

No.15011/31/2023-Jus (AU-II) (7798)
Government of India
Ministry of Law & Justice
Department of Justice
(Administration-II Section)

Jaisalmer House, 26 Man Singh Road
New Delhi-110 011
Dated:05th March,2025

VACANCY CIRCULAR

Subject:Engagement of Retired Government Officers as Consultant (Hindi) in the Official Language Section of the Department of Justice- regarding.

Applications are invited from Retired Government Officers, who have superannuated from the Department of Official Languages of the Government of India, at the level of Assistant Director or equivalent, for engagement as Consultant (Hindi) in the Official Language Section of the Department of Justice, purely on a contractual basis.

2. The eligibility, remuneration, job description and other general terms and conditions for engagement of consultants is as under: -

(a)	No. of personnel to be engaged	01 (One).
(b)	Period of engagement	Initially for one year, which can be extended or curtailed at the discretion of the Department. Extension, if any, will be based on the performance of the earlier tenure.
(c)	Eligibility criteria	1. Retired government servant from Department of Official Languages, at the level of: (a) Assistant Director or equivalent in Level 9 of Pay Matrix as per 7 th CPC. (b) Having sufficient experience in performing work related to implementation of Official Language Policy of the Government of India, including Hindi-English and vice-versa translation, in any Department/ Office of the Ministry/Central Government during a period of at least 05 years prior to retirement. 2. Age up to 64 years on the date of issue of this Circular.
(d)	Remuneration and terms and conditions of contract for engagement	The remuneration payable, leave and other conditions of engagement will be as per DoPT guidelines and will be governed by Department of Expenditure's O.M. No. 3-25/202-E.IIIA dated 09.12.2020, as amended from time to time.

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(e)	Job description	<p>1. To translate all the documents/correspondence into Hindi or vice-versa including Annual report, Parliament Questions, and Official Correspondence etc. received from the Sections/Divisions/Branches of the Department.</p> <p>2. To ensure the use of Hindi for obligatory purposes as required under the Official Languages Act.</p> <p>3. To organize various Hindi workshops, organize meetings of the Departmental Official Language Implementation Committee, organize Hindi Pakhwada during the Hindi fortnight in the Department from time to time, as per standing instructions issued by the Department of Official Languages.</p> <p>4. To implement the orders/instructions received from the Department of Official Languages, from time to time, in the Department.</p>
(f)	Other terms and conditions for engagement	<p>(i). The consultant shall have to perform duties/services as assigned to him/her by the controlling officer, with all necessary skills, diligence, efficiency and economy.</p> <p>(ii). The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the subsistence of the contract and even after termination thereof, failing which the consultant will be liable for suitable action.</p> <p>(iii). The normal working hours shall be from 9.00 am to 5.30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.</p> <p>(iv). Place of work will be in the Jaisalmer House, 26 Mansingh Road, New Delhi. However, the consultant can be asked to proceed to any place in India in connection with official duties, for which, he/she shall be entitled to the TA/DA, as per Government of India's instructions.</p> <p>(v). The person engaged on a contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance/Treatment, Seniority, Promotion etc or any other benefits as available to a regular Government Servant.</p> <p>(vi). The consultancy shall start from the date he/she joins the office.</p> <p>(vii). The consultant shall have to mark his/her attendance in the Aadhar enabled Biometric Attendance System.</p> <p>(viii). During the contract period, no other assignment /consultancy of any type will be accepted by the consultant.</p> <p>(ix). No extra compensation will be paid apart from consolidated remuneration admissible, even if a person attends office on holidays and works beyond normal office hours.</p> <p>(x). The engagement of consultant shall be of a temporary nature against the tasks assigned. The</p>

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	<p>Ministry /Department can terminate the services/contract of the consultant, any time, by giving one month's notice, without assigning any reason thereof, if:</p> <p>(a). The Consultant is unable to accomplish the assigned works.</p> <p>(b). Quality of the accomplished work is not to the satisfaction of Department of Justice.</p> <p>(c). The Consultant fails in timely achievement of the milestones, as decided by the Department of Justice.</p> <p>(d). The Consultant is found lacking in honesty and integrity.</p> <p>(e). The requirement of the consultant for the work assigned ceases to exist.</p> <p>(f). The undertaking given by the candidate is found to be false.</p> <p>(xi). As per Department of Expenditure OM No. 3-25/2020-E.IIIA Dated 09.12.2020 Paid Leave of absence will be allowed at the rate of 1.5 days for each completed month of service. If availed for more than the said prescribed Leave period 'No work no pay' shall be applicable during the period of contract. Further, No accumulation of Leave beyond a Calendar Year is allowed.</p> <p>(xii). The Consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>(xiii). Decision of selection committee/ Competent Authority will be final and binding on all candidates/consultants, subject to clearance from the Vigilance angle.</p> <p>(xiv). Consultant shall not have any Administrative, Statutory or financial powers.</p>
(g)	<p>The applicant can apply in the prescribed format enclosed as Annexure and shall submit their application in an envelope superscribing "<u>APPLICATION FOR APPOINTMENT AS CONSULTANT (HINDI) IN THE OFFICIAL LANGUAGE SECTION OF DEPARTMENT OF JUSTICE</u>", to: -</p> <p style="text-align: center;">The Under Secretary (Administration-I) Department of Justice Room No.29, Jaisalmer House, 26 Mansingh Road New Delhi-110011. Email: yadav.sanjay05@nic.in</p>
(h)	<p>Duly filled in application complete in all respects should reach this Office within 15 days from the date of issue of this circular. Applications received with incomplete information or received beyond the closing date/time shall not be considered and shall be summarily rejected, without any further communication.</p>

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(Sanjay Kumar)

Under Secretary to the Govt. of India

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No.15011/118/2018-Jus (AU) (4393)

Dated :05.03.2025

Copy of the Circular dated 03.03.2025 is issued to:-

1. All Ministries/Department for giving wide publicity.
2. The Under Secretary, CS-I Section Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with the request for uploading on their website.
3. Department of Official Language, Ministry of Home Affairs, Government of India NDCC II Bhawan, Jai Singh Road, New Delhi - 110001.
4. The Controller & Auditor General of India, Pocket-9, Dindayal Upadhaya, Marg, New Delhi-110024.
5. The Controller General of Account, Mahalekha Niyantak Bhawan, Ministry of Finance, GPO Complex, Block 'E', Aviation colony, INA Colony, New Delhi-110 023.
6. The Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt. -110010.
7. The NIC, Department of Justice for uploading the Circular in the Department of Justice.
8. The Under Secretary (IT) and NIC, MHA for uploading on MHA's website.

Sanjay Kumar
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Under Secretary to the Govt. of India
Department of Justice

ANNEXURE

**APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT [HINDI] IN
OFFICIAL LANGUAGE SECTION IN DEPARTMENT OF JUSTICE**

1	Name (Block Letters)			<u>Affix self-attested photograph</u>	
2	Fathers Name				
3	Date of Birth (Figures & Words)				
4	Nationality				
5	Postal Address (with Telephone/Mobile No. and email id.)				
6	Details about Pension payment order (PPO)	(i)	Date of retirement		
		(ii)	Ministry/Department from which retired		
		(iii)	PPO No. Copy to be enclosed		
		(iv)	Last pay drawn LPC to be enclosed		
		(v)	Level in Pay Matrix(7 th CPC/CP as per 6 th CPC		
7	Permanent address				
8	Educational Qualification				
9	Post last held at the time of retirement				
10	Name and address of office from which retired				
11	Details of present employment (wherever applicable)				
12	Details of Experience (attach a separate page , if required)				
	Ministry/ Department/ Organization	Period		Nature of work	Remarks
		From	To		
13	Explain in 100 words how your previous experience in performing work related to implementation of Official Policy of Government of India including Hindi-English and vice -versa translation in any Department/ Office of the Ministry/Central Government during the last 05 years prior to the retirement would help in accomplishing the assignments, if selected as consultant in Department of Justice				
14	References	1.			
		2.			

DECLARATION

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Place:

Date:

Signature of candidate