

MAULANA AZAD EDUCATION FOUNDATION
(Chelmsford Road, New Delhi)

Date-17/07/2019

I(12/1/MAEF/Int.)/2019-20

Notice for Empanelment of Interpreter

Maulana Azad Education Foundation invites applications from eligible Indian Citizens for empanelment as Interpreter for various languages as per the following details:

Required Qualification:

(1) Graduate from a recognized university with knowledge of language(s) like Arabic, Turkish, Pashto, Persian, Azerbaijan, Armenian, Belarusian, Bashkir, Buryat, Georgian, Kazakh, Kyrgyz, Komi, Latvian, Lithuanian, Russian, Moldovan, Tatar, Tajik, Turkmen, Uzbek, Ukrainian, Estonian etc.

(2) Ability to interpret simultaneously (orally translate) from language(s) like Arabic, Turkish, Pashto, Persian, Azerbaijani, Armenian, Belarusian, Bashkir, Buryat, Georgian, Kazakh, Kyrgyz, Komi, Latvian, Lithuanian, Russian, Moldovan, Tatar, Tajik, Turkmen, Uzbek, Ukrainian, Estonian etc. in to Hindi / English.

Age Limit:

Minimum age shall be 25 years (age limit can be relaxed if suitable otherwise). There is no maximum age bar, provided the person is mentally and physically in good health.

Process of Empanelment:

(1) Applicants possessing the requisite qualifications will be called for a two day Orientation Programme, where they will be briefed about the art and technique of simultaneous interpretation in the concerned language;

(2) After Orientation, an Oration Test will be taken where candidates will be required to speak spontaneously in Hindi / English for 3 minutes on any one of the 7 topics of current affairs or general interest given to them on the spot;

(3) Those clearing the Oration Test will be called for the first Simultaneous Interpretation Test (SIT) in selected language(s).

(4) An assignment shall comprise simultaneous interpretation of the speech as well as translation thereof in Hindi/English. Selected interpreter would be traveling in India and foreign countries as and when required.

(5) Candidates selected after the 1st SIT (Simultaneous Interpretation Test) will be imparted training.

(6) Empanelment as Interpreter of the concerned language will be done after passing of the second SIT to be conducted after the end of the training.

Remuneration: The remuneration shall be decided based on the qualification and experience of the candidate.

How to apply:

Duly filled-in applications as per the proforma provided may be sent in Hindi/English latest by **21st August, 2019**.

Interested candidates may send their applications through speed post/by hand to **the Secretary & Chief Executive Officer, MAEF, Maulana Azad Campus, Chelmsford Road, New Delhi-110055**. The envelope should be superscripted as – *“Application for empanelment of Interpreter”*. Applications may also be sent through e-mail at secy-maef@nic.in.

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Secretary & CEO, MAEF

Annexure-I

“Application Format”

Name of the Language(s) Applied For as Interpreter -	
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Please affix your recent passport size photograph

1. Personal Details:

1	Name of the applicant	
2	Date of Birth (in DD/MM/YYYY format)	
3	Age (Year & Month) as on last date of application	
4	Gender	
5	Nationality	
6	Present Employment Status (Please tick)	Public Sector /Govt. / Private Sector/ Not working
7	Adhaar No.	
8	Permanent Address	
9	Correspondence Address	
10	Mobile No.	
11	Phone No.	
12	Email – Id	

2. Educational & Professional Qualifications

Educational Qualification	College / Institution	University	Year of Passing	Class/ Division	% age of marks obtained	Subjects/ Core discipline

3. Total Experience :

Year Months

4. Details of present employer:

Employer's name and Address	Period of Employment		Designation held	Type of employment (Adhoc/ Contract/ Training/ Regular)	Brief nature of duties /Functions
	From	To			

I certify that the information furnished above is correct to the best of my knowledge and as per the advertisement I am eligible to be considered for short listing. I understand that if the information is not correct, or not supported by documentary proof, my candidature will not be considered, even after short listing.

(Signature of Applicant)

Name of the Applicant

Date