

ADVERTISEMENT AND TERMS & CONDITIONS FOR ENGAGEMENT OF CONSULTANT (HINDI) IN TIFAC (November, 2020)

Technology Information, Forecasting & Assessment Council (TIFAC), an Autonomous Body under Department of Science and Technology (DST), Government of India invites applications from Indian Nationals for engagement of Consultant (Hindi) on full time basis for a period of one year on contract on consolidated remuneration (Professional fee) basis. The term of Contract may be extended for another year, if required. The Terms and Conditions of the engagement are as follows:

1. Essential Qualifications – M.A. (Hindi)
2. Experience –Minimum 15 years of experience of working in official language (Hindi) related matters in Ministries / Departments / Autonomous bodies / Statutory bodies /Public Sector organisations of Govt. of India; out of which minimum ten years should be in supervisory level.
3. Desirable - The applicant should have thorough knowledge and understanding of rules and regulations, systems and procedures, etc. of Govt. of India. The applicant should be proficient in handling computer for day to day work, such as word processing, email, internet etc. independently.
4. Age – Not exceeding 65 years as on 2nd December 2020
5. Scope of Work-
 - Meeting the statutory targets related to implementation of Hindi in TIFAC
 - Sending the statutory quarterly and six monthly reports on implementation of Hindi in TIFAC
 - Coordinating meetings of TIFAC Hindi Committee(s)
 - Hindi quarterly Hindi workshops
 - Organizing Hindi Fortnight
 - Translation of TIFAC letters, orders, circulars, documents. Etc.
 - Translation and submission of Annual Reports regularly to Ministry
 - Correspondence in Hindi Language
 - Preparation of bi-lingual forms
 - Preparation of replies of letters received in Hindi
 - Organisation of training programme of Hindi
 - All the jobs as per GoI directives on official language

5. Professional Fee / Consolidated Remuneration

The consultant will be paid remuneration in the range of Rs.60,000/- toRs. 1,00,000/- p.m. (all inclusive) as recommended by the Consultancy Evaluation Committee. The amounts indicated above are all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, telephone, etc. would be paid. In case he / she is deputed for outstation travel, he / she would be paid TA/DA equivalent to his last travel entitlement in the Government or equivalent to Pay Level-12 of 7th CPC, whichever is lower.

6. Term of Contract

The term of contract for all these Consultants would be one year. The term of contract may be reduced at the discretion of TIFAC before making the offer of contract. After the contract is signed / accepted, TIFAC or Consultant may terminate the contract by giving one month's notice in writing to the other party without assigning any reason. The term of contract may be extended beyond the duration mentioned above on the same rates and terms and conditions, if mutually agreed by both.

7. Confidentiality & Conflict of Interest

The Consultant so appointed would be required to maintain Confidentiality & discharge his / her duties with sincerity. In case it is found to be in conflict with the interest of TIFAC, his / her services are liable to be discontinued immediately without assigning any reason. Further, the Consultant engaged shall not be permitted to take up any other assignment during the period of consultancy with TIFAC without prior permission of TIFAC in writing.

8. Leave Entitlement

The Consultant engaged as above will be on full time basis and shall be entitled to leave of 8 days in a year on prorata basis without any deduction in consolidated monthly remuneration.

9. The applicants need to enclose the copies of the following documents, duly self attested as proof of their credentials:

- (i) Degree/Certificates as above.
- (ii) PPO, LPC from the employer /concerned Authority
- (iii) Experience certificate from employer
- (iv) No objection / relieving letter from the Employer (if employed at present)

Any other document, if deemed necessary may be demanded by TIFAC during the shortlisting / selection / contract signing process.

10. General Conditions:

- a. The application form as per prescribed format complete in all respect along with all enclosures to be sent in hard copy addressed to Incharge (Finance & Admn.), TIFAC, A-Wing, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi – 110016. Alternatively, application form along with scanned copies of all the documents may also be sent by email at registrar@tifac.org.in.
- b. The last date of receipt of applications in TIFAC in hard copy or by email would be 02nd December, 2020.
- c. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be 02nd December, 2020.
- d. The prescribed qualifications / experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
- e. TIFAC reserves the right to restrict the number of candidates for interview to a reasonable limit.
- f. TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.

FORMAT FOR APPLICATION FOR ENGAGEMENT OF CONSULTANT (Hindi)

PHOTO

1. Post Applied For :
2. Name of the Applicant :
3. Date of Birth :
4. Permanent Address :
5. Correspondence Address :
6. Contact No. (Mobile & Landline) :
7. Email ID :
8. Nationality :
9. Educational Qualification :
(Class 10th onwards)

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

10. Professional Qualification :

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

11. Details of Experience in chronological order (with brief of the duties performed – details may be provided in the form of Annexure)

Name of Organisation	Post held	Pay Scale	Gross Emoluments	Period	Nature of Duties

12. Emoluments last drawn
(last basic pay, if working in Govt. service):

13. Any other information

Note: Please attach self-attested copies of testimonials as mentioned in the advertisement.

Declaration

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:

Place:

Signature:

