



**PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY
NEW DELHI – 110 029**

Advt no. : 04/2025

29.08.2025

Engagement of Hindi Translator in Pension Fund Regulatory and Development Authority (PFRDA) on Contract Basis

Pension Fund Regulatory and Development Authority (PFRDA/ Authority), is a statutory regulatory body established under the PFRDA Act, 2013, to promote, develop and regulate pension schemes covered under the Act.

PFRDA hereby invites application from Indian citizens for engagement as 'Hindi Translator' purely on contract basis and such engagement shall not confer any other rights on the selectee beyond the contractual payment fixed.

Such Hindi Translator will be assigned the translation work in Hindi to English and from English to Hindi of any documents including Regulations, Circulars, Annual Report, Letters to Ministries/Departments, outside agencies, Acts, Advertisement brochures, RTI replies, Reply to Parliamentary questions, etc. There shall be requirement of completing the translation work with perfection and in a time bound manner. It shall be noted that the translator should have the capability to independently translate the documents entirely based on personal knowledge and skill and not be dependent on any external sources including software, artificial intelligence

aided programmes, for completion of assigned task, failing which the candidate shall not be considered for engagement or if engaged, the engagement is liable to be dispensed with.

Educational Qualifications and Experience:

Master's Degree in Hindi with 55% in the aggregate with English as one of the subjects at Bachelor's Degree level or Master's Degree in Sanskrit/ English/ Economics/ Commerce with 55% in the aggregate with Hindi as a subject at Bachelor's Degree level.

The candidate should have good typing skill both in Hindi and English.

Candidates having experience in the Government Sector shall be preferred

Remuneration:

Selected incumbents will be paid consolidated fee at the rate fixed by the competent authority.

Minimum contractual payment/ consideration will be Rs.60,000/- per month with 10% increase every year subject to satisfactory performance.

No supplementation on account of any other benefits will be made. However, in



case Hindi Translator is deputed for duty out of station, he/she be paid TA/DA as per the entitlements equivalent to Grade 'A' officer of the Authority.

Term of engagement:

The contractual engagement shall be for an initial period of three (03) years, unless terminated earlier which period may be extended, subject to Authority being satisfied that such extension is deserved, based on performance assessment and other factors including integrity during the tenure served.

The contract of engagement can be terminated by either side by giving 90 days' advance notice or by making payment of 90 days' pay in lieu thereof, without assigning any reasons therefor.

Notwithstanding the above, the Authority, shall have the right to terminate the contract on grounds of misconduct or lack of satisfactory performance or where in the opinion of the Authority, such a person is not fit to hold the contract or has given any false information or declaration to secure such engagement as such without notice or compensation. Both the parties shall also have the option to terminate the contract without assigning any reasons in terms of the contract.

Person engaged as Hindi Translator should not have been convicted of any offence involving moral turpitude or fraud or for commission of any economic

offences. He/she should not have been debarred or restrained from carrying on any professional activity or penalised by any regulator, court of law or other authority.

GENERAL INSTRUCTIONS:

1. Applications which are incomplete, or not in specified format, or received after the prescribed date or received without supporting documents in respect of educational qualification and experience will not be considered further and summarily rejected.
2. Mode of engagement under the contract will be Written Test and Interview. The Competent Authority reserves the right to modify the procedure for engagement, if deemed fit.
3. Candidates should satisfy themselves about their eligibility for the contractual position applied for. The Authority shall determine their eligibility only at the final stage, i.e. while calling them for interview.
4. The competent authority reserves the right to relax any of the eligibility criteria in deserving cases.
5. The Candidate engaged will **NOT** be entitled for permanent employment with the PFRDA, under any circumstances, at any point of time.
6. Merely fulfilling the eligibility conditions laid down in the



advertisement as regards qualifications and experience, would not automatically entitle any candidate to be called for the Written Test and Interview. The Competent Authority reserves the right to raise the minimum standards in respect of qualification and experience in order to restrict the number and shortlist the pool of candidates for Interview.

7. The Authority reserves the right to cancel this advertisement fully or partly at any time/stage on any grounds without assigning any reasons therefor, or not invite any candidate for engagement at all.

8. Canvassing in any form will result in disqualification of the candidate.

9. If a candidate is not eligible or has knowingly or wilfully furnished incorrect or false particulars or suppressed material information, his/her candidature will be liable to be cancelled at any stage of the engagement or even post engagement without any emoluments or consideration and without further prejudice to any other action which the Competent Authority may deem fit to take including termination of contract without any notice.

10. Applications received after due date will not be entertained. The

Authority takes no responsibility for any delay in receipt of application or loss thereof in postal transit.

11. The decision of Authority in all matters would be final and binding, and no correspondence in this regard would be entertained. Only courts at New Delhi (with the exclusion of all other Courts) shall have the exclusive jurisdiction to decide on any dispute in connection with this selection process. Post engagement, the disputes, if any shall be governed as per terms of the contract.

B) HOW TO APPLY:

1. Candidates who satisfy the eligibility criteria may apply as per the format given below.

2. Applications for engagement should be sent by post in a cover superscribing 'Application for engagement as Hindi Translator in PFRDA, (on contract)' to the following address so as to reach **latest by September 30, 2025 (Tuesday)**.

The Chief General Manager
(Human Resource Department)
Pension Fund Regulatory and
Development Authority
E-500, World Trade Centre, Tower E,
Fifth floor, Nauroji Nagar,
New Delhi- 110029



PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY

E-500, World Trade Centre, Tower E, Fifth floor, Nauroji Nagar, New Delhi- 110029

APPLICATION FOR ENGAGEMENT AS HINDI TRANSLATOR IN PFRDA ON CONTRACT BASIS

1. Name in full (English- CAPITAL LETTERS)					First											
					Middle											
					Surname											
2. Father's Name										Paste Photograph in the box alongside and sign across it						
3. Sex (Please ✓ wherever applicable)		M				F										
4. Date of Birth		D	D	M	M	Y	Y	Y	Y							
5. Age as on 01.09.2025				Years				Month(s)								
6. Academic Qualification as on 01.09.2025																
Qualification		Examination		Main Subjects		Year of Passing		University/ Institute		Overall (%) of Marks		Class/ Division				
Graduation																
Post Graduation																
Any Other																
7. Details of Work Experience as on 01.09.2025																
Employer Name & address				Designation		Job Profile		Period		Duration						
								From	To	Yrs.	Mths.					
8. Postal Address (English – in capital letters only)																
H.No.:								E Mail:								
Place:								Telephone:								
								Mobile:								
Dist.:								STD Code:								
State:								Pin Code:								
9. Any other information considered relevant by the applicant:																
I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that I do not satisfy the eligibility criteria according to the Authority, my candidature/engagement is liable to																



be cancelled/terminated. I have read and understood the stipulations given in the notice and hereby undertake to abide by them.

Place:

Date:

Signature

Note: Applications should be accompanied by self attested copies of certificates in support of age, qualifications & experience, with a recent passport size photograph glued to the top right hand corner of the application form.

