



NIVEDITA INSTITUTE FOR SCIENCE TECHNOLOGY AND LANGUAGES

Fuleswari Vihar, Lane Opposite to V2 Mall, P.O. AIGINIA, Bhubaneswar – 751019

Website- nistal.co.in, E-mail: nistaloffice@gmail.com, Ph. 7008182570

Ref. No. NISTAL/BBS/ADM/03/2021

Dated, the 15th AUG. 2021

NOTICE

NISTAL is in the process of drawing up a panel of translators who can take up assignments for quality translation in various Indian or foreign languages.

Interested candidates may fill-in the format given below and send it along with necessary documents by Speed/Regd. Post.

Besides necessary documents, your application should be accompanied with the following:

1. Copy of a short story from any language of your choice (source language)
2. Hand written copy of its translation into any language of your choice done by you (target language)
3. Print-out of the type-written copy of your translation.

DIRECTOR

Age/ Sex /Domicile/Educational Qualifications: No Bar

What we need is only your skill & proficiency



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APPLICATION FOR

EMPANELMENT OF TRANSLATORS

Affix a recent
Passport size
Photograph here

1. **Name** in full (block letters) : Dr/Mr/Mrs/Ms. _____
Phone _____ / E-mail _____ Sex: _____ Nationality: _____ Marital Status: _____
2. **Languages of Expertise:** (a) Source Language(s) _____
(b) Target Language(s) _____
3. **Computer Knowledge:**
(a) Typing: English _____ Hindi _____ Odia _____ Any other language(s) _____
Please give details of your fonts, softwares and other tools used by you for typing Indian languages: _____

4. **Tools and Resources used by you for translation (Please specify Source & Target Languages):**
(a) _____
(b) _____
(c) _____
5. **Please specify your sphere of activity in translation:** _____
(a) Science & Technology (b) Legal matters (c) Official Language and procedures (d) banking and Commerce
(e) Journalism & Mass Communication (f) Sports (g) Advertisement (h) Machine Translation
(i) Literature (Specify novel/drama/poetry etc) (j) Any other field
6. **Details of Publications (if any):** [Please attach separate sheet with details if necessary]
(a) Original works : _____

(b) Translation : _____

7. Qualifications & Skills: (Academics/ Technical Education etc.10th & onwards)

Exam/ Degree	Board / Institution University	Percentage of Marks* in aggregate	Percentage in English	Percentage in Hindi	Other Indian Language		Subject (s)	Year of Passing
					Name of the Language	Percent -age		
10th class								

* In case of grade, please write equivalent percentage of marks.

8. Any experience in Open & Distance Learning System/OER (Open Educational Resources):

(a) _____

(b) _____

(c) _____

(d) _____

9. Employment RECORD:

Employer	Post Held	From (Date)	To (Date)	Salary last Drawn	Reason for leaving the post

10. Other details:

(a) Date of Birth: Day _____ Month _____ Year _____ In words _____

(b) Place of Birth: Village _____ P.O. _____ PS _____

District _____ State _____

(c) Father's/Husband's Name _____

(d) Mother's Name _____

(e) Are you a member of OBC/SC/ST/PH? : ☐ OBC ☐ SC ☐ ST ☐ PH

11. Postal Address:

(a) Present _____

(b) Permanent: _____

12. Please attach your complete Bio-data/ CV: This should reveal the facts about your achievements and caliber in various fields including and other than academics. Any other relevant information that has not been dealt within this application form may be furnished separately.

13. Give names, occupations/positions, addresses, phone number and e-mail ID of two referees, other than your relatives, who can provide information about you and your work.

(I) _____ (II) _____

DECLARATION: I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of the Applicant

IMPORTANT

1. INCOMPLETE FORM WILL BE SUMMARILY REJECTED
2. Once shortlisted in this panel, it may open up new avenues for you in the field of translation
3. Empanelment will be done by means of a qualifying test according to the information given in your application. You are allowed to make full use of your tools and resources
4. Please send the Application by Speed Post/Registered Post/ Courier. Please write the full address and mobile number on the envelope.
5. Any change of address/ Phone number/Email etc. should immediately be communicated to the Institute
6. Please send with the application copies of your **degrees/ certificates and testimonials/ PAN and ADHAR CARD**
7. Only shortlisted candidates will be informed.
8. **Scanned copy of your application & testimonials should also be sent by email to nistaloffice@gmail.com**

DIRECTOR