



MISHRA DHATU NIGAM LIMITED
(A Government of India Enterprise) (A Mini Ratna-I Company)
Regd.Office: P.O. Kancharbagh, Hyderabad – 500 058

MIDHANI, a Mini Ratna - I and an ISO 9001:2015 & AS 9100D:2016, ISO 14001:2015, ISO 45001:2018 Company, is a high tech Metallurgical industry under the administrative control of Ministry of Defence, engaged in the manufacture of super alloys and special steels, titanium alloys in various mill forms and shapes for strategic sectors like Defence, Space, Atomic Energy and also for Commercial sectors. Company has around 770 employees and it requires outstanding Professionals in the following area:

Sl. No.	Post Name	Wage Group	Scale of Pay (Rs.) (IDA Pattern)	CTC Per annum (approx.) Rs. In Lakhs	No. of Posts	Reservation	Upper age limit for UR as on date of Advt (yrs)
1.	Junior Hindi Translator	WG-4	21,900/-	5.2	01	UR-1	35

- CTC (Cost to company) includes Basic Pay, DA, HRA, Perks & allowances (as applicable).
- Incentives (as applicable), EPF, Gratuity and Superannuation benefits not included in CTC.

1. Junior Hindi Translator (WG-4)

Qualification & Experience:

Master's Degree from a recognized university in Hindi with English as a compulsory or elective subject at Graduation level. The candidate should also possess Diploma/ PG Diploma in Translation (Hindi to English & vice-versa) from a recognized university.

OR

Master's Degree from a recognized university in English with Hindi as a compulsory or elective subject at Graduation level. The candidate should also possess Diploma/ PG Diploma in Translation (Hindi to English & vice-versa) from a recognized university.

OR

Graduation from a recognized university with Hindi and English as one of the subjects and Diploma/PG Diploma in Translation (Hindi to English & vice-versa) from a recognized university. Minimum 2 years post-qualification experience in Hindi to English translation & vice-versa in reputed agencies preferably in Central Govt. Organization/ Undertaking/ Bank after completion of Diploma/PG Diploma in Translation.

Selection Process:

Criteria for selection	Maximum marks
Written Test	100 reckoned to 70 marks
Qualification*	15
Experience#	15
Skill / Proficiency Test	Pass / Fail
Total	100 marks
Written Test: 100 marks with 90 minutes time and no negative marking.	
*Qualification: 10 marks for minimum educational qualification and 2 marks for every additional relevant qualification subject to maximum of 15 marks.	
#Experience: 10 marks for minimum experience prescribed and 2 marks for every additional year of experience subject to maximum of 15 marks.	

Candidates shortlisted based on the initial screening of applications will be called for Written Test. Candidates qualified / shortlisted in the Written Test will be called for Skill/Proficiency Test (wherever applicable). Date, Time and Venue of the Selection Process will be intimated to the shortlisted / eligible candidates through E-mail/ MIDHANI Website only. Candidates called for Selection Process are required to bring the certificates (original and one set of attested photocopies) in proof of Qualification, Age, Experience, Category (as applicable), Employment Exchange Registration card etc. and two passport size recent colour photographs. **Candidates shortlisted for selection process have to mandatorily produce documents pertaining to ESI / PF (as per applicability) or Salaried Account Bank Statement (for the no. of years of experience) at the time of certificate verification process.**

General Conditions:

1. Only Indian nationals may apply.
2. Age, qualification & experience stipulated above should be as on **19.06.2024**.
3. The upper age limit indicated above is for unreserved category. Age relaxation is applicable in accordance with the Government of India orders issued from time to time.
4. Management reserves the right to restrict / increase the number of posts & alter the eligibility criteria. Management reserves the right to devise its own selection criteria.
5. Last date for submission of online applications will be **03.07.2024** and the cutoff date for all requisite parameters is **19.06.2024**.
6. Candidates will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfill essential eligibility criteria. Incomplete applications in any respect will be summarily rejected.
7. MIDHANI reserves the right to cancel the advertisement and / or the selection process there under without assigning any reasons.
8. Decision of MIDHANI Management regarding selection will be final. Further, MIDHANI Management reserves the right to fill up or otherwise any or all the notified posts and also to fill up future vacancies if any from the valid panel of selected candidates as per the rules of the company.
9. Appearance of the shortlisted candidates for Selection Process is provisional and it does not entitle them any claim for the post.
10. Corrigendum if any related to this advertisement shall be given only on our website www.midhani-india.in.
11. Candidates seeking reservation as EWS/ OBC are required to mandatorily upload the EWS/ OBC NCL certificate regarding his/her "EWS/ OBC Non Creamy Layer (NCL) Status" issued by the competent authority at the time of filling the online application form. In case of unavailability of recent certificate, the candidates may upload old EWS/ OBC Non Creamy Layer (NCL) Certificate at the time of filling the online application form, however, the shortlisted candidates, while attending for selection process will

