



**F. No. A-41020/03/2018/Admn.II**  
**संघ लोक सेवा आयोग**  
**Union Public Service Commission**

**Dholpur House, Shahjahan Road,**  
**New Delhi-110069.**  
**Dated: 15/04/2019**

**CIRCULAR**

**Sub: Engagement of one (01) 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 [not below the rank of Assistant Director(OL)] of Central / State Government/ Union Territories/ Recognized Research Institutions/ Universities/ Public Sector Undertakings / Autonomous bodies, for engagement of one (01) Consultant at the level of Assistant Director (Official Language) on short-term contract basis 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. 31,000/- per month	Retired Officers (not below the rank of Assistant Director(OL) from Central / State Government/ Union Territories/ Recognized Research Institutions/ Universities/ Public Sector Undertakings / Autonomous bodies having work experience in Translation works from English to Hindi & vice-versa and who have not attained the age of 63 years on the last date of receipt of the application can apply

**2. List of Duties and Responsibilities attached to the posts 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 **copies of retirement notification, PPO, ID card (in case will be retiring by last date of receiving application), PAN card (mandatory) and AADHAR card** in a sealed cover super-scribed "*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. B.K.Sahu, Under Secretary (Admn.II), Room No.8, Ground Floor, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 within 30 days of upload of vacancy circular on the official website of UPSC.** Applications received without the requisite documents will not be entertained.

**(B.K.Sahu)**  
**Under Secretary (Admn.II)**  
**Union Public Service Commission**  
**Tel. No. 011-23388476**

**Copy forwarded to:-**

1. All Ministries/Department under Central Government / State Government/ Union Territories/ Recognized Research Institutions/ Universities/ Public Sector Undertakings / Autonomous bodies as per standard list
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.

**(B.K.Sahu)**  
**Under Secretary (Admn.II)**  
**Union Public Service Commission**  
**Tel. No. 011-23388476**

**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.
3. Date of Birth (in Christian Era)
4. Educational Qualifications
5. 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		Level	Basic Pay	

6. Date of superannuation from Govt. service  
(Copy of superannuation notification order)
7. PPO No. (Enclose Xerox copy)
8. Office Address at the time of retirement
9. 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)
10. 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:

**Standard Terms & Conditions for engagement of Consultants in the office of UPSC**

- i. The engagement will be on full-time basis and no Consultant would be permitted to take up any other assignment during the period of Consultancy. Working hours shall be from 09:30 AM to 06:00 PM during working days, including half an hour lunch break in between. The Consultants will be required to mark their attendance in the Bio-metric System.
- ii. In special circumstances, the Consultants may be called on Saturdays/Sundays/Gazetted Holidays or may be required to stay beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturdays/Sundays/Gazetted Holidays they may be given compensatory off.
- iii. During their tenure of engagement as Consultant, they would be required to perform the duties in accordance with the level against which they have been engaged as Consultant including any other secretariat work as assigned by the Office/Concerned Branch.
- iv. They will be paid a monthly consolidated remuneration and no other allowances/perquisites whatsoever such as HRA, TA/DA, residential accommodation, residential telephone facility etc will be provided to them.
- v. No TA/DA will be admissible to them for joining the assignment or on its culmination. If, during the period of their engagement in this Office, they are required to travel outside Delhi in connection with the work of the UPSC, they will be entitled to draw TA/DA as per normal rules applicable to any serving officer at the level against which the Consultant shall be engaged.
- vi. They will not be entitled for any kind of regular leave except 08 days paid absence in a calendar year to be calculated on pro-rata basis.
- vii. 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.
- viii. During their period of their engagement with the UPSC, it is likely that they may come across certain information of importance or secret nature. They would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923 not only during the period of their assignment but also thereafter. More importantly, they will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same.
- ix. 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 any 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 expiry of the contract, and before the final payment is released by the office. Accordingly, they shall be required to furnish NOC/No-Dues certificate from the concerned Branch/Section.
- x. The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the office except in the due discharge of the tasks assigned to them as Consultant.
- xi. UPSC shall not be responsible for any loss, accident, damage, injury suffered by the Consultant, whatsoever, arising in or out of the execution of his work including travel.
- xii. The Consultancy can be terminated by either side by giving one week notice.
- xiii. In the event any Consultant is found unfit on any account or any insubordination/misconduct, his services can be terminated immediately without any previous notice.