

No. DGT-A-12024/02/2019-Adm-II/ 2102-2350
Government of India
Ministry of Skill Development And Entrepreneurship
Directorate General of Training

Employment Exchange Building
ICAR Complex
Near ITI Pusa
New Delhi-110012
Dated: 08.05.2019

NOTIFICATION

Subject: Engagement of Consultants (O.L.) and Hindi Typist/Data Entry Operator (Hindi) in Directorate General of Training, Ministry of Skill Development and Entrepreneurship on contract basis.

The Directorate General of Training, Ministry of Skill Development and Entrepreneurship invites applications for engagement of Consultants (O.L.) from retired persons preferably from Central Government Ministries/Departments/PSUs and Hindi Typist/Data Entry Operator (Hindi) on Contract Basis initially for a Period of two years from the date of engagement which may be extended or curtailed as per the functional requirement.

2. The eligibility criteria and terms and conditions of the engagement are as under:

A. Eligibility criteria for Consultant (OL)

- **Eligibility:** Translators/officers/employees retired from Central Government or offices/PSUs/autonomous bodies fulfilling the conditions relating to educational qualification and experience given below:-
- **Educational Qualification:**
Master's degree of a recognized University in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level.
or
Master's degree of a recognized University in any subject other than Hindi or English, with Hindi or English medium and English or Hindi respectively as a compulsory or elective subject or as a medium of examination at the degree level.
or
Master's degree of a recognized University in Any subject other than Hindi or English, with Hindi and English respectively as a compulsory or elective subjects of either or the two as medium of examination and the other as a compulsory or elective subject at degree level.

Scope of Work/Job responsibility:

- Translation from English to Hindi & vice versa.
- Translation of parliamentary Questions, Cabinet notes and other parliamentary matters.
- Providing materials in Hindi for various Parliamentary committee meetings held at regular intervals.
- Implementation of Official Language Policy of Govt. of India.
- The candidate must be able to work on MS Word, Power Point and should be proficient in noting, drafting Hindi & English.

B. Eligibility Criteria for Hindi Typist/Data Entry Operator (Hindi)**Eligibility:****Educational Qualification:**

1. Graduate from a recognized University
2. Use only Unicode encoding for typing on computer.
3. Speed of 30 w.p.m in typing Hindi & English
4. Knowledge of Computer Operation:
well versed with MS Office (Word, Excel, Power Point) and internet search. He/She will be responsible for performing data entries from various documents such as PDF, PPT, Excel & Word files and other data sources with accuracy and confidence.

Experience:

2 years experience in Typing/Data entry

General Terms and Conditions of Engagement:**1. Remuneration:**

Post	Remuneration	Conveyance Allowance
Consultant (O.L.)	40,000/-	Rs. 5000/-
Hindi Typist/Data Entry Operator (Hindi)	20,000/- (FIXED)	-

Note: The total monthly remuneration and the pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rate of Dearness Allowance.

2. Age Limit: The age limit for consultants will be 65 years. However, engagement beyond 65 years and up to 70 years could be with approval of Secretary keeping in view, good health of the Consultant for the work and level of expertise.

The age of Hindi Typist/Data Entry Operator Should not be more than 30 year.

3. Period of Engagement: The period of engagement will be initially for period of 2 years, extendable for period for 1 year at a time depending upon requirement of the DGT and performance of the Consultant and Hindi Typist/DEO.

4. Allowances: A Consultant (O.L.) and Hindi Typist/Data Entry Operator will not be entitled to any other allowance.

5. TA/DA: No TA/DA shall be admissible for joining the assignment. They will not be allowed any foreign travel at Government expenses. However, they may be allowed TA/DA for travel inside the country in connection with official work assigned to them.

6. Leave: They will be eligible for 8 days of leave during a calendar year on pro-rate basis. This leave will not be carried forward in case the engagement period is extended by this DGT. Also, no payment in lieu of unutilised leave will be paid by this DGT at the time of expiry of contract.

7. Termination: The engagement can be terminated by the DGT at any time without assigning any reason by giving 15 days notice they may also resign giving 15 days advance notice or remuneration of 15 days in lieu thereof.

