



ICMR-NIN/Estt.-II/HindiConsultant/2025/1/

Date: 10 FEB 2025

ADVERTISEMENT

Subject :- Engagement of Hindi Translator (Consultant) in ICMR-NIN on short-term contract basis-regarding.

ICMR-NIN invites applications for one Hindi Translator (Consultant) from retired Govt. servants who have retired in the Grade Pay of Rs. 4600/- and above with 15 years experience in Hindi Translation field.

(or)

Indian Nationals, whose age is below 40 years with 5 years of experience in Hindi Translation field for engagement as Hindi Translator (Consultant).

The services of Hindi Translator will be utilized for translation of official documents in accordance with section 3 (3) of Official Language Act- 1963, purely on contract basis full time initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement.

The details including eligibility criteria, Terms and conditions etc., are enclosed as Annexure-I. The ICMR-NIN reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.

The last date for receipt of applications, in the prescribed format is 05-03-2025 (up to 5.00 p.m.). Applications received after due date /time and without supporting documents i.e. copy of PPO, Last Pay Certificates for retired applicants will not be considered.

Application, as per Annexure-II may be sent to the Director, ICMR-National Institute of Nutrition, Near Tarnaka Metro Station, Tarnaka, Hyderabad-500007.

Senior Administrative Officer
for Director

Encl:

1. Terms and Condition for Engagement of Hindi Translator (Consultant)-Annexure-I.
2. Application form –Annexure-II.

Copy to:

1. Dr. N. Samarasimha Reddy, Scientist-E :- with a request to upload the same on ICMR-NIN and ICMR websites

Terms and Condition for Engagement of Hindi Translator (Consultant)

1. Eligibility and Job Description:

- i. The candidate should have retired from Central Government Ministries/ Departments/ Autonomous Organizations/PSUs having experience of function in Govt. bodies in Hindi/ Official Language / Raj Bhasha related activities.
- ii. The candidates who have retired in the Grade Pay of Rs. 4600/- and above with 15 years experience in Hindi Translation field are eligible for engagement to the position of Hindi Translator (Consultant).

(Or)

- iii. Any Indian national whose age is below 40 years with 5 years of experience in Hindi Translation field is eligible for engagement to the position of Hindi Translator (Consultant).
- iv. The candidate should have Bachelor degree in any discipline.
- v. Education Qualification :

a. Essential Qualifications:

1. 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.
 2. Diploma in translation and knowledge of Typing in Hindi and English on computer and knowledge of M.S. Office applications will be given preference.
- vi. The candidate should have the experience of translation from Hindi to English and vice-versa.
 - vii. The candidate should have good communication and interpersonal skills, fair knowledge of computer applications and knowledge of Hindi and English typing and well versed with official procedures.

2. Period of Engagement :

- i. The engagement of Hindi Translator (Consultant) will be purely on short term contract basis. The initial engagement as Hindi Translator (Consultant) would be for a period of one year, which may be extended beyond one year depending upon the requirement of ICMR-NIN and performance review of the Hindi Translator (Consultant) but shall not be extended beyond 5 years after superannuation.
- ii. The engagement of Hindi Translator (Consultant) would be on full time basis and he would not be permitted to take up any other assignment during the period of consultancy with ICMR-NIN.
- iii. The engagement of consultants would be of temporary nature against the tasks assigned. The engagement can be cancelled at any time by ICMR-NIN without assigning any reason.

3. Age limit :

- i. Not more than 64 years of age on the last date of application for retired Government employees.

4. Remuneration :

- i. A fixed monthly remuneration of Rs.50,000/- (Rupees fifty thousand only) shall be paid.
- ii. No increment and Dearness Allowance shall be allowed during the term of the contract.

5. Selection procedure:

- i. Candidates meeting the conditions shall be shortlisted on the basis of criteria like experience, qualification etc. The Consultants will be selected by a duly constituted Committee on the basis of written examination and personal discussion /interview under the supervision of the ICMR, Headquarters, New Delhi.

6. Working facilities to be provided:

- i. Only the basic facilities/ infrastructure will be provided to the Hindi Translator (consultant). No Transport or Telephone/Internet facility at residence etc. shall be provided.

7. Other entitlements of Consultants:

- i. Leave: Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service and this will be calculated on pro-rata basis. No leave will be credited in advance. Accumulation of leave beyond a calendar year shall not be allowed.
- ii. TA/DA: No TA/DA is admissible for joining the assignment or on its completion.
- iii. Accommodation/HRA: No accommodation or HRA will be provided by the ICMR-NIN.
- iv. Transportation Allowance: No Transportation Allowance is admissible.
- v. Other Allowances: The Consultants shall not be entitled to any other honorarium or allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement, etc.

8. Working hours :

- i. The Hindi Translator (Consultant) shall have to work as per the working hours of the ICMR-NIN. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.
- ii. The Hindi Translator (Consultant) will be required to mark his/her attendance in Bio-metric system / register regularly.

