For More Informations, Please Contact

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PAWAN HANS LIMITED
(A Govt. of India Enterprise)

Pawan Hans Limited is a premier Central Public Sector Enterprise and India's largest Helicopter Company under the administrative control of Ministry of Civil Aviation, Government of India. The Company requires result oriented and dynamic professionals as under :-

Post	**Hindi Translator - Equivalent to WC-S/C-3 level (On Contractual Basis)**
No. of Posts	**01 (One)**
Location	**PHL (Northern Region) Noida/Delhi**
QRs	**Educational Qualification:** • Master's degree of a recognized university or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of Examination at degree level; **OR** • Master's degree of a recognized university or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at degree level; **OR** • Master's degree of a recognized university or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject of either of the two as a medium of examination and the other as a compulsory or elective subject at degree level. **AND** a recognized Diploma/Certificate course in Translation from Hindi to English and vice versa. **Experience:** The incumbents possessing master's degree should have one- year post qualification experience of translation work from Hindi to English and vice-versa in Central or State Government Offices, including Government of India Undertakings. In case the candidate is possessing Diploma or certificate course in translation from Hindi to English and vice-versa, he/she should have three-years post qualification experience of translation work from Hindi to English and vice-versa in a Central or State Government offices, including Government of India Undertakings
Upper Age Limit	**28 Years (D.O.B will be calculated as on the last date for receipt of application i.e. 20/12/2025)**
Preferred Qualification	• Knowledge at the level of matriculation of a recognized board or equivalent of one of the languages other than Hindi mentioned in the Eighth schedule of the constitution.
Pay Scale	**Basic Pay @ Rs. 24,000 plus DA, HRA & other perquisites at applicable rates. Approx. CTC would be Rs. 5.83 lakhs. Additionally, PF, Gratuity, Pension & Leave Encashment benefits will be admissible.**

Note:
1. The vacancies published is tentative and may increase or decrease at the sole discretion of PHL.

2. All qualifications should be from Universities / Institutions recognized and approved in India by UGC/AICTE/Appropriate Statutory Authorities.

3. Where a specialization is required in the qualifying degree in the educational qualification, candidate is required to produce order/ letter indicating the issuing Authority (with letter number & date) clearly specifying the specialization in the qualifying degree. However, final decision regarding selection of such candidates will be taken by PHL.

4. Post qualification experience will only be considered.

5. Teaching experience & training period during study will not be considered.

6. Candidates employed in Central / State Government/ CPSEs /Autonomous Bodies/ Statutory bodies/ Public Ltd / Joint Venture Companies etc. on regular basis are required to submit their application through proper channel or produce NOC at the time documentation. However, candidates working on contract basis are also required to submit NOC from their present employer. In case their employer denies to issue NOC, a certificate providing 'NOC are not issued to contractual staff' on the letter head of employer is to be submitted by the candidate at the time of documentation.

7. Outstation candidates shortlisted for written test will be reimbursed travel expenses as per the entitlement and prevailing rules of PHL. However, those who are not allowed to appear for the test, shall not be reimbursed travelling expenses.

Age Relaxation:

Age Relaxation will be given as per the prevailing rules of Government of India. However, few extracts are as under:

a) Upper age limit is relaxable by 5 years for SC/ST candidates.

b) Upper age limit is relaxable by 5 years for OBC (Non-Creamy-Layer) candidates.

c) OBC category are meant for candidates belonging to Non-Creamy Layer as per Government of India Guidelines on the subject.

d) Name of Caste/Tribe to which candidate belongs must appear in the Central List of SC, ST and OBC or respective State as notified by Ministry of Social Justice & Empowerment, Government of India and Ministry of Tribal Affairs, Government of India.

e) The upper age limit is relaxable for candidates belonging to the Persons with Benchmark Disabilities (PwBD) category, provided the post is identified as suitable for the relevant category of disability. The relaxation shall be applicable only upon submission of a valid Certificate of Disability issued by the Competent Authority on or before the cut-off date.

