

A-39011/7/2015-Admin.  
Government of India  
Ministry of Jal Shakti  
Department of Drinking Water and Sanitation

Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi – 110003  
Dated: 13<sup>th</sup> January, 2020

**CIRCULAR**

Subject: Engagement of Retired Central Government Officers as Consultant (Hindi Translator) on retainer-ship basis in the Department of Drinking Water and Sanitation

It is proposed to engage retired Government Officers to work as Consultant (Hindi Translator) on retainer-ship basis in the Department of Drinking Water and Sanitation against the post of Senior Translation Officer on the following conditions:

- a) Must have retired from Government Service as Sr. Translation Officer (earlier Sr. Hindi Translator) or above.
  - b) Must be well acquainted with functioning of Government Ministries.
  - c) Work profile and responsibility would be equivalent to post in the Central Government.
  - d) Must have excellent knowledge of Hindi Translation and Computer usage.
2. The engagement of retainers shall be subject to the following terms & conditions:
- (i) Persons till the age of 64 years can apply.
  - (ii) Engagement shall initially be for a period of six months or until regular incumbents are available, whichever is earlier.
  - (iii) Extension of engagement, if any, shall be at the sole discretion of Competent Authority.
  - (iv) Working hours shall be from 9.00 a.m. to 5.30 p.m. on all working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays without extra remuneration.
  - (v) The consultant will be required to mark his attendance in Biometric Attendance System (BAS).
  - (vi) The consultant shall be entitled to 4 days leave in six calendar months calculated on pro-rata basis. The un-availed leave cannot be carried forward or encashed.
  - (vii) Individual will give one month notice for leaving the services of the Ministry.
  - (viii) Engagement may be terminated at any time by the Government without assigning any reason without any notice.
  - (ix) Ministry of Drinking Water and Sanitation shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.
  - (x) The selected officers will be paid a consolidated fee of ₹ 29,300/- plus ₹ 2,000/- as conveyance (TDS as applicable). He/She shall not be entitled for any allowances such as Dearness Allowance, residential, telephone, transport, etc.
  - (xi) He/She will not be allowed any foreign travel at Government Expenses.
  - (xii) Individual engaged shall not directly or indirectly communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.

- (xiii) Individual engaged shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/She is not permitted to take up any other assignment during his period of engagement.
- (xiv) Preference would be given to those retired in the last one year.
3. Interested persons who fulfil the above criteria may apply along with their Curriculum Vitae (in the format enclosed) by e-mail addressed to the following with the subject – “Application for Consultant (Hindi Translator) on retainer-ship basis” on or before 26<sup>th</sup> January, 2020. Applications received after this date will not be entertained.

Under Secretary (Establishment)  
Ministry of Jal Shakti  
Department of Drinking Water and Sanitation,  
8th Floor, Pt. Deendayal Antyodaya Bhawan,  
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(Sudhir Kumar Sinha)  
Under Secretary to Govt. of India

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- ✓ NIC with request to upload this Circular on MDWS website.
2. DoPT with request to upload this Circular in their website for wider circulation.

Application for Consultant (Hindi Translator) on retainer-ship basis in  
Department of Drinking Water & Sanitation  
New Delhi.

Recent  
Passport size  
photograph.

Curriculum Vitae

S.No.	Particulars	To be filled by the applicant
1.	Name (in BLOCK Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Telephone/Mobile Number	
5.	E-mail address	
6.	Address for communication	
7.	Permanent Address	
8.	Category (SC/ST/OBC/Gen) Present Age (as on 01.01.2020)	
9.	Date of Joining GoI Service	
10.	Date of Retirement	
11.	Post from which retired	
12.	Name of the Ministry/Department from which retired	
13.	Last pay drawn/Level (enclose copy)	
14.	PPO Number (enclose copy)	
15.	Educational/Technical Qualification	
16.	Nature of duties attended while in service*	
17.	Details of computer knowledge	
18.	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*	

\*Attach additional sheet if required.

(Certified that the information furnished above are true)

(Signature)