9. Tax deduction at Source :

- i. Income Tax or any other tax liable to be deducted, as per the prevailing rules; will be deducted at source before effecting the payment of remuneration.

10. Confidentiality of data and documents :

- i. The Hindi Translator (Consultant) shall not utilize or publish or disclose or part with , to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of the ICMR-NIN. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office. The Hindi Translator (Consultant) shall sign an

agreement of confidentiality with ICMR-NIN to this effect which shall contain a clause on ethics and Integrity.

11. Conflict of Interest:

- i. The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No consultant would be permitted to take up any other assignment during the period of Consultancy.

12. Termination of Service:

- i. ICMR-NIN may terminate the services of the consultants, if :
 - a. The Hindi Translator (Consultant) is unable to accomplish the assigned works.
 - b. Quality of the accomplished work is not to the satisfaction of ICMR-NIN.
 - c. The Consultants fails in timely achievement of the milestones as decided by ICMR-NIN.
 - d. The consultant is found lacking in honesty and integrity.
 - e. Posting of a government official who could do the Consultant's job.
 - f. The requirement of Consultant for the work assigned ceased to exist.
 - g. The Consultant completes 5 years of retirement.
- ii. The service can be terminated by giving one month notice in writing from either side. The termination will be without prejudice to either party's right accrued before termination.

13. Accident, Injury, etc. during the period of engagement:

- i. ICMR-NIN shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work, including travel.

14. Rights of ICMR-NIN :

- i. ICMR-NIN reserves the right to cancel and not to proceed in the matter for engagement of Hindi Translator (consultant) at any stage without giving any reason, whatsoever.

आईसीएमआर-एनआईएन, हैदराबाद में संविदा के आधार पर हिंदी अनुवादक (परामर्शक) की नियुक्ति के लिए आवेदन।
Application for engagement of Hindi Translator (Consultant) on contract basis in the ICMR-NIN, Hyderabad

नवीनतम
पासपोर्ट साइज
का फोटो/ Recent
passport size
photograph

1	पूरा नाम (स्पष्ट अक्षरों में)/Full Name (in Block Letters)	
2	पिता/पति का नाम/Father's /Husband's Name	
3	जन्म-तिथि/ Date of Birth	
4	सम्पर्क-सूत्र/ Contact details	मोबाइल/टेलीफोन/ Mobile/Tel. ई-मेल आईडी/ e- mail id:
5	पत्राचार का पता/Address for communication	
6	सरकारी सेवा ग्रहण करने की तारीख/Date of Joining of Govt. Service	
7	अंतिम तारीख के अनुसार आयु/ Age as on date	
8	क्या एससी/एसटी/ओबीसी श्रेणी के हैं/Whether SC/ST/OBC	
9	क्या शारीरिक रूप से विकलांग हैं/ Whether Physically handicapped	
10	सेवानिवृत्ति की तारीख और सेवानिवृत्ति पद (सेवानिवृत्ति आदेश की प्रति संलग्न)/Date of Retirement and the post from which retired (enclosed copy of retirement order)	
11	मंत्रालय/विभाग का नाम, जहां से सेवानिवृत्त हुए/Name of the Ministry/Department from which retired	
12	अंतिम वेतन आहरित (कृपया प्रतिलिपि संलग्न करें)/Last Pay Drawn (Please enclose copy)	
13	शिक्षा/तकनीकी योग्यता (कृपया	

	प्रमाण-पत्रों/अंक तालिकाओं की प्रतियां संलग्न करें)/Education / Technical Qualification (Please enclose copies of certificates / mark sheets)	
14	पी.पी.ओ. संख्या (कृपया प्रतिलिपि संलग्न करें)/P.P.O. No. (Please enclose copy)	
15	कंप्यूटर ज्ञान का विवरण/Details of Computer Knowledge	
16	अनुभव का संक्षिप्त विवरण (एक अलग शीट संलग्न की जा सकती है)/Brief particulars of experience (A separate sheet may be annexed)	

मैं एतद्वारा घोषणा करता/ती हूँ कि ऊपर दिया गया विवरण मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य और सही हैं। मैं समझता/ती हूँ और सहमत हूँ कि चयन/साक्षात्कार से पहले या बाद में किसी भी समय कोई भी जानकारी असत्य या गलत/अधूरी या अयोग्य पाई जाने की स्थिति में, मेरी उम्मीदवारी अस्वीकार की जा सकती है और मैं आईसीएमआर-एनआईएन के निर्णय से बाध्य रहूँगा/रहूँगी। मैंने यह परिपत्र पढ़ लिया है और हिंदी अनुवादक (परामर्शक) की नियुक्ति के लिए सभी नियम और शर्तें स्वीकार करने के लिए तैयार हूँ।

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect /incomplete or ineligibility being detected at any time before or after selection /interview, my candidature is liable to be rejected and I shall be bound by the decision of the ICMR-NIN. I have read this circular and ready to accept all the terms and conditions for engagement of Hindi Translator (Consultant).

दिनांक सहित हस्ताक्षर
Signature with date

स्थान/Place : _____

दिनांक/Date : _____