
5th Floor(N), Sewa Bhawan,
R.K. Puram, New Delhi-66.

Dated: 26 September, 2022.

OFFICE MEMORANDUM

Sub: Engagement of retired Government Servant (Junior Translator/Senior Translator) as Consultants in field offices of Central Water Commission located in all over India.

Central Water Commission(CWC), Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti intends to hire **10 Consultants** (Junior Translator/Senior Translator – Junior Translation Officer/Senior Translation Officer) for its Field Offices i.e. BBO, CWC, Shillong, BOBO, CWC, Guwahati, T&BDBO, CWC, Kolkata, M&TBO, CWC, Gandhinagar, IBO, CWC, Chandigarh, M(C), CWC, Nagpur, NBO, CWC, Bhopal, K&GBO, CWC, Hyderabad, M(S), CWC, Bangalore and C&SRO, CWC, Coimbatore to perform the following works :-

- i) To translate day-to-day official letters, departmental orders, various publications of officials journals, books, forms, circulars, articles, office orders and materials etc., from English to Hindi and vice versa.
- ii) To assist Head of the Department in organising Hindi Meeting and Hindi Workshop.
- iii) To consolidate quarterly progress report and send it to Headquarter, Town Official Language Implementation Committee (TOLIC) and Regional Implementation Committee Office, Rajbhasha Vibhag, MHA.
- iv) To acquaint the Officers and Staff of the concerned Field Office with the provisions of the Official Language Act, Official Language Rules & Orders relating to Official Language.
- v) Assist in conducting of Official Language Implementation Committee meeting, prepare the agenda and minutes of the meetings and co-ordinate the action taken on the decision taken in the meetings.
- vi) To assist during the inspection by the 'Committee of Parliament on Official Language'.
- vii) To assist in organizing "Hindi Pakhwada" (Fortnight celebrations).
- viii) To assist in conducting of Hindi Workshop, Seminars & Conferences etc.
- ix) To prepare list of Hindi books to be purchased by the Office.
- x) Maintenance of all records on rules/instructions/guidelines related to Official Language.
- xi) To ensure proper compliance of the provisions of the Officials Language Act, 1963 and the order preparing to Official Language Policy in their units and Field Offices.

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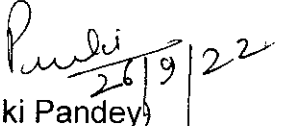
2. General Terms and Conditions:-

- a) Candidates shall be hired on contractual basis for a given period of work or for a period up to 01 year which may be extended till the consultant attains 65 years of age, whichever is earlier.
- b) The contract can be terminated at any time by the department giving one month's notice without assigning any reason.
- c) The engagement as Consultant will not confer any right for regular appointment to any post.
- d) The Consultant(s) shall perform the duties assigned to him/her.
- e) The Consultant(s) will abide by the rules and regulations of the Central Government applicable to a Government servant, while on service.
- f) Paid leave of absence may be allowed at the rate of 1.5 days of each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
- g) The working hours shall be the official working hour of office but the Consultant(s) may be required to work beyond normal hours.
- h) The Consultant(s) shall be selected by a Selection Committee set up by the Department.
- i) The remuneration of the contractual persons, so engaged, shall be such that the remuneration plus pension drawn by him, does not exceed the last pay drawn by such a contractual person, upon superannuation as per DoE's OM No.3-25/2020-E.III dated 09.12.2020.
- j) An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- k) Compliance of the relevant provisions of GFRs/extent instructions issued by the Central Govt., as well as the terms of original engagement.

3. All retired officers/officials who have retired from the post of Junior Translator/Senior Translator or retired officers/officials who have knowledge of works mentioned in para-1 above and interested may submit their application in the enclosed format within 30 days from the date of publication of this advertisement in the Employment News. Applications received with incomplete information and after due date will not be considered. The applications may be sent to Under Secretary, Establishment-VII 3rd Floor (South), Sewa Bhawan, R.K. Puram, New Delhi-110066 or e-mail at est7@nic.in.

Hindi version will follow.

Encl: As above.


(Pinki Pandey)
Under Secretary
Tele:29583356

To.

1. All Chief/Superintending Engineers of Field Offices of CWC.

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2. Under Secretaries, Estt.I/II/III/IV/V/VI/VIII/IX/X/ XI/XII/XIII/XIV, APAR and CM&V, CWC, New Delhi.
3. All Directorates/Sections/Hindi Section of CWC.

Copy for kind information to:-

1. PPS to Chief Engineer (HRM), CWC, New Delhi.
2. PSO to Member (WP&P), CWC, New Delhi.
3. PPS to Secretary, CWC.
4. PS to Director, Finance.
5. Under Secretary, Estt.I Section, D/o WR, RD & GR, New Delhi.

CENTRAL WATER COMMISSION
PROFORMA

1.	Name of the applicant		
2.	Date of Birth		
3.	Designation at the time of retirement		
4.	Date of retirement		
5.	Last Basic Pay drawn at the time of retirement		
6.	Name of office from where retired		
7.	Address		
8.	Work Experience details	Period	Works done
9.	Additional information, if any		

Declaration:-

I declare that the particulars give above are true to the best of knowledge & belief and there is nothing to be secreted and I will not withdraw my candidature in the event of my selection.

Signature of applicant:

Name :

Telephone: