

**F. No. 11001/21/2022/NCVET/1225**  
**National Council for Vocational Education and Training**  
**Ministry of Skill Development and Entrepreneurship**

Kaushal Bhawan, B-2 Pusa Road  
Opp. Metro Pillar No.95,  
Karol Bagh, New Delhi - 110005

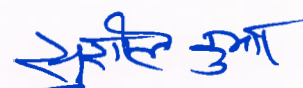
Dated: 6th October, 2022

**Subject: Advertisement for engagement of Consultant - Rajbhasha on contract basis in NCVET-reg.**

National Council for Vocational Education & Training invites applications from suitable candidates for engagement as **Consultant - Rajbhasha** from retired Govt. servants who have retired from Official Language Cadre of Centre/State Government or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institution etc. having proven experience of Rajbhasha works. The engagement will be purely on contractual basis but is likely to continue.

Sl. No.	Name of the Post	No. of incumbents proposed to be empaneled	Age limit (as on the last date of receipt of applications)	Remuneration per month
1.	Consultant Rajbhasha	01	Maximum age limit is 62 years as on last date of receipt of applications. However, if a retired Government servant who crossed maximum age prescribed here, but is already working in any Ministry / Department as Consultant and wishes to apply may also apply, in such cases preference will be given to those who understand the eco system of skill development. Even in such cases those beyond 64 years will not be eligible to apply.	Remuneration as per GOI Rules viz. on pay minus pension basis at SO/US level.

The details including eligibility criteria, term of reference etc. of the above engagement are placed at **Annexure-I and III**. The candidates shortlisted on the basis of applications received will be intimated through e-mail for appearing in Test / 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**) along with relevant documents in support of educational qualifications and experience in sealed cover subscribed "Engagement of Consultant - Rajbhasha on contract basis in NCVET" which should reach this office on or before **17.10.2022 (5 pm)** at the following address:

**The Director (A&F)**  
**National Council for Vocational Education & Training**  
**Kaushal Bhawan**  
**B-2, Pusa Road, Karol Bagh**  
**New Delhi – 110005.**

4. Scanned application form along with enclosures has to be sent also mandatorily to email id [sa.director.ncvet@gmail.com](mailto:sa.director.ncvet@gmail.com) on or before the closing date.

5. NCVET reserves the right to increase / decrease / withdraw the advertisement at any stage of recruitment process.

6. No enquiry will be entertained during the recruitment process.



(Sushil Agarwal)  
Director (Admn & Finance)

**Eligibility Criteria**

The Consultant proposed for engagement shall be well acquainted with Rajbhasha works 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 - Rajbhasha

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

(C) Eligibility criteria:

- (I) The applicant should have retired from Central/State Government or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institution etc. will be entertained at the level of Section Officer/Under Secretary and having experience of Rajbhasha / translation work from Hindi to English and vice versa

**And**

(II) **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 English medium and Hindi as a 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.

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

(III) **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.
- (d) The pay will be fixed as per applicable Govt rules.

**Sd/-**

**Deputy Director (Admin)**

<b>Photograph</b>   
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**Application for engagement of Consultant – Official Language in NCVET**

1.	Name in full (Blockletters)						
2.	Father's name						
3.	Date of Birth						
4.	Details of advertised educational qualifications possessed by applicant (marks sheet 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 photocopy) (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)	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 along with 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 (Rajbhasha).

Place:

Date:

(Signature of the Candidate)

**Terms & Conditions****1. Period of engagement**

The engagement shall be initially for a period not exceeding 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 NCVET 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 Test/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 Consultant(s) would be required to perform work as assigned by NCVET 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 / fortnight, 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 data base on compliance status of Official Language Policy.
- (k) To perform such other administrative works 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 Delhi in connection with the work of the NCVET during the period of engagement he/she will be entitled to draw TA/DA, if required for office work, as per rules applicable.

7. **Office time and working hours**

Engagement of Consultant(s) would be on fulltime 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 (full time / part time) 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 one months notice. In case, a Consultant desires to leave the assignment, he/she is to give one month's 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 to reach the office before the closing date. Any application received after the last date will not be entertained. The application should be submitted with the following self certified documents:

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

Sd/-  
Deputy Director (Admin)