



बीआरआईसी
BRIC



सीडीएफडी
CDFD
Innovating to benefit society

डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र (बीआरआईसी- सीडीएफडी)

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS (BRIC-CDFD)

जैव प्रौद्योगिकी अनुसंधान और नवाचार परिषद, जैव प्रौद्योगिकी विभाग,

A Research Institute under Biotechnology Research and Innovation Council

विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार के अधीन अनुसंधान संस्थान

Department of Biotechnology, Ministry of Science & Technology, Government of India

इनर रिंग रोड, उप्पल, हैदराबाद, तेलंगाना, भारत / Inner Ring Road, Uppal, Hyderabad – 500039, Telangana, India

दूरभाष / Tel+ : 91-40-2721 6093 / 6086, फैक्स / Fax: +91-40-2721 6006 वेबसाइट / Website: <http://www.cdfd.org.in>

Advertisement. No. 03/2026 **PART-TIME HINDI TRANSLATOR**

The Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad is a Research Institute under Biotechnology Research and Innovation Council (BRIC), Department of Biotechnology, Ministry of Science and Technology, Government of India, that has been established to provide services in DNA fingerprinting and diagnosis of genetic disorders, and to undertake high quality basic research in frontier areas of modern biology.

BRIC-CDFD wishes to recruit one post of **Part-time Hindi Translator** purely on temporary basis whose tenure is initially for a period of 12 months and likely to be extended further on satisfactory performance and need basis.

Post Name: Part-time Hindi Translator

(The Selected candidate has to work once a week full time or twice a week part time)

Consolidated Salary: ₹ 30,000/- P.M

Age: Below 62 years

Essential Qualifications and Experience: Master's Degree of a recognized University in Hindi / English, with English / Hindi as a main subject at degree level; OR Master's Degree of a recognized University in any subject with Hindi as the medium of Instruction and examination with English as a compulsory subject at degree level; OR

Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognized Diploma / Certificate course in translation from Hindi to English and Vice-versa or two years' experience of translation work from Hindi to English and Vice-versa in Central / State Government offices, including Govt. of India Undertakings.

Job Requirements / Responsibility:

- **Document Translation:** Translate office orders, manuals, circulars, resolutions, notices, tenders and reports from English to Hindi and vice versa.
- **Noting and Drafting:** Prepare official notes, summaries and correspondence in Hindi for smooth inter-departmental and public communication

- **Official Language Policy Implementation:** Assist the administration in carrying out the directives of the Department of Official Language and complying with the Official Languages Act.
- **Parliamentary work:** Translate parliamentary questions, answers, committee, reports and speeches delivered by Minister of Senior Officials
- **Proofreading and Quality Control:** Review translated materials for grammatical correctness, uniform terminology and contextual accuracy using standard glossaries
- **Training and Promotion:** Organize Hindi Workshops, assist in training employees in noting and drafting in Hindi and promote its progressive use in day-to-day official work.
- Proficient in Hindi & English typewriting

Other terms and conditions shall be as per the Contract Agreement to be executed at the time of joining.

The eligible candidates are advised to forward their CVs along with the following documents in PDF format before 6.00 PM on 12.10.2026 to cdfd.recruitment@gmail.com.

- (i) Identity proof (ii) Date of birth / Proof of age.
- (iii) Educational Qualifications (all mark sheets and certificates).
- (iv) Experience Certificate/s on the letter head of the Institute duly signed by the authorized signatory mentioning the details of designation, date of joining, date of relieving, salary drawn particulars.

Sd/-
प्रमुख- प्रशासन
Head – Administration