



इंडियन रेलवे कॅटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड

Indian Railway Catering & Tourism Corporation Ltd

(भारतसरकारकाउद्यम – मिनीरत्न)

(A Government of India Enterprise – Mini Ratna)

दक्षिण क्षेत्र / South Zone

CIN: L74899DL1999GOI101707

Web Site.: www.irctc.com, mailto:ggmchennai@irctc.com

No. IRCTC/ SZ/HRD/116/Consultant

दिनांक/ Date: 27.10.2022

Subject: Advertisement for engagement of Consultant – Rajbhasha on Temporary basis in IRCTC/SZ/Chennai-reg.

Indian Railway Catering and Tourism Corporation Ltd, South Zone, Chennai invites applications from suitable candidates for engagement as Consultant – Rajbhasha from retired Govt. servants who have retired from Official Language Cadre of Central/State Government or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institution etc. having proven experience of Rajbhasha works. The engagement will be purely on Temporary basis for a period of six months.

Sl. No.	Name of the Post	No. of incumbents proposed be empanelled	Age limit (as on the last date of receipt of applications)	Remuneration per month
1.	Consultant Rajbhasha	01	Maximum age limit is 64 years as on last date of receipt of applications, However, if a retired Government servant 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, term of reference etc. of the above engagement are placed at Annexure-I and III. The candidates shortlisted on the basis of applications received will be intimated through e-mail for appearing in Interview, dates of which will be intimated in due course.

Contd.2.

Interested candidates, who fulfil the eligibility criteria, possess good health and are in a position to join immediately may submit their application in the prescribed proforma (Annexure-II) along with relevant documents in support of educational qualifications and experience in sealed cover subscribed "Engagement of Consultant- Rajbhasha on temporary basis in IRCTC/SZ which should reach this office on or before 15/11/2022 (5:00pm) at the following address:

The Group General Manager,
Indian Railway Catering and Tourism Corporation Ltd, 6A The Rain Tree Place,
No.9 Mc Nichols Road,
Chetpet, Chennai -31.

The scanned application form along with enclosures has to be sent also mandatorily to email ID teamhrsouthzone@irctc.com on or before the closing date.

IRCTC reserves the right to increase/decrease/withdraw the advertisement at any stage of recruitment process.

No enquiry will be entertained during the recruitment process.

(Dayananda M)
Manager (HRD)/SZ
For Group General Manager/SZ(I/C)

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:

- (A) Name of Position : Consultant – Rajbhasha
(B) No. of persons to be engaged : 01
(C) Eligibility criteria:

- (I) The applicant should have retired from Central/State Government or Autonomous Organisations or Regulatory Authorities or Universities or Academic or Research Institution etc. will be entertained at the level of Section Officer/Under Secretary and having experience of Rajbhasha/translation work from Hindi to English and vice versa

And

(II) **Educational Qualifications:**

- (a) Master's degree of a recognized University in Hindi with English as a compulsory or Elective subject or as the medium of examination at the degree level.

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 a 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.

(III) **Skills required:**

- (a) Should have working knowledge of Computer applications (word processing, spreadsheet, emails and messaging etc.).

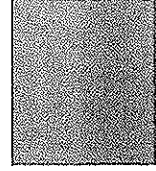
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- (b) Should have typing skill in English and Hindi so as to be capable of undertaking translation work independently, without secretarial support (at discretion of Selection Committee / Competent Authority, typing skill requirement may be dispensed 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.
- (d) The remuneration of consultant will be fixed as per the rules of IRCTC.

Sd/-
Manager (HRD)/SZ
For Group General Manager (I/C)



**Application for engagement of Consultant –
Official Language in IRCTC/SZ**



1	Name in full (Block letters)					
2	Father's Name					
3	Date of Birth					
4	Details of advertised educational qualifications possessed by applicant (marks sheet should clearly indicate medium of study and English and Hindi as subjects)					
5	Date of superannuation from Govt. Service (only for pensioners)					
6	PPO no. (Enclose photocopy) (only for pensioners)					
7	Complete residential address with phone number/mobile no.					
8	Office address at the time of retirement					
9	Designation last held					
10	Last pay down					
11	E-mail id					
12	Brief particulars of experience (Pl. enclose extra sheets if required)	Designation and place of posting	From	To	BP/GP/PAY Level/Monthly Pay	Nature of work performed
13	Details of advertised skills possessed by applicant.					
14	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary					
15	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 further declare that I was not held guilty in any Departmental inquiry nor convicted of any offence involving moral turpitude and I am medically fit to perform office work. I have read this document and ready to accept all the terms and conditions for engagement of Consultant (Rajbhasha).

Place:

Date:

(Signature of the Candidate)

Terms and Conditions

1. Period of engagement

The engagement shall be for a period of six months.

2. Selection procedure

The engagement will be purely on temporary basis. Application received in response to this advertisement 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 will involve testing of translations skills from Hindi to English and vice versa, Command over language, and working knowledge of Computer including typing skills.

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(s) would be required to perform work as assigned by IRCTC/SZ authorities. Following are the detailed nature of duties to be performed:

- (a) To translate documents from Hindi to English and vice-versa.
- (b) To type translated documents (Hindi and English), no separate typist will be provided.
- (c) To draft and type letters/communications in Hindi and English
- (d) To prepare all returns and information submitted from time to time to Rajbhasha Vibhag, Govt. of India or to any other authorities.
- (e) To ensure compliance of Official Language Policy of the Government.
- (f) To assist in organizing periodic Rajbhasha meetings and to prepare minutes.
- (g) To assist in organizing different activities under Rajbhasha policy i.e. observing Hindi week/fortnight, organizing functions and conferences pertaining to Rajbhasha.
- (h) To train employees to observe official language policy ,
- (i) To maintain files and proper records of Rajbhasha Cell.
- (j) To maintain a data base on compliance status of Official Language Policy.
- (k) To perform such other administrative works and duties (which 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

Engagement of Consultant(s) would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days 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 Saturday/Sunday/other Gazetted holidays, 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 purposed 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.

11. **Guidelines for the submission of the application**

The duly completed applications in prescribed proforma should be submitted so as to reach the 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:

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

Sd/-
Manager(HRD)/SZ
For Group General Manager