Name of the Post: Translator

Number of Positions and Location: Multiple positions for translation from (Gujarat, Haryana, Uttar Pradesh, Maharashtra, Karnataka, Assam, Madhya Pradesh, Rajasthan, Punjab, Tamil Nadu West Bengal and NCT Delhi) language to English and to to back translation.

Name of the projects: "Changing Sexual Networks and Unexplored Risk Behaviours of Truckers/Drivers and Allied Population in India" and "Migrants' emerging mobility patterns, high risk behaviours, HIV vulnerabilities and responses during COVID-19 in India".

Remuneration: INR 500-700 per interview (transcript) translation.

Last Date of Application: 2nd Dec 2022, 5:00 pm IST

Job Description: The individual shall be responsible to translate from local language to english and from English to local language, making sure to maintain original meaning and format of the transcript. Translator responsibilities include reading the interviews and thoroughly understanding the context of given material, using specialized dictionaries and translation tools and proofreading them. To be successful in this role, you should have a keen eye for details and be fluent in both English and the local language. Ultimately, you will provide ready-to-use translated content that meets the project requirement.

Responsibilities:

1. Read given material (transcripts).
2. Convert text from given language to english or from English to the respective local language.
3. Ensure translated content conveys original meaning.
4. Proofread translated texts for grammar, spelling and punctuation accuracy.
5. Follow up with internal team members and clients to ensure translation meets their needs.
6. Edit the content with an eye toward maintaining its original format.

Essential Qualifications:

1. Graduation completed
2. Experience in translating from local language to English and back translation.
3. Should have excellent command over local language and English, both reading & writing.
4. Excellent proofreading skills with the ability to correct grammar, spelling and punctuation errors.
5. Good knowledge of content editing tools.
6. Familiarity with translation software.
7. Time-management skills.
8. Additional certification in linguistics is an adequate.
9. Hands-on experience on Computer (typing) and familiar with system operations.

Other Conditions:

- The Institute reserves the right to relax qualification of the candidate based on the work experience. The Institute reserves the right to cancel the recruitment without assigning any reason.
- The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
- Applications received will be short listed, therefore merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- No queries or correspondence regarding issue of call letter for online interview / selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- The positions are purely contractual, and the appointment contract will be subject to: (1) satisfactory appraisal every month; (2) continuation of the projects.

Application Procedure

Please send your updated resume by email to **shssprojects.tiss@gmail.com** with the Subject Line: "Application for Translator". Also, indicate your preference of state and language for this position in the covering mail.

Only shortlisted candidates will be informed and invited for the interview.

Project Leader