have to mandatorily produce original EWS/ OBC Non Creamy Layer certificate for verification and it should be issued on or after **01.12.2023**.

12. Relevant educational qualification documents pertaining to mandatory qualification requirement (such as final degree certificates [Master's and/or Graduation], consolidated/individual mark sheets, Diploma/PG Diploma Translation certificate etc.) clearly establishing the qualifying subject requirement in Master's/ Graduation etc. are to be mandatorily uploaded by the candidates at the time of filling the online application form along with other documents. **Incomplete applications in any respect will be summarily rejected.**
13. Candidates have to upload all the relevant documents pertaining to date of birth proof (SSC certificate), qualification, category, experience through the link available in the application form. Experience certificates should invariably contain the details of service, work experience & time period.
14. To establish your work experience, upload appointment letters, joining report, confirmation letters, increment letters, promotion letters, latest salary slips, experience certificates etc. where the date of joining and relieving (as per applicability) can be distinctly established. Relevant documents can be bunched together, converted in pdf format and uploaded accordingly in the online application form. **Applications without supporting documents and applications in which requisite eligibility criteria cannot be distinctly established will not be considered and will be summarily rejected. No request in this regard will be entertained.**
15. Before applying, the candidates should satisfy themselves regarding eligibility criteria desired for the post.
16. Necessary information regarding the Selection Process will be hosted on career's page of MIDHANI's website from time to time. Candidates are requested to visit the website from time to time.
17. Selected candidates may be posted anywhere in India as per Company's requirement. MIDHANI Management reserves the right for the same. Therefore, candidates applying for the posts must be willing and prepared to work anywhere in India. The House Rent Allowance (HRA) for various locations (X, Y & Z cities) will vary as per existing Company Rules and/or latest Government guidelines. CTC and other related calculations will also vary/change in accordance with it.
18. Pre-employment medical examination will be conducted for all provisionally selected candidates. It is mandatory for all such candidates to clear the physical/ medical fitness failing which the candidature of selected candidates shall not be considered.
19. In case of any contradiction/anomaly/discrepancy in subject matter printed in respective English and Hindi Advertisements, the content printed in English advertisement will be considered as final and binding.

How to apply:

1. Interested and eligible candidates can visit the MIDHANI [URL://www.midhani-india.in](http://www.midhani-india.in)-> careers ->E-Recruitment and then read carefully the eligibility criteria and the instructions to apply online.
2. Application should be submitted strictly "ONLINE" by logging on to MIDHANI website given above. The website will be kept open between **1000 Hrs. on 19.06.2024 till 1700 Hrs. on 03.07.2024** for this purpose.

3. Candidates are required to possess a valid e-mail ID and contact mobile phone number, which is to be entered in the application so that intimation regarding selection process can be sent. MIDHANI will not be responsible for bouncing of e-mail sent to the candidates.
4. The candidates have to make a payment of Rs.100/- (Rupees one hundred only) towards application fee through online payment using the debit card / credit card / net banking using the payment link available. Candidates belonging to SC/ST/PWD/ESM (Ex-servicemen) category are not required to pay the application fee.
5. After successful submission of online application, the candidate can take printout of the submitted application and keep it for future reference. **“Candidates need not send the hard copy”**. Applicants from Govt/Quasi Govt/PSU should mandatorily submit **No Objection Certificate (NOC)** at the time of Selection Process. **Candidates without NOC will not be permitted for appearing in the Selection Process.**

Advt. No.: MDN/HR/NE/2/24

Date: 19.06.2024

General Manager (HR)
