

Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

Name of the Post	Junior Officer [Official Language] Code : JO17-36
SBU / Location (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	South & West
Job Description	1) Translation of administrative documents/reports/circulars/notifications/advertisements etc.from Hindi to English and vice versa 2) Preparation of Hindi Training Roster of Employees 3) Assistance to OL Executive for Organizing Hindi Workshops/Seminars/Conferences /Hindi implementation activities 4) Processing of claims of employees as per Hindi Incentive Scheme 5) Any other job assigned time to time The above job list is indicative only and not exhaustive.
Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)	Please refer relevant columns posted corresponding to the code JO17-36, Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening
Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile & Other General Terms & Conditions	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening