

प्रधान महालेखाकार (लेखापरीक्षा II) का कार्यालय, केरल, तिरुवनंतपुरम
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT II), KERALA,
THIRUVANANTHAPURAM

सं.लेप. II/प्रशा./सेवानिवृत्त अधिकारियों का नियोजन/16-3/2022-23

No. Au. II/Admn/Hiring of ROs/16-3/2022-23

दिनांक: 13.05.2022

सूचना /NOTICE

विषय/Sub: Constituting a panel of translators by the Dept. of Official Language, Ministry of Home Affairs, Govt. of India – reg.

संदर्भ/Ref: OM. F. No. 12019/01.2021 – रा. भा. (का. 2).

Applications are invited from eligible retired officers/officials of Centre or State who have worked with Official Language implementation/translation work in Hindi or private translators who are doing translation work from English to Hindi and vice versa in association with any Government or non-Government organisation for constituting a panel of translators by the Department of Official Language under the Ministry of Home Affairs. The eligibility conditions for applying for selection to the panel are detailed in the Office Memorandum (OM. F. No. 12019/01.2021 dated 19.04.2000) enclosed.

The retired officers/officials or private translators who meet the eligibility conditions may submit their applications directly to e-mail ID of the Official Languages Department i.e., rajbhasha-anuwad@mha.gov.in, latest by 17 June 2022.

{Vide orders dated 13.05.2022 of Sr. DAG (Admn. & AMG – I)}

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)
Senior Audit Officer (Administration)

प्रतिलिपि/ Copy to:

1. Secy. to PAG (Audit II)
2. Sr. PS to Sr. DAG (Admin & AMG I)/ Sr. DAG (AMG II)
3. PA to Sr. DAG (AMG III)
4. All Branch Offices
5. All Sections
6. Notice Board
7. ITS – for uploading on website

F.No12019/01.2021 - रा.भा.(का.2)

Govt.of India,
M/o Home Affairs,
Dept.of Official Language

B Wing, 4th floor, NDCC- 2 building
Jai Singh Road, New Delhi
Dt 19-04-2022

Office Memorandum

Sub: Constituting a panel of translators - reg

In view of the problems being faced in the course of Official Language implementation, it has been decided to constitute a panel of translators for which applications are invited from eligible applicants. Following are the required conditions for applying for the same.

1. Eligibility

- i. Retired Official Language Officers of Centre or State
- ii. Other retired officers/officials engaged in translation work
- iii. Private translators who are doing translation work in English-Hindi and vice versa in association with any government or non-government organization

2. Educational qualifications and experience (for private applicants)

- i. Diploma in English-Hindi translation from Bhartiya Anuvad Parishad or any other equivalent recognized institution or equivalent diploma from any other University / Institute.
- ii. Studied English and Hindi at degree level
- iii. Studied Hindi at Degree level and English at post graduate level or vice versa

3. Honorarium

Honorarium of the selected translators will be equivalent to that of OM no.13034/02/2018- रा.भा./नीति dt. 15 May 2018 of the Dept. Of Official Language, which is the prior fixed rate of maximum Rs.300/- per page.

4. Nature of work

Nature of work of the selected translators will be as per the requirement of the ministries/departments wholly. After being selected by the Dept of Official Language Ministry/Department/ other institutions will contact with the translators directly. Work order will be issued by Ministry/Department as per pre-determined rules.

Any arbitration or hearing will not be done by the Dept of Official Language in any matter.

5. Requirements

After accepting the work order of ministry, the translator is required to observe timeliness in view of the instructions given in relation with the work. Before furnishing final translation work in hard copy, soft copy of the same may be made available to Ministry/Department/ other institutions after vetting and typing. Google translation will not be entertained. Special attention should be paid to timeliness and accuracy.

6. Directions to Ministry/Department/ Other institutions

- i. While giving work order to the selected translator, Ministry/Department/other institution should give information regarding honorarium including GST in the contract itself.
- ii. Payment to the translator required to be done within three months from the receipt of final translation.
- iii. Ministry/Department/Other institutions may make the soft copy and hard copy of translation documents available to the translators as per their convenience.

7. Selection Process

- i. All the applications may be emailed to E-mail ID of the OL dept-rajbhasha-anuwad@mha.gov.in
- ii. All the applications received will be entrusted to Central Hindi Training Institute (CHTI) for selection as per qualifications /eligibility.
- iii. A written test will be conducted by CHTI.
- iv. CHTI will give a list of 50 selected candidates to the Dept of Official Language

8. Last date for application

Applications received within 60 days from the issue of this OM will be accepted.

9. Disclaimer

This would purely be on contract basis. It does not assure of any regular government employment. This would be a temporary panel in which changes / modifications will be done as per requirements after the expiry of one year. In case any complaint occurs in terms of quality of work, that translator may be removed.

Sd/-
(V.L Meena)
Director (Implementation)

Copy: All the Ministries/Departments/ Other Institutions