

F.No.A.50050/42/2015-Ad.IA
Government of India
Ministry of Finance
Department of Revenue

New Delhi, the 27th May, 2016

CIRCULAR

Subject: Engagement of Consultant (Hindi) in the Department of Revenue – Reg.

The Department of Revenue, Ministry of Finance invites applications preferably from retired Senior Hindi Translators/Junior Hindi Translators/Assistant Directors for engagement as Consultant (Hindi) on contract basis for the translation work in the Department whenever required. The details including eligibility criteria, ToR, etc. are available in the Department's website www.dor.gov.in. The Department of Revenue reserves the right to accept or reject any or all responses in part or in full without assigning any reasons whatsoever.

2. Last date for submission of application is 30/06/2016 upto 05.30 PM. Applications received after due date and time will not be considered.

Sd/-
(V. Sreekumar)
Under Secretary to the Govt. of India
Tel. 23095368

To

All Ministries/Departments of Government of India with a request to give this circular a wide publicity amongst all their eligible officers.

Copy to:

1. US (Ad.I), Department of Revenue with a request to upload the Circular in the Department's website.
2. NIC Cell, Ministry of Finance with a request to upload the Circular in the Ministry's website.

TERMS OF REFERENCE FOR APPLICATION
FROM INDIVIDUALS FOR ENGAGEMENT
AS CONSULTANT IN THE
DEPARTMENT OF REVENUE

Post: CONSULTANT (HINDI) (3)

1. Duty:

Translation of Parliament Questions and other related matters from English to Hindi and vice versa.

2. Eligibility Criteria:

The Consultant proposed for engagement shall be well acquainted with the functioning of the Central Government Ministries/ Departments. Persons retired from the post of Assistant Director (Hindi)/senior Hindi Translator/ junior Hindi Translator from Central Government Ministries/Departments having experience in the above field shall be given preference.

3. Duration:

The candidate selected will be engaged purely on contractual basis initially for a period of six months. Further extension on year to year basis will be considered based on work performance and the need for the specific post. The appointment of the contractual position may be terminated by the Department of Revenue at any time without giving any reason.

4. Age Limit:

Candidate should not be more than 64 years of age on the last date of application.

5. Communication and Drafting skill:

Should have good communication and interpersonal skills with a strong flair for translation work from English to Hindi and vice versa.

6. Computer Literacy:

Computer Literacy is desirable

7. Type of appointment

The engagement will be purely on contract basis and will have no right for regular appointment.

8. Accommodation

The consultant need to have own accommodation facility in Delhi/New Delhi or nearby placed. No accommodation or house rent will be provided by the Department.

9. contract period:

Initial contract would be for a period of 6 months extendable for further period as may be decided by the Department. However, the maximum period of appointment will be for a period of three years or 65 years of age whichever is earlier.

10. Remuneration & Terms of Payment:

A consolidated fee of Rs. 20,000/- on monthly basis will be paid. No other allowance will be payable.

11. Tax Deduction at Sources:

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificates/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

12. No extra charges:

No extra payment will be made apart from the monthly remuneration mentioned at para 10 above. However, in case the consultant is required to travel outside Delhi in the context of the work/assignment, the Department shall reimburse the actual cost as per the Rules/Regulations of the Central Government.

13. Confidentiality of data and documents:

The intellectual property Rights (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. The person engaged as consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment from the Department, without the express written consent of the Department. The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.

14. Conflict of interest:

The consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.

15. The Department reserves the rights, as follows:

To decide to cancel this advertisement, and not to proceed in the matter and at any stage accept or reject any or all application, without giving any explanation, whatsoever.

16. Termination of Agreement.

The Department may terminate a contract to which these terms apply if:

- The consultant is unable to complete the assigned works, within the stipulated time.
- Quality of the assigned works is not to the satisfaction of the Department.
- The Consultant fails in timely achievement of the milestones as finally decided by the Department.
- The Consultant is found lacking in honesty and integrity.
- The Department reserves the right to terminate the contract at any time by giving fifteen days' written notice to the Consultant.

17. Governing law:

The contract shall be governed by and construed in accordance with the laws of the Republic of India. The consultant shall provide a concept note about his understanding of the task/ scope of the work he is supposed to undertake while working with Department under the present contract.

18. Basis for Evaluation:

The scrutiny of applications will be carried out by the Department on the basis of required qualifications & experience of individuals basis on past work experience.

19. Guidelines for submission of the application:

The duly completed application in prescribed format should be sent to the "Under Secretary (Ad.IA), Department of Revenue, Room No.77A, North Block, New Delhi-110001" on or before 05.30 hrs. on 30th June, 2016. In the event of the specified date for the submission of the application being declared a holiday, the application will be received up-to the appointed time on the next working day of the Department. Any application received after the above mentioned deadline will be rejected and may be returned.

20. Other terms and conditions :

- (i) Allowances – The consultant shall not be entitled to any allowance such as DA,CCA, HRA,CGHS, Medical reimbursement or any other relief etc.
- (ii) TA/DA – Consultant may be allowed to draw TA/DA as per normal rules applicable to any serving officers of the Government of India of the same level while he is on official tour.
- (iii) Headquarters- Though the Headquarters of the consultant will be at Delhi he is liable to serve anywhere in India.
- (iv) Telephone- Consultant will not be entitled to telephone facilities.
- (v) Personal support staff- Consultant will not be entitled to personal support staff.
- (vi) Transport- Consultant will not be entitled to transport facilities.
- (vii) staff car- Consultant will not be entitled to use the staff car for private purpose and also for journey between residences and work place.
- (viii) Leave – Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
- (ix) Duties and Functions- The Consultant will be required to discharge the duties as assigned to him by the Department.

APPLICATION FORMAT FOR THE POST OF CONSULTANT

1. NAME:

2. FATHER'S NAME:

3. PRESENT/RESIDENTIAL ADDRESS:

4. DATE OF BIRTH: DD/MM/YYYY

5. E-MAIL ADDRESS WITH TELEPHONE NO.

6. DATE OF ENTRY INTO GOVERNMENT SERVICE:

7. DATE OF RETIREMENT:

8. EDUCATIONAL QUALIFICATIONS:

9. BRIEF PARTICULARS OF SERVICE WITH NATURE OF DUTIES PERFORMED

(starting from last appointment)

Sl.NO.	NAME OF THE MINISTRY/ DEPARTMENT	PERIOD (MM/YYYY)		Post held	Nature of work

10. Knowledge of computer

MS WORD	
MS EXCEL	
POWER POINT PRESENTATION	

11. ADDITIONAL INFORMATION, IF ANY, IN SUPPORT OF SUITABILITY FOR THE POST.

This is to certify that no disciplinary proceedings were pending against me on the date of application and the information given above is true to the best of my knowledge and belief. The supporting documents would be made available on demand.

Yours faithfully

Signature_____

Full Name_____

Date:

Place: