

No. 9/08/2017-Ed  
Govt. of India  
Ministry of Information and Broadcasting  
Publications Division

Soochana Bhawan, CGO Complex, New Delhi-3.  
Dated: 29/04/2017

**Subject: Empanelment as Casual Editors, Translators and Steno/Typists at the Publications Division Headquarters and at its Regional Units to bring out books in English, Hindi, Assamese, Gujarati, Marathi, Telugu, Bengali, Malayalam, Tamil, Kannada, Odia, Urdu and Punjabi .**

Publications Division (DPD) Ministry of Information and Broadcasting, Soochana Bhawan, Lodhi Road, New Delhi-3 intends to bring out books in regional languages and for the purpose invites applications from the eligible and willing persons for preparing a panel of Casual Editors, Translators and Steno/Typists. Retired IIS Officers with relevant experience as well as exceptionally qualified candidates (with at least 10 years experience in academics or in translation/editing) may also apply for empanelment. They will be exempt from the proficiency test, although they may have to come for a personal interaction.

**The applications in prescribed pro forma (Annexure-1) should reach the Respective Units by 15<sup>th</sup> of May 2017 (5.30 P.M.).**

**Qualifications and Experience required for Casual Editors/Translators/ Steno/typists:**

**I. Qualifications for Casual Editors:**

**Essential:**

- (i) Degree in any discipline from a recognized University or equivalent.
- (ii) The Candidate should have studied Hindi/English/Regional Language concerned up to 12th standard. However the educational qualification which is only indicative will not be the sole criteria for empanelment. The candidate should have thorough knowledge and experience of Editing, particularly in the Regional Language concerned.
- (iii) He/she should be well versed with computers.

**Desirable:**

Proficiency in typing in concerned language.

**Experience:**

- (i) The Candidate should have at least 3 years experience of editing/ journalism / public relations / media work in any publishing house/ newspaper/ news agency/ electronic media house.
- (ii) Experience in translation/ proofreading / handling office work will be an added qualification.

**II. Qualifications required for Translators :****Essential:**

- (i) Degree in any discipline from a recognized University or equivalent.
- (ii) The Candidate should have studied Hindi/English/ regional language concerned up to 12th standard. However the educational qualification, which is only indicative, will not be the sole criteria for empanelment. He should have thorough knowledge and experience of source language and target language as required for good translator.

**Desirable:** Proficiency in typing in the target language will be an added qualification.

**Experience:**

- (i) The Candidate should have at least 3 years experience of translation from English/ Hindi to regional language selected and vice-versa in any publishing house/ newspaper/ news agency/ electronic media house etc.

**III. Qualifications for Steno/Typist:****Essential:**

- (i) He/she must have passed 12th standard/ intermediate from any recognized Education Board.
- (ii) The Candidate should have proficiency in computer typing and computer application (having sufficient knowledge of MS office) with a minimum speed of 30 w.p.m. in Hindi/ regional language and 35 w.p.m. in English.
- (iii) He should be proficient in internet operations (browsing).
- (iv)

**JOB REQUIREMENTS****Casual Editors:**

Casual Editors will be responsible for editing/proof reading work assigned to by the In Charge/head of the Regional Unit/Headquarters. Besides, he/she will be required to provide all

editorial/professional assistance to the In Charge/Head of the unit, in his day to day official work.

Casual Editors will have to perform duty for 8.30 hours (each duty) in the office for the number of days booked by the Regional Unit. If required, he/she may also have to visit press and assist In Charge of the Unit in preparing CRC of the matter to be printed.

**Translators:**

Casual Translators will be responsible for translating the text provided by the in charge/head of the unit from source language (Hindi/English) into the respective target language (e.g. Tamil, Telugu, Bengali etc.).

**Steno/Typist:**

Steno/Typist engaged for casual assignment will be responsible for typing out the matter on computer in MS Office in the respective regional language. He/she will have to perform duty for 8.30 hours (for each duty) in the office for the number of days booked by the Regional Unit. He/she will have to assist in charge/head of the unit in other related functions, if required.

**RATES FOR CASUAL ASSIGNEES**

Engagement of Casual Editors and Steno/Typists will be on casual and purely day to day assignment basis as per the following rates:

**Casual Editors**

- (i) Casual Editors having experience of 3 years or more along with typing ability will be paid @ Rs 1900/- per day.
- (ii) Casual Editors having experience of 3 years or more without typing ability will be paid @ Rs 1600/- per day.

**Steno Typists**

- (i) They will be paid @ Rs 850/- per day.

**Translators:**

Translators will be engaged on assignment basis and will be paid according to the number of words translated by them. The rate for translation from English to any region language and vice versa is Rs 650 per 1000 words and from English to Hindi and vice versa is Rs 600 per 1000 words.

### **Procedure for empanelment:**

After scrutiny of qualifications and experience related documents, a list of suitable candidates will be prepared, who may be called for a proficiency test/personal interaction in front of a Selection Committee. However retired I.I.S. officers will be exempted from proficiency test (if any).

The Committee, on the basis of qualification, work-experience and suitability of the candidate will recommend the names of the candidates for inclusion in the panel for engagement in duty. The recommendation of the Selection Committee will be placed before the competent authority for approval. The decision of the DPD shall be final and cannot be challenged.

### **General Terms and Conditions:**

1. Mere inclusion of the name of a candidate in the panel does not confer any legal right to get the assignment. Assignment will be given as and when required.
2. The empanelled candidate will not be entitled to claim any kind of extension in his assignment/absorption in the government job.
3. No other facilities except the fixed rates will be payable to the casual assignee.
4. Regular monitoring of the work of the casual assignee will be done by the In charge/Head of the Regional Unit.
5. The Income Tax at source will be liable to be deducted, as per the prevailing rules.
6. Panel will be subject to periodic revision and addition/modification/deletion will be done depending upon the requirement of the office and availability of more suitable candidates at any point of time.
7. If the performance of an assignee is not found up to the mark, his/her empanelment could be terminated.
8. The empanelled casual Editors/Steno Typists will be required to mark their attendance in Attendance Register daily, failing which they will be treated absent from duty and their pay of that day is liable to be deducted.
9. No TA/DA would be admissible for attending proficiency test/personal interaction and for joining duty or after completion of the assignment.

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**Names and postal addresses of the officers to whom the applications should be addressed are given below. Applicants in Punjabi can apply for the empanelment at the Headquarters at New Delhi as well as at Jalandhar.**

<b>Sl. No</b>	<b>Regional Language</b>	<b>Name and Address for submission of applications</b>
1.	Assamese	<b>Ms Anupoma Das Dy. Director, Yojana (Assamese) Publications Division, M/o I &amp; B House No 4 Pension Para Road GUWAHATI - 781 003</b>
2.	Gujarati	<b>Shri Ajay Indrekar Editor-in-charge, Yojana (Gujarati) Ambica Complex, 1<sup>st</sup> Floor Above U.C.O. Bank, PALDI AHMEDABAD – 380007</b>
3.	Marathi	<b>Shri Umesh Sadashivrao Ujgare, Editor, Yojana (Marathi) 701, B wing, 7<sup>th</sup> Floor Kendriya Sadan, Belapur, NAVI MUMBAI- 400614</b>
4.	Telugu	<b>Shri V. Vijaya Kumar Asstt. Dir., Yojana (Telugu) Pub.Divi. ,Govt. of India, 205; second floor, CGO Towers, Kavadiguda SECUNDERABAD-500080.</b>
5.	Bengali	<b>Ms Rama Mandal (Incharge) Editor, Yojana (Dhandhanye) 8, Esplande East, KOLKATA – 700069</b>
6.	Malayalam	<b>Ms Dhanya Sanal.K Asstt. Director , Yojana (Malayalam) Publications Division, T.C.25/139 , Govt. Press Road, THIRUVANANTHAPURAM -695001</b>
7.	Tamil	<b>Shri A. Elangovan Asstt. Editor, Yojana (Thittam)</b>

		<b>A-Wing, Ground Floor, Shastri Bhawan, CHENNAI - 600006</b>
8.	Kannada	<b>Ms Punitha S Asstt. Director, Yojana (Kannada), 1<sup>st</sup> Floor, “F” Wing , Kendriya Sadan, Koramangala, BANGALORE -560034</b>
9.	Odiya	<b>Shri Girish Chandra Dash Asst Director (News), AIR Cuttack &amp; Editor In-Charge, Yojana (Odia), All India Radio, Cantonment Road, Cuttack PIN-753001</b>
10.	Punjabi*	<b>Ms Gagandeep Kaur, Dy. Director, Yojana (Punjabi), All India Radio, Near Bus Stand, Jalandhar-144013</b>
11.	Hindi/Urdu/English/ Punjabi*	<b>Deputy Director Room No. 659 Publications Division, VI Floor, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi-3</b>

**\* Jalandhar based Punjabi languages Editors/Steno Typists can send in their applications at Jalandhar and Delhi based Punjabi Editors/Steno Typists can send their applications at Delhi address.**

## PROFORMA

**Application for engagement of Casual Editor/Steno Typist on contract basis in Publications  
Division, Ministry of Information and Broadcasting**

1.	Name in Full (Block Letters)			
2.	Date of Birth			
3.	Complete residential address with phone number, mobile no. and e-mail address			
4.	Nationality			
5.	Educational Qualification# (with percentage / Grade) Certificate to be attached from class X onwards		Marks / % / Grade* obtained	
		Class X		
		Graduation		
		Post Graduation		
		Any Other		
6.	Brief particulars of Work Experience# (Recent first, if no experience, may write -/NA)	Employer	Nature of Work	Period
7.	Additional relevant information, if any in support of your suitability for the said engagement, attach a separate sheet, if necessary			
8.	Qualification/ Experience working in Computer Softwares like MS Office etc.,			
9.	Names of References from Gazetted Officers / Reputed persons of local area			

\* Attach self-certified copies of the documents. Originals will be checked at the time of proficiency test/ personal interaction.

# Educational Qualifications and Experience should be supported by documentary proof.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and ready to accept all the terms & conditions for engagement of Editor.

(Signature of the Candidate)

Place:

Date: