

**No. Q/PF/575/10/2015**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan, New Delhi**  
**Dated 2<sup>nd</sup> Sep, 2015**

**Advertisement for Consultants- Hindi Interpreters**

Applications in the prescribed proforma as per Annexure I to the advertisement are invited from eligible candidates for filling up of posts of Consultants in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	:	Consultants (Hindi Interpreters) in Ministry of External Affairs, New Delhi
2.	Period of Consultancy	:	Initially 02(two) years The contract could be extended/curtailed depending on assessment of performance and mutual willingness. The contract can be terminated by either side at any time, by giving one month's notice. The Government can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.
3.	Nature of Duties	:	<input type="checkbox"/> The selected Consultants will be required to work as Hindi Interpreters during Bilateral/Multilateral meetings of International visitors/delegations to India or abroad. <input type="checkbox"/> They may be required to summarize and translate published material from Hindi to English or English to Hindi in the areas assigned to them, as it appears in media or academic journals.
4.	Job Location	:	Ministry of External Affairs (South Block/Jawaharlal Nehru Bhawan / Patiala House/ISIL Building), New Delhi  Depending on the precise nature of duties assigned to the Consultant from time to time, he/she may be given office space within the premises of the Ministry of External Affairs or may be asked to work from their own premises and submit their services as required, to the Ministry.
5.	Qualifications/Experience/	:	<input type="checkbox"/> Applicant should be Indian national

	Age limit		<ul style="list-style-type: none"> <li><input type="checkbox"/> Post Graduate in Hindi with additional qualifications like Degree/Diploma in Translation or M.Phil in Translation Studies from centres such as School of Language, Literature and Cultural Studies, Jawaharlal Nehru University; Central Institute of English and Foreign Languages, Hyderabad or similar Govt. recognised Universities rendering equivalent Diplomas/ Degrees;</li> <li><input type="checkbox"/> Applicant must have a command over at least two languages – the source language and the target language. Source language is the language from where you are translating or interpreting and Target language is the language toward which you are proceeding both written and spoken;</li> <li><input type="checkbox"/> Extra credit will be given to those who have worked in Lok Sabha/Rajya Sabha Secretariat Interpreter's Division and served as Interpreters.</li> <li><input type="checkbox"/> Retired Government officials who have not completed 63 years as on 31.8.2015 are eligible to apply</li> <li><input type="checkbox"/> General applicants less than 63 years as on 01.09.2015 are eligible to apply.</li> </ul>
6.	Desirable Criteria	:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of Foreign Language (s), if any, and who can handle simultaneous interpretation, translation in languages other than English, would be an added advantage.</li> </ul>
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consultants, if they are retired Central Government/State Government employees will be paid monthly remuneration, as per the existing DoP&amp;T guidelines on the subject.</li> <li><input type="checkbox"/> Consultants who are not retired Government employees, will be paid an all inclusive monthly remuneration of Rs.47,000/-</li> <li><input type="checkbox"/> The employment will be strictly contractual, and will not confer any other benefits to the selected candidates.</li> <li><input type="checkbox"/> In case the Consultants are required to travel domestically or abroad as part of their duties, the Ministry will arrange for their travel, accommodation and per-diem costs, on par with Group – A officers of the Ministry.</li> </ul>

			<ul style="list-style-type: none"> <li><input type="checkbox"/> Those selected are required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of appointment as Consultant.</li> </ul>
8.	How to apply	:	<p>Interested applicants may submit applications indicating their interest in working for the Ministry of External Affairs as per proforma given in Annexure I.</p> <p>The envelopes containing the applicants' details as mentioned above should be clearly labeled "<b>Application for the post of Consultant (Hindi Interpreters), MEA</b>" and addressed to:</p> <p style="text-align: center;"><b>Shri Sibi George</b>  <b>Joint Secretary (Administration)</b>  <b>Ministry of External Affairs</b>  <b>Room No. 149C, South Block</b>  <b>New Delhi 110 011</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The applicants who have not worked in Government should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise. Self-attested copies of educational certificates and mark sheets (from under-graduate level onwards) should be included.</li> <li><input type="checkbox"/> References from past employers may be included, but are not mandatory.</li> <li><input type="checkbox"/> The application should include the contact details of the candidate, including residential address, email ID and landline and mobile numbers.</li> <li><input type="checkbox"/> Ministry of External Affairs will review each application, and will shortlist candidates it considers suitable. <b>The short-listed candidates will be called for an interview in the Ministry.</b></li> <li><input type="checkbox"/> The date, time and venue of the interview will be conveyed in the Interview call letter.</li> <li><input type="checkbox"/> Candidates will have to make their own arrangements to reach the place of interview. No TA/DA will be payable by the Ministry to attend the interview.</li> <li><input type="checkbox"/> The final selection will be based on their</li> </ul>

			<p>performance at the interview and after testing the proficiency by an Interview Board set up by the Ministry.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Applicants who have served and handled simultaneous interpretation in Lok Sabha/ Rajya Sabha or other International Conventions and Conferences addressed by Cabinet Ministers of the GoI and other Senior Government officials will be given preference.</li><li><input type="checkbox"/> The decision of the Government on selection of candidates will be final.</li></ul>
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The last date for receiving applications is 14 September, 2015. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

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**APPLICATION PROFORMA FOR THE POST OF**  
**CONSULTANT – HINDI INTERPRETER**

**MINISTRY OF EXTERNAL AFFAIRS**  
**NEW DELHI**

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1. Name :
2. Date of Birth/Age :
3. Gender :
4. Educational Qualifications :
5. Postal address, Mobile/Land line with e-mail ID:
6. Document in support of India nationality:  
(attach a copy)
7. Details of employment in the chronological order, if applicable  
(Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

8. Details of International programmes attended either in India or travelling with Delegations of the Government of India to render the professional service of Interpretation - Hindi to English/English to Hindi, if any :

9. Other International Languages known and proficiency in simultaneous Interpretation to Hindi and/or English may be mentioned. Please attach certificates in support of the educational qualification :

10. Details of previous Consultancy, if any :

11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

12. Remarks :

(Signature of candidate)

Address :

Tel (M)/(Landline) :

E-mail :

Date: