

Rashtriya Mahila Kosh
Ministry of Women & Child Development
B-12, 4th Floor, Samaj Kalyan Bhawan,
Qutab Institutional Area, New Delhi-110016

Dated 25/05/2016

Subject: Appointment of CONSULTANT (OFFICIAL LANGUAGE) IN THE OFFICE OF RASHTRIYA MAHILA KOSH

Sir/Madam,

I am directed to say that Rashtriya Mahila Kosh intends to invite application for **Appointment of CONSULTANT (OFFICIAL LANGUAGE) IN THE OFFICE OF RASHTRIYA MAHILA KOSH**. The terms of reference of appointment are indicated in the Annexure-I and the Application format is at Annexure-II.

2. In case you are interested to apply for the post of Consultant (Official Language), you may please submit your application in a sealed cover addressed to the undersigned and send to Rashtriya Mahila Kosh, B-12, 4th Floor, Samaj Kalyan Bhawan, Qutab Institutional Area, New Delhi-110016 latest by 30.06.2016. The cover shall be superscripted as under:

“Application for the Post of Consultant (Official Language) in the Office of RMK”

3. The applications received without the necessary documents shall be summarily rejected and applicants shall have no right to represent against it even if they are eligible as per the terms of reference.

4. You are requested to read carefully and understand the terms of reference, as no request for deviation in the aforesaid terms and conditions shall be entertained once this office accepts your application.

Yours faithfully,

Deputy Director
Ph: 011-26567188

TERMS OF REFERENCE FOR APPLICATION FROM INDIVIDUALS FOR APPOINTMENT AS CONSULTANT (OFFICIAL LANGUAGE) IN THE OFFICE OF RASHTRIYA MAHILA KOSH

Post: CONSULTANT (OFFICIAL LANGUAGE) (ONE)

1. Duty:

Translation of Parliament Questions, Annual Reports and Annual Accounts, Translation of details of products/vendors, etc. of Mahila E-haat portal and other related matters from English to Hindi and vice versa.

2. Eligibility Criteria:

Shall be well acquainted with the functioning of the Central Government Ministries / Departments. Persons retired from the post of Assistant Director (Hindi)/ Senior Hindi Translator / Junior Hindi Translator from Central Government Ministries / Departments having experience in the above field shall be given preference. Computer literacy is essential.

3. Duration and nature of appointment:

The candidate selected will be appointed purely on contractual basis initially for a period of one year. Further extension will be considered based on work performance and on need basis.

4. Age Limit:

Candidate should not be more than 65 years of age on the last date of receipt of application.

5. Communication and Drafting skill:

Should have good communication and interpersonal skills with a strong flair for in depth handling of translation work from English to Hindi and vice versa.

6. Accommodation:

The Consultant need to have his/her accommodation facility in Delhi/New Delhi in NCR. No accommodation or House Rent Allowance will be provided by RMK.

7. Remuneration & Terms of Payment:

A consolidated fee of Rs.45,000/- (Rupees forty five thousand only) on monthly basis will be paid.

8. Conveyance Allowances:

Consultant is not entitled for monthly allowances including conveyance allowances. However, in case the Consultant is required to travel outside Delhi in the context of the work/assignment, RMK shall reimburse the actual cost as per the Rules/Regulations of the Central Government.

9. Tax Deduction at Sources:

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which RMK will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

10. Confidentiality of data and documents:

The intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment from RMK, without the express written consent of RMK. The Consultant shall be bound to hand-over the entire set of records of assignment to RMK before the expiry of the contract and before the final payment is released by RMK.

11. Conflict of interest:

The consultant appointed by RMK, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.

12. RMK reserves the rights, as follows:

To decide to cancel this advertisement, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

13. Termination of Agreement.

RMK may terminate the contract if:

- The Consultant is unable to address the assigned works.

- Quality of the assigned works is not to the satisfaction of RMK.
- The Consultant fails in timely achievement of the milestones as finally decided by RMK.
- The Consultant is found lacking in honesty and integrity.
- RMK reserves the right to terminate the contract, by given fifteen days notice to the Consultant.

Termination shall be effect by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

14. Governing law:

The contract shall be governed by and construed in accordance with the laws of the Republic of India.

15. Guidelines for submission of the application:

The duly completed Application in prescribed format should be submitted so as to reach the RMK on or before 05.30 hrs on **30.06.2016**. In the event of the specified date for the submission of the application being declared a holiday, the application will be received up-to the appointed time on the next working day of RMK. Any application received after the above mentioned deadline will be rejected and may be returned.

16. Other terms and conditions:

- i. Allowances - The Consultant shall not be entitled to any allowance such as DA, CCA, HRA, CGHS, Medical reimbursement or any other relief etc.
- ii. TA/DA - Consultant may be allowed to draw TA /DA as per normal rules applicable to any serving officers of the Government of India of the same level while he is on official tour.
- iii. Headquarters - Though the Headquarters of the Consultant will be at Delhi, he is liable to serve anywhere in India.
- iv. Telephone - Consultant will not be entitled to telephone facilities.
- v. Personal support staff - Consultant will not be entitled to personal support staff.
- vi. Transport - Consultant will not be entitled to transport facilities.
- vii. Staff Car - Consultant will not be entitled to use the staff care for private purpose and also for journey between residences work place.
- viii. Leave - Consultant shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
- ix. Duties and Functions - The Consultant will be required to discharge the duties as assigned to him by RMK.

APPLICATION FORMAT FOR THE POST OF CONSULTANT (OFFICIAL LANGUAGE) IN THE OFFICE OF RASHTRIYA MAHILA KOSH

1. NAME:
2. FATHER'S NAME:
3. PRESENT/RESIDENTIAL ADDRESS:
4. DATE OF BIRTH: DD/MM/YYYY
5. E-MAIL ADDRESS WITH TELEPHONE NO:
6. DATE OF ENTRY INTO GOVERNMENT SERVICE:
7. DATE OF RETIREMENT:
8. EDUCATION QUALIFICATIONS:
9. BRIEF PARTICULARS OF SERVICE WITH NATURE OF DUTIES PERFORMED (staring from last appointment)

SI. No	Name of the Ministry/ Department	Period (MM/YYYY)		Post held	Nature of work

10. Knowledge of Computer

MS Word	
MS Excel	
Power Point Presentation	

11. ADDITIONAL INFORMATION, IF, IN SUPPORT OF YOUR SUITABILITY FOR THE POST.

This is to certify that no disciplinary proceedings were pending against me on the date of application and the information give above is true to the best of my knowledge and belief. The supporting documents would be made available on dement.

Yours faithfully,

Signature _____
Full Name: _____

Date:
Place: