



हिंदुस्तान न्यूजप्रिंट लिमिटेड
HINDUSTAN NEWSPRINT LIMITED
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हिंदुस्तान न्यूजप्रिंट
Newsprint Nagar P.O, Kottayam – 686 616
(An ISO 9001 & 14001 and OHSAS -18001 certified company)

Requires

Supervisor (Official Language) on Contract basis

Qualification	:	Full time Bachelor's Degree (3 years after 10+2) with English as compulsory or elective Subject from the Recognized Institutes / Universities with 2 years full time Master's Degree in Hindi along with a full time 1 year PG Diploma in Translation from Hindi to English or vice-versa.
Experience	:	The candidates should have 2 years experience of terminological work in Hindi and or translation work from English to Hindi or vice- versa.
Age	:	Maximum upto 35 years as on 01.01.2019.
Terms of Engagement	:	Engagement would be on contract basis initially for a period of 1 (one) year extendable further on satisfactory performance.
Remuneration	:	During the period of Engagement, the selected candidate will be paid a consolidated payment of Rs.15,000/- per month .

Other Information

The selected candidate will be eligible for leave, medical Assistance for self and family from Company hospital, reimbursement of Conveyance expenses etc.

General Informations and Conditions

1. Persons employed with Government or Semi-government Organisation/ Public Sector Undertaking should submit their application through proper channel.
2. Physically challenged candidates should possess latest medical certificate indicating their percentage of disability issued by an authorized Medical Board constituted by the Government of India/ State Government.
3. Candidates should enclose copies of certificates in proof of age, qualification, experience and caste. Application with incomplete information and/or not accompanied with true copies of all certificates/mark sheets/ testimonials regarding age, qualification, experience, and caste/community certificates or unsigned **are liable to be rejected**. No correspondence regarding the rejection of application in case of ineligibility will be entertained.

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4. Candidates who are not having the prescribed qualification or experience as indicated above, need not apply.
5. All correspondence with the candidates shall be done through e-mail, or announcement on the HNL website only. Candidates should mention their e-mail address in the application.

Relaxation/ Concessions for SC/ST/OBC candidates:


In the case of SC/ST candidates, age would be relaxable by **five** years and for OBC (Non Creamy Layer) candidates, by **three** years.

Relaxation of age by **ten** years will be applicable to Persons with Disabilities.

Ex-Servicemen will be given relaxation in age as per GOI guidelines.

Candidates fulfilling the prescribed qualifications and experience etc. may send their resume in the following format along with true copies of certificates, mark lists, recent passport size photograph (to be pasted on the application) which should be sent in an envelope superscribed with "**Application for the Post of Supervisor (Official Language) on Contract basis**" either by hand or by post to HoD (HR&ES) and Liaison so as to reach on or before 20th January 2019.

"CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION"


05/01/2019
विभागाध्यक्ष (मा.सं.व.कर्म.से व सं) /
HoD (HR&ES) and Liaison
Fiche

(Applicants can type this form separately if more space is required/ write neatly in capital letters)

APPLICATION FOR THE POST OF



1. Full Name (in BLOCK letters) :
2. Father's Name :
3. Full Present Postal address with :

Pin Code :
District :
State :
4. Permanent address with PIN Code :

District :
State :
5. Date of Birth
6. Age as on 01.01.2019 : Years _____ Months _____ Days _____
7. Nationality :
- 8 a) Whether belong to SC/ST/OBC : YES/NO

(If Yes, state name of SC/ST/OBC and enclose attested Xerox copy of relevant certificate)
- b) Person with Disability/Ex-serviceman : YES/NO
9. Sex : Male/Female
10. Marital Status : Single/Married/Widower/Widow

11 Educational Qualifications:

Examination Passed	Board/University	Year of passing	% of marks secured	Class obtained

12 Experience particulars of all previous and present employment are to be furnished including training/apprenticeship undergone:

Post held	Period		Name of the Employer with full address	Nature of duties/work	Reasons of leaving
	From	To			

13. Phone No. and e-mail id (All the three columns are to be filled)

Land Phone.....

Mobile.....

e-mail id.....

Date:

Signature