

◆ Job Title: Centre In-Charge cum Translator

Location: NIMI Extension Centre, Lucknow

Salary Range: ₹40,000 per month

Type: Full-Time Contractual Position

◆ Job Overview:

The Centre In-Charge cum Translator will be responsible for overseeing the overall operations and administration of the NIMI Extension Centre in Lucknow. This role requires a highly motivated and detail-oriented professional with strong communication skills, technological proficiency, and a proven ability to manage translation and vetting activities, e-commerce operations, and stakeholder engagement.

◆ Key Responsibilities:

Centre Management

- Serve as the primary in-charge of the Lucknow Extension Centre.
- Maintain coordination between NIMI headquarters and regional stakeholders.
- Ensure smooth execution of all centre activities and operational processes.

Communication & Professionalism

- Communicate fluently in **English and Hindi** (speaking, reading, writing, and typing).
- Maintain confidentiality and uphold professional ethics in all engagements.
- Represent NIMI with integrity while dealing with subject experts and institutional stakeholders.

Timely Delivery & Coordination

- Adhere to strict project timelines and reporting schedules.
- Coordinate effectively with translation teams, editors, and reviewers.

Technology & Tools

- Work efficiently with tools like **MS Word, Adobe software**, and other **translation management tools**.
- Use digital tools for formatting, editing, and quality assurance of textual content.

Translation & Vetting Oversight

- Translate, proofread, and vet academic and training content in English and Hindi.
- Review translated content for consistency, clarity, grammar, and technical accuracy.
- Oversee the performance and quality of the regional translation team.

Book Sales & Distribution

- Manage **NIMI publication sales** in the Lucknow region.
- Use **e-commerce platforms**, digital marketing, and logistics tools to promote and distribute publications.
- Ensure effective inventory, shipping, and customer service processes.

Additional Duties

- Support other tasks and responsibilities as assigned by the Executive Director (ED), NIMI.

Eligibility Criteria:

Educational Qualifications (any one of the following):

- Bachelor's Degree in Engineering with **minimum 2 years** of experience.
- Diploma in Engineering with **minimum 3 years** of experience.
- NTC/NAC/CITS with **minimum 5 years** of experience in relevant fields.

Required Skills:

- Proficiency in Hindi and English (oral and written)
- Strong knowledge of MS Office, Adobe software, and translation tools
- Basic understanding of logistics and e-commerce platforms
- Exceptional organizational and time-management skills

Remuneration:

- Consolidated salary of **₹35,000 to ₹45,000** per month, depending on qualifications and experience.

Work Location:

- **NIMI Extension Centre, Lucknow, Uttar Pradesh**