

KAMARAJAR PORT LIMITED
Rajaji Salai, Chennai – 600 001

Engagement of Consultant (Official Language) -1 No.

Kamarajar Port Limited invites applications from eligible candidates for Consultant (Official Language) on contractual basis :

Name of the Post	Consultant (Official Language) -1 No.
Qualification	Master's Degree from recognized university with Hindi as main subject
Age	Not more than 35 years
Experience	Minimum of 3 Years of post qualification experience of translation from Hindi to English and vice versa. <u>Desirable:</u> - Knowledge of Hindi application software packages on computers - Experience in PSUs/Government/Autonomous bodies.
Period of contract	Initially for a period of 01 year, extendable for further period based on the requirement and performance.
Remuneration	Consolidated Pay Rs.40,000 per month with an annual increase of 5%.
Job responsibility	- To acquaint the officers and staff of the organization with the provisions of the OL Act, OL rules and Government Orders related to the Official Language and Hindi Training and to help them in implementing the same. - To ensure proper compliance of the provisions of the Official Languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in the organization. - To make suggestions from time to time for promotion the progressive use of Hindi and to keep liaison with the Official Language Department through proper channel. - To prepare the reference and help literature and to assist the officers and staff in learning Hindi and using Hindi in official business. - To organize Hindi Workshops with a view to remove the hesitation and also to train the officers/staff in doing their official work in Hindi. - Translation work from English to Hindi and vice-versa and vetting thereof. This will include among other things translation of Notification, General Orders, Office Orders, Cabinet Notes, Recruitment Rules, all Parliament Matters including matters relating to Parliamentary Committees, Departmental Hindi Website, Minutes of the meetings. - Any other work assigned by the Seniors in the sphere of official language.
Leave	12 days in a year

General Conditions:

- (1) Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
- (2) Education Qualification, Age and Experience limit prescribed is on the date of Advertisement.
- (3) The Company reserves the right to consider only those candidates for interview who according to its decision rank high in terms of eligibility criteria.
- (4) Decision of the Company with regard to eligibility of candidates will be final. Mere eligibility will not entitle any candidates for admission to interview or selection.
- (5) Canvassing in any form will be eligible for disqualification.
- (6) No Correspondence will be entertained with the candidates not short-listed. Management reserves the right to reject the application of any candidate without assigning any reason.
- (7) Candidates should ensure that the details filled in the application form should duly tally with document enclosed. If any variation is observed in application form and document enclosed, the candidature of the candidate will be liable to be rejected. Documents attached with the application form, will be verified only for the candidates who get shortlisted for interview.
- (8) Candidates should submit only single application for a post and application once submitted cannot be altered after the cut off date.
- (9) Any legal proceeding arising out of this advertisement shall be subject to the exclusive jurisdiction of the courts in Chennai.
- (10) Kamarajar Port Limited will not be responsible for any postal delays / wrong delivery / non-delivery of communication at any stage of the recruitment process.
- (11) Kamarajar Port Limited reserves the right to shortlist candidates for interview. Management reserves the right to raise the standard of specifications to restrict the number of candidates to be called for interview. In case the response is high, Kamarajar Port Limited may consider conducting written test, if required.

How to apply and important instructions for candidates:

- (1) Applications should be strictly submitted by post or in drop box. Professionals ready to take up the challenge and meeting the requirements may download the prescribed ***Employment Application Format*** and submit the filled in form with enclosures so as to reach the Address furnished below latest by **03rd December 2025**:

The General Manager (CS & BD)

Kamarajar Port Limited

Vallur Post, Chennai-600 120

Ph: 044 – 2975 0032

- (2) The application should be accompanied with:
 - a. with self-attested photocopies of Certificate and Marks Sheets in proof of Educational Qualification (X Std / SSLC onwards).

- b. with self-attested photocopies of Experience Certificate/s with a latest salary certificate and contract letter of company
- c. Candidates are requested to check their eligibility criteria with regard to age, Qualification and experience against the advertisement.

General Manager (CS & BD)