

**Notification for engagement of Consultant (Rajbhasha) on Temporary basis
In IRCTC/ South Central Zone, Secunderabad**

Indian Railway Catering and Tourism Corporation Ltd, South Central Zone, Secunderabad invites applications from suitable candidate's who are retired Govt. servants and retired from Official Language Department / Cadre of Central/State Government or Autonomous Organizations, PSUs or Regulatory Authorities or Universities or Academic or Research Institution etc. having proven experience of Rajbhasha works/ activities for engagement as Consultant (Rajbhasha). The engagement will be purely on 'Temporary Basis' for a period of six (06) months and extendable on need basis.

Sl. No.	Name of the Position	No. of the Position	Age limit (as on the last date of receipt of applications)	Remuneration
1	Consultant (Rajbhasha)	01	Maximum age limit is 64 years as on last date of receipt of applications, However, if a retired employee who crossed maximum age prescribed here, but is already working in any Ministry/ Department as Consultant and wishes to apply may also apply, in such cases preference will be given to those who understand the eco-system of skill development. Even in such cases those beyond 65 years will not be eligible to apply.	Remuneration will be fixed as per the rules of IRCTC.

The details including eligibility criteria, terms & conditions etc., of the above engagement are indicated at Annexure-I & II (below). The candidates who are shortlisted on the basis of applications received will be intimated through e-mail regarding the Date, Time & Venue for appearing in interview / adjudging the suitability.

Interested candidates, who fulfill the eligibility criteria (Annexure I), possess good health and are in a position to join immediately may submit their application in the prescribed proforma (Annexure-III) along with relevant documents in support of educational qualifications, experience, last pay drawn and Settlement/ Pension payment etc in sealed cover super subscribed with "Application for Engagement as Consultant (Rajbhasha) in IRCTC/SCZ" which should reach this office **on or before 10-01-2023 (17:00hrs)** at the following address:

**The Group General Manager,
Indian Railway Catering and Tourism Corporation Ltd,
Zonal Office, South Central Zone, 1st Floor, Oxford Plaza,
S.D. Road, Secunderabad – 500003 (Telangana).**

In addition the scanned application form along with enclosures has to be mandatorily sent to email ID **teamhrscz@irctc.com** on or before the closing date.

IRCTC reserves the right to increase/decrease/withdraw the notification at any stage of engagement process. No enquiry will be entertained.



Eligibility Criteria

The Consultant proposed for engagement shall be well acquainted with Rajbhasha works using official terminology and having good command over Hindi and English language with requisite qualifications, skills and experience as mentioned below:

The applicant should be retired from Central / State Government or Autonomous Organizations or Regulatory Authorities, PSUs or Universities or Academic or Research Institution etc and having experience of Rajbhasha / translation work from Hindi to English and vice versa will be considered.

Educational Qualifications:

- A. Master's degree in Hindi with English as a compulsory or Elective subject or as the medium of examination at the degree level from a recognized University.
(or)
- B. Master's degree of a recognized University in English with Hindi as a compulsory or Elective subject or as the medium of examination at the degree level.
(or)
- C. Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at degree level.
(or)
- D. Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at degree level.
(or)
- E. Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subjects or either of the two as a medium of examination and other as a compulsory or elective subject at degree level.

Note: Qualifications are relaxable at the discretion of the Selection Committee/ Competent Authority in the cases of candidates otherwise well qualified.

Skills required:

- (a) Should have working knowledge of Computer applications (Word processing, Spreadsheet, E-mails and messaging etc.).
- (b) Should have computer typing skill in English and Hindi so as to be capable of undertaking translation work independently, without secretarial support (at discretion of Selection Committee / Competent Authority, typing skill requirement may be dispensed with in case of candidates found to be having exceptional translation capabilities).
- (c) Ability to undertake quality translation involving official terminology and excellent command over Hindi and English.



Terms and Conditions:

1. Period of engagement

The engagement shall be for a period of six months initially. Further extendable on need basis.

2. Selection procedure

The engagement will be purely on temporary basis. Application received in response to the notification will be shortlisted on the basis of experience and qualifications of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Interview/ Skill Test. Suitability will be adjudged based on translation skills from Hindi to English and vice versa, Command over language, working knowledge of Computer including typing skills, knowledge/ exposure regarding Rajbhasha /OL implementation in Govt. offices etc.

