



## Software Technology Parks of India

(An Autonomous Society under Ministry of Electronics and  
Information Technology Govt of India)

6Q3, Cyber Towers, Hi-Tec City, Madhapur, Hyderabad.

Tel: 040 - 6641 5623 – 6007 URL: www.hyderabad.stpi.in

### WALK-IN-INTERVIEW

Software Technology Parks of India, Hyderabad is considering to engage full time Hindi Consultant preferably retired officer of Central Government / State Government / PSU / Autonomous Bodies etc., on contract basis for a period of one year which can be extended based on the satisfactory performance and requirement of STPI Hyderabad. The details are as follows:

Sl. No.	Name of the Post	Qualification & Experience	Job Description	Preferable & Maximum Age
1.	Consultant (Hindi)	Retired as Hindi Officer or Hindi Professional having graduate degree with sufficient experience in implementation of Official Language in Office	Implementation of official language policy of Govt. of India. The incumbent should be capable in translation from English to Hindi and vice-versa should be well versed in Hindi Typing and computer operation knowledge. Any other matters as assigned from time to time	Persons retired from Central Government / State Government / PSU / Autonomous Bodies etc., below 64 Years.

The document verification will be done from 10.30 Hrs. Therefore, applicants are requested to bring following documents in original with an application.

#### Terms & Conditions:

- An application on a plain paper along with resume will have to be produced before the interview committee
- In addition to resume, candidates shall also submit the details in Form I (attached) at the time of Interview.
- Original and self-attested copies of the certificates in regard to age, qualification, experience, Photo Identification Document issued by any Govt. Authority (e.g PAN Card, Electors Photo Identity Card and Aadhar Card etc.,) PPO etc., will have to be produced before the interview Committee.
- Salary / Consultancy fee – Negotiable according to level of the post and experience
- Tenure of contract : Likely for one year or can be extended based on the satisfactory performance and requirement of STPI Hyderabad.
- No TA/DA will be provided for appearing the interview
- Walk-in Interview shall be held at the following address :

#### **Software Technology Parks of India**

6Q3, Cyber Towers, Hi-Tec City, Madhapur, Hyderabad.

Tel: 040 - 6641 5623. URL: www.hyderabad.stpi.in

\*\*\*\*\*

**Software Technology Parks of India - Hyderabad****Details of the Candidate-cum-Verification Document****Post:****Interview Date:**

1.	Name of the Candidate (Capital Letters and ID Proof to be enclosed )	
2.	Date of Birth (Proof to be enclosed)	
3.	Date of Superannuation	
4.	Name of Organization from where Superannuated (To Specify whether Central/State Govt. PSU/ Autonomous etc.) (Service Certificate / PPO copy to be enclosed	
5.	Designation at the time of Superannuation (Proof to be enclosed)	
6.	Scale of Pay/ Pay Band & GP at the time of Superannuation (Proof to be enclosed)	
7.	Total period of service in the Scale of Pay/ Pay Band mentioned at SI.No.6	
8.	Total Service rendered in Govt./PSU/Autonomous body	
9.	Educational Qualification/s (Degree certificate copies to be enclosed)	
	a)_____ (Proof enclosed)	
	b)_____ (Proof enclosed)	
	c)_____ (Proof enclosed)	
	d)_____ (Proof enclosed)	
	e)_____ (Proof enclosed)	

10.	Experience Details:	
	<b><u>Employment Period</u></b>	<b><u>Organisation</u></b>
	i) _____	_____
	ii) _____	_____
	iii) _____	_____
	iv) _____	_____
	v) _____	_____

Date:  
Place:  
of the Candidate.

Signature

Enclosures:

- |          |           |
|----------|-----------|
| 1. _____ | 2. _____  |
| 3. _____ | 4. _____  |
| 5. _____ | 6. _____  |
| 7. _____ | 8. _____  |
| 9. _____ | 10. _____ |

---

**For Office Use:**

Original certificates / documents are verified and self attested copies enclosed by the candidate for ID Proof, Date of Birth, Educational Qualification, Service/Experience etc.

Sr. Admn. Officer

---