



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

Qualifications:

1. Junior Hindi Translator (Post Code: ND0601)

Pay Level- 06

Essential Qualifications:

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with English Medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

Studied one of the languages other than Hindi included in the 8th Schedule of the Constitution at 10th level from a recognized board.

Age Limit: 35 years



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2. Legal Assistant (Post Code: ND0602)

Pay Level- 06

Essential Qualifications:

1. Degree in Law (Professional) from a recognized University.
2. Minimum 3 years of experience in handling court cases in a government/semi-government organization and/or practice before a High Court or a Lower Court in Civil/Labour matters.

Desirable:

1. Post-Graduate Degree.
2. Diploma in IPR or Labour Laws.
3. Good drafting and noting skills and knowledge of service rules applicable to Central Government employees.
4. Hands on experience in computers.

Duties:

A Legal Assistant is required to assist the Assistant Registrar/ Deputy Registrar (Legal) in his day-to-day duties in the Legal Branch.

He/she is expected to attend all kinds of legal matters, writ petitions, preparation of para-wise comments on the writ petitions/draft replies, drafting of contract agreements/MOUs with various bodies on academic matters, liaison with Standing Counsel/Panel Advocates before the High Court of Delhi and Lower Courts.

Note: The persons so appointed will not be allowed to do private practice.

Age Limit: 40 years