Other Terms and Conditions:

1. Headquarters of Consultants will be at Delhi.

2. They will not be entitled to telephone facilities, transport facilities, staff car, and residential accommodation form Central Government pool.

3. The engagement of the Consultant/Hindi Typist/Data Entry Operator (Hindi) will be purely on Contract basis.

4. The candidate will be required to sign a non-disclosure undertaking.

5. The consultants / Hindi Typist/Data Entry Operator may be called in the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after other hours, in case of exigencies of work. No extra allowances will be permissible for the same.

6. The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant.

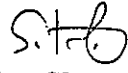
7. TDS as admissible shall be deducted from the monthly remuneration. A TDS Certificate will be issued by the concerned DDO on demand.

8. They will have to follow the normal working hours as prescribed. (ie 9.00 AM to 5.30 PM) However, as per the exigency one has to sit late to complete the time bound work. Attendance would be made through Biometric Attendance System (BAS).

Interested and eligible candidates may submit their applications in the prescribed proforma duly typed to:

The Director (Admn.)
Directorate General of Training
Ministry of Skill Development and Entrepreneurship
Employment Exchange Building
ICAR Complex
Near ITI, Pusa, New Delhi-110012

The last date for receipt of applications is 24.05.2019.


(SathyaShankar B.P.)
Director

To

1. All the Ministries and Departments of Govt. of India with the request to give wide publicity to the notification among the concerned.
2. All the Sections in DGT, MSDE
3. NIC Cell with a request to upload the notification on the website of the DGT.
4. Notice Board.

प्रशिक्षण महानिदेशालय, कौशल विकास और उद्यमशीलता मंत्रालय में
 "परामर्शदाता (राजभाषा)" तथा "हिंदी टाइपिस्ट/डाटा एंट्री ऑपरेटर" की
 अनुबंध आधार पर नियुक्ति हेतु आवेदन:

Application for engagement as "Consultant (OL)" & "Hindi Typist/Data
 Entry Operator" in Directorate General of Training, Ministry of Skill
 Development and Entrepreneurship on contract basis:

फोटोग्राफ
 Photograph

1	नाम Name :	
2	पिता का नाम Father's Name :	
3	जन्म तिथि Date of Birth:	
4	निवास स्थान Domicile:	
5	राष्ट्रीयता Nationality	
6	पत्राचार के लिए डाक का पता Postal Address for Correspondence:	
7	ई मेल-E-mail:	
8	मोबाइल न .Mobile No.:	

9. शैक्षणिक योग्यता Educational Qualification:

क्र सं Sr. No	उत्तीर्ण परीक्षा Examination Passed	वर्ष Year	बोर्ड/वि.वि का नाम Name of Board/UNI.	श्रेणी/ Class/ DIV.	प्राप्तांकों का % % of Marks	प्रमुख विषय Main Subjects
1						
2						
3						
4						
5						
6						

10. पिछले दस वर्षों की सेवा संबंधी स्थिति

Positions held during the last ten years of Service:

क्र. सं Sr. No.	पदनाम एवं नियुक्ति स्थल मंत्रालय विभाग का नाम भी/ बताएं Designation and Place of posting including the name of the Ministry/ Department:	वेतनमान Scale of Pay	से From	तक To	किए गए कार्य का विवरण Nature of Work performed
1					
2					
3					
4					

11. स्किल प्रशिक्षण/Skill/Training) टाइपिंग, डाटा एंट्री स्पीड Typing, Data Entry Speed):

12. उक्त नियुक्ति के संबंध में आपकी उपयुक्तता के समर्थन में कोई अन्य विशिष्ट जानकारी, यदि कोई हो, (यदि आवश्यक हो तो अलग शीट का उपयोग करें):

Any other specific information, if any, in support of your suitability for the said engagement (Use separate sheet, if necessary):

13. सेवानिवृत्त कर्मियों के मामले में कृपया पेंशन भुगतान आदेश (पीपीओ) की एक प्रति संलग्न करें

Please attach a copy of Pension Payment Order (PPO) in case of retired personnel:

आवेदक का नाम एवं हस्ताक्षर
Name and Signature of the Applicant

स्थान Place:

दिनांक Date: