

Terms of Reference for engaging Sign Language Interpreter

1	Name of Post	:	Sign Language Interpreter – 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	:	1. Interprets lectures, discussions, announcements, conversations, meetings, events, seminars, workshops, training session, interview and other spoken word situations using manual sign system. 2. Any other task assigned by the Council.
5	Job Location	:	Rehabilitation Council of India, New Delhi
6	Eligibility, Educational Qualifications, experience and age limit	:	Essential Qualifications: 1. Diploma in Indian Sign Language Interpretation (DISLI) 2. Valid Registration with Rehabilitation Council of India 3. Minimum Two years' experience in Sign Language Interpretation Age limit: Not more than 40 years.
7	Remuneration	:	Rs.40000/-

8	Allowances	:	The contractual employee will not be entitled to any other allowances.
9	Leave	:	The contractual employees shall be entitled to avail 12days of leave in a calendar year on pro rata basis. The unavailedleave in a calendar year neither be carriedforward to next calendar year or nor can be encashed.
10	Termination of contract	:	The Council reserves the right to terminate the contract at any time in case: a) The contractual employee is unable to satisfactorily complete the assigned tasks; b) The contractual employee is found lacking in honestyand integrity or violates the confidentiality clause; c) The contractual employee is absent from duty withoutauthorization; 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 thecontract 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. However under special circumstances the notice period can be relaxed by the appointing authority.
12	Confidentiality clause	:	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. b) The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality andsecrecy of information handled by him/her. Thesecrecy and confidentiality shall be maintained evenafter the termination of the contract. c) The contractual employee shall, in no case, work foror represent in court or

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			case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Council on any matter during the period of his / her engagement with the Council.
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. In case of leave or any exigency, the contractual employee shall notify the Council promptly





