

Terms of Reference for engaging Consultant (Hindi Officer)

1	Name of Post	:	Consultant (Hindi Officer) – 01 post
2	Period of engagement	:	Initially for 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and depending on the requirement.
3	Nature of engagement	:	The engagement will be purely on contractual basis and the Council reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course the contractual employee shall be served one month's notice before termination of the contract or one month's pay in lieu of the notice period.
4	Scope of duties	:	<ol style="list-style-type: none">1. Assistant to take action on the orders, guidelines received from DEPwD, Official Language Dept. etc.2. Assistance in preparation of various reports, received from the sections.3. Hindi correspondence, compliance to various rules/guidelines of Government of India for implementation of progressive use of Hindi in official correspondence.4. Assistance in correspondence with various organisations.5. Assistance in organizing Hindi Workshops and Hindi Months/fortnight.6. Translation of various circulars, office orders, memoranda etc.7. Translation of Annual Report, Administrative Report, Web material, documents received from section, etc.8. Assistance in preparation for various Official Language Inspections i.e. Parliamentary Committee, Department of Official Language, and also from ministry.
5	Job Location	:	Rehabilitation Council of India, New Delhi

6	Eligibility, Educational Qualifications, experience and age limit	:	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Graduate/Post-graduate in any stream. 2. Officer should have retired from the post pertaining to Official Language (Hindi) in the Central Government, Statutory Body, and Autonomous Body in the level of Section Officer or above. <p>Age limit: Not more than 63 years.</p> <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> 1. Master's degree in Hindi. 2. Diploma in translation from English to Hindi and vice-versa. 3. Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
7	Remuneration	:	<p>A fixed monthly amount shall be admissible, arrived at by deducting the basic pension at the time of retirement as per Ministry of Finance, Deptt. of Expenditure OM No. 3-25/2020-E.IIIA dated 9th December, 2020. The amount of remuneration so fixed shall remain unchanged during the contract period and there would be no annual increment/percentage increase / Dearness allowances during the contract period.</p>
8	Allowances	:	<p>The contractual employee will not be entitled to any other allowances.</p>
9	Leave	:	<p>The contractual employees shall be entitled 1.5 days of leave for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed as per Ministry of Ministry of Finance, Deptt. of Expenditure OM dated 9th December, 2020.</p>
10	Termination of contract	:	<p>The Council reserves the right to terminate the contract at any time in case:</p> <ol style="list-style-type: none"> a) The contractual employee is unable to satisfactorily complete the assigned tasks; b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c) The contractual employee is absent from duty without authorization; d) The Council chooses not to renew the contract at the end of the initial period of engagement; e) Any other reason.

11	Requirement of prior notice	:	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he / she can do so upon giving 30 days' notice to the Council or one month's salary in lieu of the notice period.
12	Confidentiality clause	:	<p>a) During the period or engagement with the Council, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Council to anyone who is not authorized to have the same.</p> <p>b) The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>c) The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other the Council on any matter during the period of his / her engagement with the Council.</p>
13	Conflict of interest	:	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning. His/her duties are liable to be terminated/ discontinued without assigning any reason thereof.
14	Working hours	:	The contractual employee shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturday, Sunday or any other holiday in case of requirement/exigencies. <i>In</i> case of leave or any exigency, the contractual employee shall notify the Council promptly

