



सागरमाला डेवलपमेंट कंपनी लिमिटेड
प्रथम तल, थापर हाउस, गेट नंबर -2,
124, जनपथ, नई दिल्ली -110001

रोजगार सूचना संख्या: SDCL/HR/DV/2018-19/88/123

Date:25/09/2020

SDCL, a CPSE under Ministry of Shipping, invites applications from eligible Applicants for the post of Rajbhasha Adikari purely on contractual basis initially for a period of six months which may be renewed subject to satisfactory performance and approval from the Competent Authority.

Further details with regards to Qualification, Experience, Job Description etc are provided hereunder:-

(1) पदस्थान: राजभाषा अधिकारी

(2) Qualification:

Post-graduate in Hindi & have English in their graduation

(3) Experience:

- Should have an in-depth knowledge of Hindi and English language so that bilingual official work can be done.
- Should have worked as a Rajbhasha Adhikari in a Government/Public Sector Enterprise

(4) Job Description

Rajbhasha Adhikari is responsible for the use of the official language of the country i.e, Hindi as much as possible in circulars, notices and other operations. The key responsibilities would include:

- Translation of official documents in Hindi.
- Ensuring all official communication is made available both in Hindi and English
- Conduct training programs at regular intervals for all officials to allow greater access for their daily work in the official language.
- Ensuring that the official language of the central government can be utilized smoothly in the official communication of the central government.

(5) Job Location : नई दिल्ली

(6) Age Limit : 64 years

(7) Remuneration : Maximum of Rs. 50,000/-per month- negotiable.



Last Date for Submission of Application : 11th October 2020

II. General Conditions

- (1) Applicants are required to provide the applications as per **Performa** provided in Annexure-I
- (2) Self attested copy of detailed profile, academic certificates, work experience certificates etc. should be enclosed with the Performa provided in Annexure I
- (3) If at any point during the selection process/tenure of the Applicant, it is found that the he/she has given incorrect or false information, the application/services of such Applicant will be terminated immediately on the discovering of such event(s).
- (4) The application shall be submitted in hard copies addressed to

HR Consultant
1st Floor, Thapar House, Gate no-2
124, Janpath, New Delhi-110001

And/or the scan PDF copy of the same is to be emailed to admin@sdclindia.com

- (5) This appointment is on contractual basis and can be cancelled at any time by Sagarmala Development Company Ltd by giving one month's notice with or without assigning any reason
- (6) The appointment will be on contractual basis for an initial period of 6 months. This term may be extended depending upon the performance of the Applicant/need of Sagarmala Development Company Ltd.
- (7) The selected applicant would not be permitted to take up any other assignment during the period of engagement with Sagarmala Development Company Ltd
- (8) No other allowances, reimbursement etc would be provided except the lumpsum remuneration as agreed upon, at the time of appointment. However, TA/DA will be allowed for travel inside the country in connection with the official work.
- (9) SDCL reserves the right to annul the selection process without assigning any reason whatsoever.



Annexure-I

**APPLICATION FORMAT FOR APPOINTMENT AS YOU IN
SAGARMALA DEVELOPMENT COMPANY LIMITED**

APPLICATION FOR THE POST OF -----

(1)	Name in Full (in Block Letters)	:					Attached latest size passport photograph
(2)	Father's/Husband's Name	:					
(3)	Date of Birth (dd/mm/yy)	:					
(4)	Domicile	:					
(5)	Nationality	:					
(6)	Mailing Address	:					
		:					
		:					
		:	City	State	Pin code		
(7)	Telephone	:					
(8)	Mobile	:					
(9)	E-mail Address	:					
(10)	Sex (Male/Female)	:					
(11)	Permanent Address	:					
		:					
		:					
(12)	Educational Qualification	:	Course	University/Institute	Year of Passing	Division/Class	% Marks secured
(13)	Work Experience (starting from current job and covering the entire career so far)	:					
	Organization	:					



Period	:	From	To
Last Position Held			
Details of work experience			
(14)	Please provide details of two references, who may be contacted		
Reference-1			
Name			
Contact Number			
Relationship with the Applicant			
Reference-2			
Name			
Contact Number			
Relationship with the Applicant			

Declaration: I hereby declare that the information provided above is true, complete and correct to the best of my knowledge. I have read and have understood the terms and conditions of the employment.

Place:

Date:

SIGNATURE OF APPLICANT