARTMENT from Where Retired

5.4 No. Of years of service: _____

6. Experience Details (Other than details given in para 4)

6.1 Name of the BANK/ORGANISATION/DEPARTMENT

6.2 Designation _____

6.3 No. Of years of service: _____

7. Candidate's address:

Permanent Address:

(IN BLOCK LETTERS)

Dist. _____

State _____

PIN CODE

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

PHONE WITH STD

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|

Mobile No.

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Email ID _____

Correspondence Address:

(IN BLOCK LETTERS)

Dist. _____

State _____

PIN CODE

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

Email ID _____

8. Educational Qualification: ---- (self attested copies of certificates attached)

9. Work experience: (Supporting Documents attached)

10. Salary drawn:

11. Salary expected:

12. Languages Known

| Language | Read | Write | Speak |
|----------|------|-------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

13. References:

1. Name: _____

Address:

PINCODE: _____

Telephone Number (with STD code) _____

Mobile Number: _____, _____

EMAIL ID: _____

2. Name: _____

Address:

PINCODE: _____

Telephone Number (with STD code) _____

Mobile Number _____, _____

EMAIL ID: _____

14. Declaration:

I hereby declare that

- (i) No punishment / penalty were inflicted on me during my service in any organisation.
- (ii) No case of CBI or any other Law Enforcement Agency is pending against me and
- (iii) I am physically fit to carry out duties of PRINCIPAL OFFICIAL LANGUAGE OFFICER on contract.

I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and I have not suppressed any material fact(s)/information. I understand that in the event of any information being found untrue or incomplete at any stage or my not satisfying any of the eligibility criteria according to the requirements of the related advertisement of Institute Of Banking Personnel Selection, my candidature / appointment for the said post is liable to be cancelled at any stage and even after appointment, my services are liable to be terminated without any notice.

Place: _____

Signature: _____

Date: _____

Name of the candidate: _____

(In block letters)