

No. A-42012/50/2019-Ad.II
Government of India/ Bharat Sarkar
Ministry of Home Affairs/ Grih Mantralaya

North Block, New Delhi-110001
Dated the 25 January, 2021

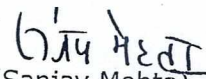
OFFICE MEMORANDUM

Subject:- Engagement of Consultant for Hindi language related work in the Ministry of Home Affairs (Proper) on contract basis – reg.

The undersigned is directed to say that Ministry of Home Affairs (Proper) proposes to engage consultants for Hindi language related work from amongst the retired officers of the Central/ State Government/ PSU/ Financial/ Institutions/ Academic Institutions/ autonomous bodies, previously holding the posts related to translation work from Hindi to English and vice- versa. The copy of advertisement and format of application is enclosed as Annexure-I & II.

2. It is requested to hoist the advertisement on the website of DoP&T for wide circulation of vacancy among the eligible candidates.

Encl: As above.


(Sanjay Mehta)

Under Secretary to the Government of India
Tel. No. 2309 4008

No. A-42012/50/2019-Ad.II

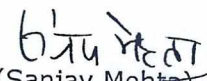
Dated: 25.01.2021

To

The Under Secretary,
(Kind Attn.: Shri George D. Toppo),
Department of Personnel & Training,
CS-I Division, 2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi - 110003.

Copy for similar action to:

1. The Under Secretary (Admn.), All Ministries/Departments of Govt. of India for similar action.
2. ✓ SO (IT Cell) for uploading on the Ministry's website and e-office portal.


(Sanjay Mehta)

Under Secretary to the Government of India
Tel. 2309 4008

No. A-42012/50/2019-Ad.II
Government of India/ Bharat Sarkar
Ministry of Home Affairs/ Grih Mantralaya

North Block, New Delhi -110001
Dated the 25 January, 2021

CIRCULAR

Subject:- Engagement of three (03) officers for Hindi language related work in the Ministry of Home Affairs (Proper) on contract basis from Retired Central Government/ State Government/ PSUs/ Autonomous bodies/ Statutory bodies – reg.

It is proposed to engage three (03) retired Government employees at AD (Official Language) and above level to work as full time Consultant in the Ministry of Home Affairs (Proper), North Block, New Delhi.

2. Willing and eligible retired officers of the Central Government/ State Government/ PSUs/ Autonomous bodies/ Statutory bodies may send their bio-data as per Annexure attached (Overleaf) to the Under Secretary (Ad.II), MHA(P), North Block, New Delhi on or before 15.10.2020. The eligibility, terms & conditions and remuneration are as under:

Eligibility:

- i. Must have retired from Central Government/ State Government/ PSUs/ Autonomous bodies/ Statutory bodies at Asstt. Director (Official Language) or above level.
- ii. Must be well acquainted with the functioning of Government/ Ministries.
- iii. Having experience of translation from Hindi to English and vice-versa.
- iv. The maximum age limit for all categories of Consultants will be 65 years.

Remuneration & Entitlement:

The Consultant will be paid a consolidated remuneration restricted to an amount equal to the last pay drawn minus pension plus applicable allowances in terms of D/o Expenditure's instructions/ guidelines. Retired officials not drawing pension will be paid a consolidated remuneration of Rs.40,000/-.

Terms & Conditions:

- i. The initial engagement of a person as Consultant shall be for a period of one year. Engagement of a consultant may be extended, based on requirement of MHA and performance of the consultant concerned, with the concurrence of the Competent Authority for a maximum period of one year at a time and not more than 03 terms excluding initial period of engagement. Relaxation may be given in deserving cases.
- ii. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/ her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action, as deemed fit.
- iii. The Consultant shall have to perform duties/ services as assigned to him/ her by his/ her controlling officer with all the necessary skills, diligence, efficiency and economy.
- iv. No other facilities shall be provided. The person engaged on contract basis shall be entitled to any other applicable benefits viz. Provident Fund, Pension, Insurance, Gratuity, Medical, etc.

ANNEXURE-IIApplication Format for Engagement of Consultant in MHA (P)

1.	Name			Photograph	
2.	Father's Name/ Husband Name				
3.	Date of Birth				
4.	Nationality				
5.	E-mail id with Telephone/ Mobile No.				
6.	Date of Retirement and the Post from which Retired (enclose a copy of retirement order)				
7.	PPO Number (enclose copy)				
8.	Name of Ministry/ Department from which retired				
9.	Address for communication				
10.	Educational Qualification				
11.	Details of Experience (Add a separate sheet, if required)				
	Organization/Institute	Period		Nature of work	Remarks
		From	To		

Declaration

I, _____, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/incorrect/incomplete or ineligibility being detected at any time before or after the election, my candidature is liable to be rejected and I will be bound by the decision of Ministry of Home Affairs in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Place:

Date:

Signature

Full Name of the applicant