To be eligible for relaxation and reservation under the PwBD category, the candidate must fulfill the following criteria:

Nature of Disability: Permanent

Degree of Disability: Minimum 40%

f) For Ex-Servicemen, age relaxation is applicable as prescribed by Government of India orders issued from time to time. Ex-Servicemen candidates will have to produce Discharge Certificate at the time of Application Verification.

g) Candidates who wish to be considered against EWS must be in possession of relevant certificate issued by the Competent Authority on or before the cut-off date.

h) The date of birth as recorded in the Matriculation/ Secondary Examination certificates will only be accepted. No subsequent requests for change in date of birth will be entertained.

i) The Caste Certificate issued by the Competent Authority should either be in Hindi or English. Any variation in the caste name in caste certificates will not be accepted. For candidates issued in language other than Hindi or English, translated copy of the same duly attested by Notary is to be submitted.

Selection Procedure:

a) On the basis of details furnished by the candidate in application form, an exam will be conducted for shortlisted candidates on all India basis.

b) Verification of eligibility claims of the candidates with original documents will be done on the day of written test or any other day after / before conducting the skill test at the discretion of Management.

c) Details of candidates shortlisted for written test/ Documentation will be posted on PHL website only. Call Letters to shortlisted candidates will also be sent through e-mails ID.

d) During Document Verification, the candidate will have to produce his/her all Original Certificates in support of age, caste, qualification, experience, pay etc. along with a proof of identity and one set of self-attested photocopies of the Certificates. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, his/her candidature will be rejected. No additional time will be given for producing original documents.

e) Candidates already working in Central Government/State Government/Autonomous Body/Public Sector Undertaking are required to submit their application through proper channel or produce "No Objection Certificate" from the present employer on the day of written test/ documentation, failing which his/her candidature will not be considered. Other claims such as undertaking to resign in the event of selection, acknowledged copy of application for NOC/resignation letter, experience certificates etc. shall not be considered in place of NOC.

f) In case a candidate does not appear for Document Verification along with original documents, he/she shall not be eligible for further selection procedure and his/her candidature shall summarily be rejected.

g) Final selection will be made in order of merit prepared on the basis of marks obtained by the candidates in written test subject to meeting all other eligibility criteria prescribed for the post.

h) Name of the candidates provisionally selected for appointment will be declared on PHL website. The Offer of Appointment shall be issued to the provisionally selected candidates on their Registered email IDs only.

i) Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, character and antecedents and other documents submitted by the candidate and is also subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of PHL.

j) Appointment of successful candidates will be subject to further verification of concerned documents related to Age, Qualification, Caste & Medical fitness certificates etc. from the issuing authorities so that the candidate is suitable in all respects for appointment to the service/post.

Action Against Misconduct:

1. Candidates are advised in their own interest that they should not furnish any documents / information that are false, tampered, fabricated or should not supress any material information while filling up the "on-line" application. PHL will not be responsible for any consequence of furnishing of such wrong/false information.

2. At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:

a) Using unfair means or obtaining support for his/her candidature by unfair means; or

b) Impersonating or procuring impersonation by any person; or

c) Resorting to any irregular means in connection with his/her candidature during selection process; or

d) Canvassing in any form /using undue influence for his/her candidature by any means; or

e) Submitting false certificates/ documents/ information or concealment /suppression of factual information at any stage;

f) Giving wrong information regarding his/her category (SC/ST/OBC(NCL)/ EWS/ PwBD/ Ex- Serviceman) while applying for the post or thereafter;

Their candidature will summarily rejected/ cancelled at any stage of recruitment process/ terminated from service after recruitment or joining, apart from initiating any other action or taking legal recourse as deemed fit.

How to Apply:

Candidates fulfilling the eligibility criteria may apply online through the link available on www.pawanhans.co.in under tab "Careers" No other mode of submission of applications will be accepted under any circumstances.

Before filling online application, the candidate should keep scanned copies of all educational qualification certificates, experience certificates, CTC/ Pay Slips, Salary Slips, Photograph, caste, class etc. at hand.

Candidates should enter their Name, Father's Name and Date of Birth as recorded in the Matriculation certificate only. In case of subsequent change in name, candidates should indicate their changes only in the Online Application. However, other details should match with the Matriculation Certificate. Gazette Notification or any other legal document as applicable should be submitted at the time of Document Verification.

After filling online application form, applicants are required to take print out of duly filled in & signed online application form and send the same after affixing a recent passport size photograph accompanied with copies of self- attested testimonials in support of age, caste/class, qualification, experience, Pay/CTC, etc. and proof of payment of application fee of Rs. 354/- to JGM (HR&Admn), Pawan Hans Limited, (A Government of India Enterprise), Northern Region, Sector-36, Rohini, Delhi- 110085 on or before 20.12.2025. Candidates belonging to SC, ST and PwBD are exempted from payment of application fee.

Candidates are required to pay a non-refundable application fee of Rs. 354/- (Rupees three hundred fifty- four) inclusive of GST @ 18% through online mode. In case candidate is unable to pay the fee online, he can deposit the same in form of Demand Draf t drawn in favor of Pawan Hans Limited payable at Delhi/Noida. It may note that the fee is inclusive of charges for conducting written exam.

General Instructions:
- **Only Indian Nationals are eligible to apply.**
- **The Pawan Hans Limited management reserves the right:**

-to call only those candidates who according to its decision rank high in terms of eligibility criteria among the applications received and mere eligibility / submission of application will not entitle any candidates for being called for written test.

-to restrict the number of applicants for written test depending upon the level of response.

-to reject any application, cancel the post/s or candidature without assigning any reasons thereof.

-to relax age/experience/qualification & other qualifying criteria in deserving cases.

✓ It is incumbent upon the candidate to go through the advertisement carefully and clear all doubts/queries before selection.

✓ Furnishing of unsigned/ incomplete/ inconsistent/ ambiguous information in the application without proof of certificates or application received after last date are liable to be rejected and will lead to disqualification of the candidature.

✓ The selected incumbents may be transferred anywhere in India or abroad at the discretion of the Management.

✓ While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified date and that the particulars furnished are correct in all respects. If at any stage of recruitment, it is detected that a candidate has furnished any incorrect/false information or has suppressed fact(s) to become eligible, his/her candidature will stand cancelled automatically. If any deletion/ shortfall(s) in requisite criteria is/are detected even after his/her appointment, his or her service is liable to be terminated without any notice.

✓ In case any ambiguity/dispute arises on account of interpretation in versions other than English, English version will prevail.

✓ Candidate should note that the onus of proving the correctness and authenticity of the details provided in the application is on him/her.

All appointments will be subject to medical fitness as per PHL rules.

✓ Outstation candidates called for written test will be reimbursed Sleeper class by rail/ Bus fare by shortest route subject to production of proof failing which travelling allowance will not be reimbursed.

✓ The advertisement can be withdrawn at any time and at the discretion of the management without assigning any reasons therefor.

✓ Corrigendum or Addendum or Cancellation of this advertisement, if any, shall be published only on the website of PHL or can be published in the newspapers at the discretion of Management of PHL. Therefore, the candidates are advised to check the website of PHL regularly.

✓ The eligibility criteria for determination of age, experience etc. will be calculated as on the last date for receipt of application i.e. 20/12/2025.

✓ Canvassing or bringing influence in any form will disqualify the candidature.

✓ The jurisdiction for any dispute arising out of the advertisement shall be the Courts at Delhi.

Applications complete in all respects as detailed above duly super scribing the envelope with the post applied for must reach to:
JGM (HR & Admn), Northern Region Pawan Hans Limited,
(A Government of India Enterprise)
Northern Region, Rohini Helipart, Sector 36, Rohini, New Delhi- 110085 on or before 20/12/2025
Email id : Hodhrnr@pawanhans.co.in

Connecting North-East
Connecting North East
Gebl Govt
GeM Govt. e Marketplace
Mobile App
Mobile App
Seli Sewa
Seli Sewa
Skill Development
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We ♥ for you