

**Press Information Bureau
Government of India
Room No. 203, 2nd Floor, CGO Towers, Kavadiguda
Hyderabad-500080
Tel. 040-27532016, Fax-040-27532006**

Applications are invited for empanelment of SENIOR SPECIALIST / LANGUAGE EXPERT (from English to Telugu) to work for Press Information Bureau, Hyderabad on casual basis for 2 years (later may be extended). Knowledge of Hindi is desirable.

Detailed information about the eligibility criteria is available on the Press Information Bureau, Hyderabad's official website: <https://pib.gov.in/indexd.aspx> (PIB Hyderabad to be selected from Screen Reader Access).

**** The applications received to mail Id: pibhyderabad@gmail.com on or before 5.00 PM on 31st May, 2024 only be considered.***

JOB DESCRIPTION AND SELECTION PROCESS OF SENIOR SPECIALIST / LANGUAGE EXPERT :

1. Senior Specialist/Language Expert (on monthly basis)

Would be required to attend office during working hours and also monitor the translation

work as per the news flow of the day and on holidays too.

Nature of work:

- Overseeing of translations/ Vetting of PM's speeches
- Tasks related to PM India Website
- Vetting of Press releases of ministries, Tweets, Head Quarter's Commissioned Articles etc
- Editorial responsibilities of New India Samachar and other IEC materials of Ministries.
- Distribution of press releases to online translators, ensuring translation and uploading on the
- PIB website in time.
- Maintaining work-allocation records of translations.
- Any other work assigned by the competent authority.

Selection process:

- Written exam – This would test the
 - Translation
 - Vetting/Editing
 - Typing in Telugu and English
 - Personality test – Interview

APPLICATION PROFORMA

Category Applied for	
Full Name	
Date of Birth	
Father's Name	
Mother's Name	
Aadhaar Number	
Permanent Address	
Alternate Address for Correspondence	
Telephone Number	
Mobile Number	
Email Address	
Qualification	
Details of Professional Experience/Competence	