



F. No. A-41020/01/2017/Admn.II

Union Public Service Commission

**Dholpur House, Shahjahan Road,
New Delhi-110069.
Dated: 15/03/2017**

CIRCULAR

Sub: Engagement of a Consultant at the level of Assistant Director(Official Language) on short term contract basis in the Office of Union Public Service Commission-reg.

Union Public Service Commission invites applications from retired Officers of Central Secretariat Official Language Services, for the post of Assistant Director(Official Language) initially for a period of six months or till further orders whichever is earlier. The details for the post are mentioned as under:-

S. No.	Name of the Post	No. of post to be filled up	Consolidated Monthly Emoluments	Eligibility Criteria
1.	Assistant Director(OL)	01	Rs. 25000/-	Retired Officers(not below the rank of Assistant Director(OL) of Central Secretariat Official Language Service Cadre, who have not attained the age of 65 years on the last date of receipt of the application can apply.

2. List of Duties and Responsibilities attached to the post of Assistant Director (OL) are as under:

- i. Translation work from Hindi to English and vice-versa and vetting thereof.
- ii. To acquaint the Officers and Staff of the concerned departments with the provisions of the Official Languages Act, Government rules & orders relating to Official Language and Hindi training and to help them in implementing the same.
- iii. To ensure proper compliance of the provisions of Official Languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language policy in their department and subordinate offices, Sections, companies & corporations etc.
- iv. To assist Secretary of the Official Language Implementation Committee in convening its meetings from time to time, preparing the agenda and minutes of the meetings in coordinating the action taken on the decisions taken in the meetings.
- v. To make suggestions from time to time for promoting the progressive use of Hindi.
- vi. To prepare the reference and help literature to organize Hindi Workshops and to assist the Officers and Staffs in learning Hindi and using Hindi in official business.
- vii. Maintaining files, records and to attend other works relating to Hindi Section as well as any other duties as may be assigned from time to time.

3. Application only in the prescribed proforma (Annexure-I) along with copy of PPO in a sealed cover superscribed "Application for engagement of Consultant at the level of Assistant Director(OL) on contract basis in UPSC" of the interested candidates, who fulfill the eligibility criteria, may be forwarded to **Sh. S.Padmanabha, Room No.8, Ground Floor, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 on or before 30/03/2017. Applications received without the requisite documents will not be entertained.**

(S.Padmanabha)
Under Secretary (Estt.)
Union Public Service Commission
Tel. No. 011-23388476

Copy forwarded to:-

1. All Ministries/Department under Central Government as per list attached
2. All notice boards of UPSC
3. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.

BIO-DATA PROFORMA FOR THE POST OF ASSISTANT DIRECTOR(OL) IN THE O/o UPSC ON SHORT-TERM CONTRACT BASIS

1. Name in full (BLOCK LETTERS)
2. Postal Address (in Block Letters) with Telephone No.

2. Date of Birth (in Christian Era)
3. Educational Qualifications

4. Details of employment, in chronological order (Starting from entry). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Post held with scale of pay	Period of service		Nature of appointment (regular/ad- hoc/STC)	Basic pay (revised)			Nature of duties with brief details of works performed during the appointment
		From	To		Pay in P.B.	G.P.	Basic Pay	

5. Date of superannuation from Govt. service
6. PPO No. (Enclose Xerox copy)
7. Office Address at the time of retirement
8. Additional information, if any, which you would like to mention in support of your suitability for the post.

(Enclose a separate sheet if the space is insufficient)
9. Whether belongs to SC/ST

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 clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all terms and conditions for engagement on short-term contract basis.

Signature of the Candidate :

Full Address :

Tel.No./Mobile No. :

Email ID :

Date:

Place:

Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of six months or till further orders whichever is earlier. The engagement can be extended from time to time depending upon the performance of the professional or requirement of the Department with the approval of the Competent Authority.

2. Selection Procedure

The appointment will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Professionals will be selected from shortlisted candidates. A Screening cum Selection Committee shall be constituted by the Department for this purpose.

3. Remuneration

The person so engaged will be paid the consolidated monthly fee of Rs. 25000/- during the period of engagement. No other perquisites or allowances will be admissible other than the consolidated fee.

4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform any work as indicated in Para 2 of the Vacancy circular as well as any other work which is not listed but assigned to them by the concerned Branch Head in UPSC.

5. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

6. Office time and working hours

Engagement of Consultant 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 during the period of contractual engagement. The Consultants 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 Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. 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 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 appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

10. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Consultant desires to leave the assignment, he/she is to give 15 day's notice which can be curtailed/extended depending upon the workload.

11. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach the office on or before 30/03/2017. Any application received after the above deadline will not be entertained. The application should be submitted with the copies in support of educational qualification & experience.