

Guidelines for "Expression of Interest" and Terms of Reference for engagement of a Language Consultant/Expert in PIB

- I. **Objective:** The objective is translation and distribution of Press Releases, Speeches and Messages of the Prime Minister in regional languages to create Urdu Versions to disseminate information under the scheme "Media Outreach Programme & Publicity for Special Event" (MOP). Under the provisioned scheme to have Urdu language consultant.
- II. **Scope of work / job responsibility:** The Language Consultant/Expert will work at the Urdu Unit of the PIB headquarters under the direct supervision of Deputy Director (Urdu Unit), Director/ JD (Language Units) and Director, PM Unit. That will be the line of reporting. Details of work are also elaborated at item No. 12 below under heading terms of reference detailing duties:
- III. **Eligibility Criteria:**
 - a. He must be at least graduate from a recognised University.
 - b. He may be a Senior Journalist/(Correspondent/Editor/Language Expert) sufficiently proficient in Urdu/English and Hindi.
 - c. Should have 15 years' experience in the field of Journalism/Translation.
 - d. Should have past experience in taking various editorial responsibilities with regards to Urdu Translation/Transcription/Report Making etc.
 - e. Work will include overseeing translation of PM's Speeches, tasks related to PM India website, DAVP work and any other work task assign by the functional Unit head at HQ and officer In-charge.
 - f. **Terms of Payments:** The remuneration/fee to be paid to Consultant(s) will be Rs. 32,000/- p.m. (consolidated).
 - g. **Communicating and Drafting Skill:**
 - a. Should have good communication and interpersonal skill with a control flair for in depth handling of work relating to publicity in Government.
 - h. **Computer Literacy:**
 - a. Consultant/Language expert should have working knowledge of computers related to his work.
- IV. **Type of appointment:** the appointment will be purely on contract basis.
- V. **Age Limit:** The age of Candidate must not be more than 65 Years in case of retired Govt. servant.
- VI. **Contract period:** The contract would be initially for a period of One year which can be extended by another year.
- VII. **Termination of agreement:** The services of a Consultant/Language expert can be terminated without assigning any reason any time if it is found that the work is not of required quality. In case of termination of services payment will be made till the date such termination is approved by the Pr. DG, PIB.
- VIII. **Tax deduction at source:** The income tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which PIB will issue TDS certificate.

IX. **Terms of reference of work: Language expert** will report to Dy. Director/ Operating Head of the Urdu language unit and in the absence of the Operating Head of the Urdu language unit S/he will report to Director/ JD (Language Units) and Director, PM Unit. S/he will also put her/his Bio-Metric Attendance Daily twice in morning and evening around 9:30 AM in the morning and 6:00 PM in the evening normally. In any case minimum eight and half hours per day. S/he will do translation work for Urdu and also proof reading and takes full responsibility of the content s/he undertakes and initials on all work he does and maintains a record of it. Such works are to be maintained as records in the unit either in manuscript or in typed form.

Duration of the working hours could increase as per requirement of the official work, for which no extra monetary claim will be entertained. Language expert will maintain strict official discipline and decorum in the office premises and will work has per directions of DD/JD of the Language Unit. He will not entertain any out sider in the office premises as his personal visitor nor use official phone/Computer/machinery for personal purposes.

X. **Basis for evaluation:** The scrutiny of applications will be carried out on the basis of /requisite-qualifications and experience of individual.

XI. **Accommodation:** The consultant will not be entitled for any Government Accommodation.

XII. **Allowance:** The Consultant shall not be entitled to any allowance such as dearness allowance, house rent allowance, and residential telephone, transport facilities and medical reimbursement etc. However, he will be entitled for using office telephone and staff car for official purpose.

XIII. **Leave:** Consultant would be eligible for 08 days leave in a calendar year on pro-rata basis. A consultant shall not draw any remuneration for days of absence in case of his /her absence is beyond 12 days in a year calculated on a pro-rata basis. Also unavailed leave in calendar year cannot be carried forward to next calendar year. Leave will be granted at the discretion of his reporting officers.

XIV. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion.

Advertisement in English

Press Information Bureau

Subject: Urdu Language Experts required on casual basis.

Applications are invited from eligible candidates for empanelment of casual Language Experts for PIB Delhi, to be selected through screening. Only Delhi Based applicants may send their application to Director, Language Unit, PIB, Room No.10, National Media Centre, 7-E, Raisina Road, New Delhi-110001 or by email on piburdu@nic.in, latest by 12.07.2018 till 5.00 PM. Please visit www.pib.nic.in for further details and download the application Performa.

हिन्दी में विज्ञापन

पत्र सूचना कार्यालय

विषय:- अस्थाई आधार पर उर्दू भाषा विशेषज्ञों की जरूरत।

पत्र सूचना कार्यालय, नई दिल्ली में उर्दू भाषा विशेषज्ञों की अस्थाई नियुक्ति के लिए आवेदन आमंत्रित किए जाते हैं। विशेषज्ञों का चयन साक्षात्कार के आधार पर किया जाएगा। केवल दिल्ली में रहने वाले आवेदक अपना आवेदन, निदेशक, भाषा निकाय, पत्र सूचना कार्यालय, कमरा नंबर -10,7-E, नेशनल मीडिया सेंटर, नई दिल्ली या piburdu@nic.in पर ई-मेल द्वारा 12.07.2018 शाम 5:00 बजे तक जमा करवा सकते हैं। विस्तृत जानकारी एवं आवेदन हेतु प्रपत्र, पत्र सूचना कार्यालय की वेबसाइट www.pib.nic.in से डाउनलोड कर सकते हैं।

پریس انفارمیشن بیورو

موضوع :- غیر مستقل بنیاد پر اردو زبان کے ماہرین کی ضرورت۔

پریس انفارمیشن بیورو، نئی دہلی کو، اردو زبان ماہرین کی عارضی تعیناتی کے لئے درخواستیں مطلوب ہیں۔ ماہرین کا انتخاب، انٹرویو کی بنیاد پر کیا جائے گا۔ صرف دہلی میں مقیم درخواست دہندگان، اپنی درخواست، ڈائریکٹر لینگویج یونٹ، پریس انفارمیشن بیورو، کمرہ نمبر 10، 7-E، نیشنل میڈیا سینٹر، نئی دہلی یا piburdu@nic.in پر بذریعہ ای-میل، 12.07.2018 کو شام 5:00 بجے تک ارسال کر سکتے ہیں۔ تفصیلی معلومات اور درخواست کے لئے پرفارما، پریس انفارمیشن بیورو کے ویب سائٹ www.pib.nic.in سے ڈاؤن لوڈ کر سکتے ہیں۔

PROFORMA

Category	
Full Name	
Date of Birth	
Father's/Husband's name	
Aadhar Number	
Permanent Address	
Alternative address for correspondence	
Telephone Number	
Mobile Number	
Alternative Contact Number	
Email Address	
Alternative Email Address	
Qualification details	
Details of Professional Experience/Competence	
