No.A10/2090/Hindi/2020/S   Dated : 24-04-2025

Recruitment of Hindi Translator on regular basis

1.   Cochin Port Authority, an autonomous body under the Ministry of Ports, Shipping and Waterways invites applications from qualified candidates for appointment to the post of **Hindi Translator** (**Class III**) in the Scale of Pay of Rs.45800-121300 on regular basis in General Administration Department, Cochin Port Authority.

Name of the Post	:	Hindi Translator
No. of vacancies	:	1 post (UR) on regular basis
Essential Qualification & Experience	:	**Essential:** i. Masters Degree in Hindi with English as subject at the Degree level or Masters Degree in English with Hindi as subject at the Degree level. ii. Two years experience in Govt./Public Sector Organizations in translation from English to Hindi and vice versa. **Desirable:** a. Post Graduate Diploma in Translation. b. Knowledge of Official Language Act and Rules framed there under. c. Knowledge of Malayalam.
Upper Age Limit	:	35 years.

2.   Eligible and willing candidates have to submit applications through the online application portal in the link https://career.itiltd.in/careers_cochin_port/login_form.php?id=NQ==, which is published in the website of CoPA www.cochinport.gov.in.   This online application process is the only valid method. No other application modes will be accepted.

3.   The application processing fee shall be Rs. 400/-. The candidates will have to bear any additional payment gateway/bank charges for making the payment of application processing fee.   Guideline for making payment of application fee is attached herein.

4.   Online registration on the portal will close on **25.05.2025 at 23:59 hrs.** Candidates are advised to regularly check the website for any updates regarding the selection process. Candidates are advised to keep the essential documents ready by the time of start of online registration. CoPA shall not be responsible for any omission on part of the candidates to keep themselves informed of the updates provided through the website / e-mail ID provided by the candidates at the time of registration.

5.   While applying for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand rejected. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.

6.   The mere fact that a candidate has submitted the application against the advertisement would not bestow upon him/her the right to be considered for the selection process.

7.   It is advised that the Employees working in Central Government / State Government / Semi-Govt. / Autonomous Bodies / CPSEs shall get approval from their competent authority to apply.   They shall be required to submit No Objection Certificate, if selected/shortlisted.

8.   Age relaxation will be applicable as per rules. Candidates, if shortlisted will be required to upload the documents to prove Date of Birth, Caste (if applicable), qualification, experience etc or produce the same for verification.

9.   Candidates from Major Ports can also apply, provided they fulfill the Recruitment Rules and that the age limit in such cases shall not exceed fifty five years.

10.   Candidates may be considered for Written Competitive Examination subject to fulfillment of eligibility criteria specified above. The Port Authority reserves the right to shortlist the applicants based on appropriate criteria.

11.   The Cochin Port Authority Employees'(Recruitment, Seniority & Promotion) Regulations which contain detailed Recruitment Rules and other

details is hosted in the website of Cochin Port Authority for perusal of the candidates.

12. The crucial date for determining the qualification and age shall be **25-05-2025.** Vacancy advertised can be cancelled at the discretion of Cochin Port Authority without assigning any reasons thereof.

13. Canvassing in any form will disqualify the candidate(s).

14. Candidates are advised to complete their online application process well in advance to avoid any difficulties due to internet traffic surges towards the closing date.

15. The applications received after the last date or otherwise incomplete will not be considered.

Note: The earlier notification dated 01.12.2023 for the post of Hindi Translator has been cancelled and the candidates who had applied against the same, may apply again against this notification, subject to fulfillment of eligibility.

24-04-2025

Sd/-
SECRETARY
0484-258-2113

GUIDELINES FOR PAYMENT OF APPLICATION FEE ONLINE

To make the online payment for application processing fee, the candidates may follow the steps below :-

1. The Candidates can directly go to the website of State Bank Collect with the link https://www.onlinesbi.sbi/sbicollect/icollecthome.htm. In the page of SB collect, click on the menu '**Govt. Departments'**. Select the option 'Cochin Port Trust' from the dropdown menu

OR

click on the direct link provided to make payment through "**Payment details**" window in the application portal .

2. In the payment category select "**Application Fee – Hindi Translator**".

3. The candidates should fill in "**Application reference No."** received at the time of basic registration.

4. Fill in **"Remarks"** if any and enter the mandatory details.

5. Click on the check box for agreeing the Terms and conditions and enter Captcha.

6. Make the payment through various payment modes provided viz. Net banking, Card payment or other payment mode.

7. After making the payment, download the payment receipt, which shall be uploaded in the application portal in the "**Payment details**" window.