3. Remuneration

The remuneration of Consultant shall be 100% of (last Pay drawn (Basic + Dearness Allowance) less (-) Pension & Dearness Relief thereon at the time of engagement). The consultant so engaged will get consultancy fees as a lump sum. In case of requirement to proceed to an outstation in connection with the completion of given assignment, Expenses incurred on account of Travelling, Boarding & Lodging will be reimbursed as per relevant TA/DA Rules.

4. Scope of Duties

During the period of such engagement, the Consultant/Rajbhasha would be required to perform work as assigned by IRCTC/SCZ authorities. Following are the duties to be performed:

- To translate documents from Hindi to English and vice-versa.
- To type translated documents (Hindi and English), no separate typist will be provided.
- To draft and type letters/communications in Hindi and English
- To prepare all returns and information submitted from time to time to Rajbhasha Vibhag, Govt. of India or to any other authorities.
- To ensure compliance of Official Language Policy of the Government.
- To assist in organizing periodic Rajbhasha meetings and to prepare minutes.
- To assist in organizing different activities under Rajbhasha policy i.e. observing Hindi week / fortnight, organizing functions and conferences pertaining to Rajbhasha.
- To train employees to observe official language policy
- To maintain files and proper records of Rajbhasha Cell.
- To maintain a data base on compliance status of Official Language Policy.
- To arrange Hindi training/ examination etc.
- To perform such other administrative works and duties (which may/ may not pertain to official language work) as assigned from time to time.

5. Leave

The Consultant would be entitled to leave as per Policy of IRCTC.



6. Office time and working hours

Working hours shall be from 9.30 AM to 6.00 PM during working days (6 days /week) including half an hour lunch break in between. They will not be allowed to take any other assignment (full time/ part time) during the period of engagement in IRCTC. The Consultant may be called on Sunday/ other Gazetted holidays etc, if required.

7. Tax deduction at Source

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 the office will issue TDS certificate.

8. Confidentiality of data and documents

The engaged consultant shall not 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 for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

9. Conflict of interest

The Consultant engaged by this office, shall in no case represent or give opinion or advice to any matter which adverse to the interest of the office.

10. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving one month's notice which can be curtailed/extended depending upon the workload/ as per IRCTC rules.

11. Guidelines for the submission of the application

The duly completed applications in prescribed proforma should be submitted so as to reach this office before the closing date. Any application received after the last date will not be entertained.

The application should be submitted with the following self-certified documents:

- Copy of retirement notification and PPO (in case of retired pensioners)
- Certificates in support of advertised educational qualifications, skills and experience.



Sd /-
अतिरिक्त महाप्रबंधक (मा. सं. वि.) / दक्षिण मध्य क्षेत्र
Add. General Manager (HRD) / SCZ

Application for engagement of Consultant (Rajbhasha) in IRCTC/SCZ

1	Name in full (Block letters)					
2	Father's Name					
3	Date of Birth					
4	Details of notified educational qualifications possessed by applicant (marks sheet should clearly indicate medium of study with English and Hindi as subjects)					
5	Date of superannuation from Govt. Service (only for pensioners)					
6	Discipline & Appeal cases/ Vigilance Status: Any Departmental proceedings/ Vigilance proceedings or any other case pending after retirement/at present against you? If yes, give the full particulars					
7	PPO No. (Enclose photocopy) (only for pensioners)					
8	Complete correspondence address with phone number/ mobile no.					
9	Office address at the time of retirement					
10	Designation last held					
11	Last pay drawn					
12	E-mail ID					
13	PAN Card Aadhaar Card					
14	Brief particulars of experience (Please enclose extra sheets if required)	Desig. and place of posting	From	To	BP/GP/PAY Level/ Monthly Pay	Nature of work performed
15	Details of advertised skills possessed by the applicant.					
16	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary					
17	Name of two references preferably from the organization in which worked along with designation, address, contact no. & email					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I am liable to be disqualified, if any information given above is found to be incorrect/ incomplete or false. I further declare that I am medically fit to perform office work and official / assigned duties. I have read this document and ready to accept all the terms and conditions for engagement as Consultant (Rajbhasha).

Place:

Date:

Signature of the Candidate