

OFFICE MEMORANDUM

Subject: Engagement of a Consultant (Official Language) in the Ministry of Earth Sciences.

The Ministry of Earth Sciences intends to engage a Consultant (Official Language) to assist the Ministry in undertaking comprehensive activities to promote use of Official Language in official work in the Ministry and also to provide assistance in translation of documents from English to Hindi and vice-versa.

2. Accordingly, applications are invited from retired Central Government/State Government/PSU/Autonomous body employees having been retired from the post of Senior Translation Officer/Assistant Director/Deputy Director or equivalent post. The willing candidates must email their applications to abusaria.manoj@gov.in (Phone: 011-24669564) latest by **15th August, 2021**. Applications received thereafter will not be entertained.

3. AGE

Age should not be more than 65 years on the date of advertisement.

4. REMUNERATION

On selection, the consultant will be paid monthly remuneration as per DoE, Finance Ministry's OM No. 3-25/2020-E-IIIa dated 09/12/2020 and DoPT's OM No. 3(3)2016-Estt. (Pay II) dated 01-05-2017.

5. DURATION OF ENGAGEMENT

The duration of engagement will be 2 years from the date of initial engagement which may be curtailed or extended at the sole discretion of the Ministry and the same will be binding on the consultant. The appointment of the consultant would be on full-time basis and he/she will not be permitted to take-up any other assignment during the period of consultancy with the MoES.

6. QUALIFICATION AND EXPERIENCE.

He / She should be a Retired employee of Central Government/State Government/PSU/Autonomous body having considerable experience of translation from English to Hindi and vice-versa. He / She must have excellent command on both the languages as well as adequate experience of conducting workshops/conferences/symposia etc. Candidates having qualification and experience of journalism and publication of books will be given top priority.

7. PROCEDURE FOR SELECTION.

Engagement of consultants shall be done by inviting applications on the website of Ministry of Earth Sciences (<https://moes.gov.in>), Department of Personnel and Training (<https://dopt.gov.in>) and the Department of Official Language (<http://rajbhasha.gov.in>) only, in the manner as follows:

- (a) A circular/advertisement shall be uploaded on the website of the Ministry inviting applications from willing/eligible persons for engagement as Consultants. The closing date for submission of application would be 15 August, 2021.
- (b) A Screening-cum Selection Committee has been constituted by the Ministry. The Committee shall first shortlist the applications on the basis of the criteria decided by it. Thereafter, the Committee may hold a personal interaction with the shortlisted candidates, if required. All the members of the Committee will separately assign the marks (out of 10) to interviewed Consultants. Those securing highest marks out of total 40 shall be recommended by the Committee for engagement. In case of stalemate, the decision of the Committee shall be final. Criteria for shortlisting could be experience in the relevant field, depth of relevant knowledge, qualification, etc.

After selection of a suitable candidate for appointment as Consultant and obtaining necessary approvals of the Competent Authorities, an offer letter shall be issued to the successful candidate clearly indicating the terms and conditions of engagement. No Consultant shall be allowed to join without first submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.

8. CONFIDENTIALITY OF DATA AND DOCUMENTS

The intellectual property rights (IPR) of the data collected as well as deliverables produced for the ministry/Department/Organization shall remain with the Ministry/Department/Organization. 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 his assignment or during the course of assignment for the Ministry without the express written consent of the Ministry.

The consultant shall be bound to hand-over the entire set of records of assignment to the Ministry before the expiry of the contract and before the final payment is released by the Department.

9. CONFLICT OF INTEREST

The Consultant appointed by the Ministry shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.

10. TERMINATION OF ENGAGEMENT

Ministry reserves the right to terminate the engagement forthwith in following conditions:

- (i) The Consultant is unable to address the assigned work;
- (ii) Quality of the work is not found to the satisfaction of the Department;
- (iii) The Consultant fails in timely achievement of the milestones as finally decided by the Ministry; and
- (iv) The consultant is found lacking in honesty and integrity.

Note: The Ministry reserves the right to terminate the engagement, by serving fifteen (15) days' written notice on the Consultant. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.

11. RIGHTS OF THE MINISTRY

The Ministry has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. At any stage, it may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

12. RELAXATION

The power to relax any or all of the conditions enumerated above shall vest with the Secretary (MoES), which should be exercised giving adequate justification. The higher amount of monthly consolidated remuneration payable to Consultants of different levels can also be sanctioned with the approval of Secretary (MoES) in consultation with IFD of Ministry of Earth Sciences.

Manoj Abusaria
21/10/2021
(MANOJ ABUSARIA)
Joint Director (OL)

Application for the post of Consultant (OL) in the Ministry of Earth Sciences

Recent
Passport
Size
Photograph

1.	Full Name (in Block Letters)				
2.	Father's/Husband's Name				
3.	Date of Birth				
4.	Contact details	Mobile No./Tel.No			
5.	Address for communication				
6.	Date of Joining of Government Service				
7.	Age as on date	PIN:			
8.	Whether SC/ST/OBC				
9.	Whether Physically handicapped				
10.	Date of retirement and the post from which retired (enclose copy of retirement order)				
11.	Name of the Ministry/Department from which retired				
12.	Last Pay Drawn (Please enclose copy)				
13.	Education/Technical Qualification (Please enclose copy of Certificate/Mark Sheet)				
14.	P,P,O.No (Please enclose copy)				
15.	Details of Computer Knowledge				
16.	Brief particulars of Experience of the last 10 years (assignment-wise) [A separate sheet may be annexed]				

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Earth Sciences. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature

Place:

Date

(Full name of the applicant)