



MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL-462003

(An Institute of National Importance under Ministry of Education, Govt. of India)

No. Estt/Rectt./2021/Consultant-OL/651

Dated: 10/06/2021

ADVERTISEMNT FOR ENGAGEMENT OF CONSULTANT- OFFICIAL LANGUAGE

Maulana Azad National Institute of Technology, Bhopal invites applications from suitable candidates for engagement as **Consultant- Official Language** including from retired Govt. servants having retired from Official Language Cadre/duties of Govt/Govt. Undertakings having proven experience of translation work. The engagement will be purely contractual on short term basis, but is likely to continue.

S.no.	Name of the Post	No. of incumbents proposed to be empanelled	Age limit (as on the last date of receipt of applications)	Remuneration per month
1.	Consultant- Official Language	01	Should not have completed the age of 65 years	Rs. 43524/- consolidated (for non-pensioners. In case of pensioners, remuneration to be allowed as per GOI Rules.)

2. The details including eligibility criteria, term of reference etc. of the above engagement are placed at **Annexure-I and III**. Only candidates shortlisted on the basis of application will be intimated through e-mail for appearing in Skill test and Interview, dates of which will be intimated in due course.

3. Interested candidates, who fulfill the eligibility criteria, possess good health and are in a position to join immediately may submit their application in the prescribed proforma (**Annexure-II**) alongwith relevant documents in support of educational qualifications and experience in sealed cover super-scribed "Engagement of Consultant- Official Language on contract basis in MANIT, Bhopal" which should reach this office on or before **30th June 2021**, at the following address:

**Registrar,
Maulana Azad National Institute of Technology,
Bhopal-462003**

Scanned application form alongwith enclosures has to be sent also mandatorily to email id arest@manit.ac.in on or before the closing date.

**Sd/-
Registrar**

Eligibility Criteria

The Consultant proposed for engagement shall be well acquainted with the translation work of official documents using official terminology and having good command over Hindi and English language with requisite qualification, skills and experience as mentioned below:

(A) Name of Position: Consultant- Official Language

(B) No. of persons likely to be engaged: 01

(C) Eligibility criteria:

(I) Educational Qualifications:

(a) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.

Or

(b) Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.

Or

(c) Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at degree level.

Or

(d) Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at degree level.

Or

(e) Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and other as a compulsory or elective subject at degree level.

And

(a) Recognized Diploma or certificate course in translation from Hindi to English & vice versa.

Or

(b) Two year's **experience** of translation work from Hindi to English and vice versa in Central of State Government office, including Government of India Undertakings.

Note: Qualifications are relaxable at the discretion of the Selection Committee / Competent Authority in the case of candidates otherwise well qualified.

(II) Skills required:

(a) Should have working knowledge of Computer applications (word processing, spreadsheet, emails and messaging etc).

(b) Should have typing skill in English and Hindi so as to be capable of undertaking translation work independently, without secretarial support (at discretion of Selection Committee / Competent Authority, typing skill requirement may be dispensed with in case of candidates found to be having exceptional translation capabilities).

(c) Ability to undertake workmanlike quality translation involving official terminology and excellent command over Hindi and English.

Contd.

(D) Remuneration per month: **Rs. 43524/- per month** consolidated. However, exceptionally suitable candidates having higher/better experience may be considered consolidated pay equivalent to initial pay of Sr. Translator (Rs. 54639) or Assistant Director (Rs. 69849). Above pay is only for non-pensioners. For pensioners, the pay will be fixed as per applicable Govt/Institute rules including CCS (fixation of pay of re-employed pensioners) Order, 1986 as amended from time to time.

**Sd/-
Registrar**

Photograph

Application for engagement of Consultant-Official Language in MANIT, Bhopal

1.	Name in full (Block letters)																					
2.	Father's name																					
3.	Date of Birth																					
4.	Details of advertised educational qualifications possessed by applicant (marks sheets should clearly indicate medium of study and English and Hindi as subjects)																					
5.	Date of superannuation from Govt. Service (only for pensioners)																					
6.	PPO no. (Enclose photo copy) (only for pensioners)																					
7.	Complete residential address with phone number/mobile no.																					
8.	Office address at the time of retirement																					
9.	Designation last held																					
10.	Last pay drawn																					
11.	E-mail id																					
12.	Brief particulars of experience (Pl. enclose extra sheets if required)	<table border="1"> <thead> <tr> <th>Designation and place of posting</th> <th>From</th> <th>To</th> <th>BP/GP/Pay Level/ monthly pay</th> <th>Nature of work performed</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Designation and place of posting	From	To	BP/GP/Pay Level/ monthly pay	Nature of work performed															
Designation and place of posting	From	To	BP/GP/Pay Level/ monthly pay	Nature of work performed																		
13.	Details of advertised skills possessed by applicant.																					
14.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary																					
15.	Name of two references preferably from the organization in which worked alongwith designation, address, contact no. & email																					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was not held guilty in any Departmental inquiry nor convicted of any offence involving moral turpitude and I am medically fit to perform office work. I have read this document and ready to accept all the terms and conditions for engagement of Consultant.

Place:

Date:

(Signature of the Candidate)

Terms & Conditions

1. **Period of engagement**

The engagement shall be initially for a period of one year or till further orders whichever is earlier. The tenure of short term contract can be extended depending upon the performance of the Consultant or functional requirement of the Institute with the approval of the Competent Authority.

2. **Selection procedure**

The engagement will be purely on short terms contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Skill Test and Interview. Skill Test will involve testing of translations skills from Hindi to English and vice versa, Command over language, and working knowledge of Computer including typing skills.

3. **Remuneration**

The engaged consultant shall be paid a consolidated remuneration as indicated in Annexure I. No other allowance will be payable. No residence or medical facility will be made available. The remuneration for the services rendered in a month shall be payable in subsequent month.

4. **Scope of Duties**

During the period of such engagement, the Consultants would be required to perform work as assigned by Institute authorities. Following are the detailed nature of duties to be performed:

- (a) To translate documents from Hindi to English and vice-versa.
- (b) To type translated documents (Hindi and English), no separate typist will be provided.
- (c) To draft and type letters/communications in Hindi and English.
- (d) To prepare all returns and information submitted from time to time to Rajbhasha Vibhag, Govt. of India or to any other authorities.
- (e) To ensure compliance of Official Language Policy of the Government.
- (f) To assist in organizing periodic Rajbhasha meetings and to prepare minutes.
- (g) To assist in organizing different activities under Rajbhasha policy i.e. observing Hindi week/fornight, organizing functions and conferences pertaining to Rajbhasha.
- (h) To train employees to observe official language policy.
- (i) To maintain files and proper records of Rajbhasha Cell.
- (j) To maintain a database on compliance status of Official Language Policy.
- (k) To perform such other administrative work and duties (which may not pertain to official language work) as assigned from time to time.

5. **Leave**

The Consultant would be entitled to leave as per provisions notified by GOI under CCS (Leave) Rules, for contract workers.

6. **TA/DA**

No TA/DA is admissible for joining the assignment or on its completion. Should he/she be required to travel outside Bhopal in connection with the work of the Institute during the period of engagement he/she will be entitled to draw TA/DA, if required for office work, as per normal rules as applicable to any serving Officer of an equivalent rank in the Institute.

7. **Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultant may be called on Saturday/Sunday/ other Gazetted holidays, if required.

8. **Tax deduction at Source**

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 office will issue TDS certificate.

9. **Confidentiality of data and documents**

The engaged 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 purposed of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. **Conflict of interest**

The Consultant engaged by this office, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the office.

11. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Consultant desires to leave the assignment, he/she is to give 15 days' notice which can be curtailed/extended depending upon the workload.

12. **Guidelines for the submission of the application**

The duly completed applications in prescribed proforma should be submitted so as reach the office before the closing date. Any application received after the above date will not be entertained. However, Institute authorities reserve the right to include applications received upto the date of Scrutiny. The application should be submitted with the following documents:

- a) Copy of retirement notification and PPO (in case of retired pensioners).
- c) Certificates in support of advertised educational qualifications, skills and experience.

**Sd/-
Registrar**