



भारत सरकार

राष्ट्रीय पिछड़ा वर्ग आयोग
Government of India

NATIONAL COMMISSION FOR BACKWARD CLASSES

ED-55/828660/W
1/11/21
त्रिकूट-१, भीकाजी कामा प्लेस,
नई दिल्ली - ११००६६
Trikoot-1, Bhikaji Cama Place,
New Delhi - 110066

F.No : NCBC /40/06/2019- Admn.

Dated :25.10.2021

CIRCULAR

Sub: Engagement of (01) Hindi Officer (Retired Assistant Director Level) and (01) Hindi Translator (Retired JHT/SHT Level) in National Commission for Backward Classes through outsourcing agency for the period of One year (NCBC)-reg.

Applications are invited on the above subject from retired Hindi Officers (Assistant Director Level) and retired Junior Hindi Translator/ Senior Hindi Translator and equivalent having work experience at least 5 years in Central/ State Govt. Deptts/ PSUs and not exceeding the age of 65 years with a qualification of Master's degree of a recognized University in Hindi with English as compulsory or elective subject or as the medium of examination at the degree level for period of one year or till further orders whichever is earlier on a fixed consolidated monthly remuneration of Rs.35,000/- (Rupees Thirty Five Thousand only) for Assistant Director (Retired) and on fixed monthly remuneration Rs 25,000/- (Twenty Five Thousand only) for Junior Hindi Translator/ Senior Hindi Translator (retd.) minus 10% TDS. No. other allowance will be admissible.

2. The general terms and conditions of engagement are as follows:-

- (i) The engagement will be through Outsourcing agency in the National Commission for Backward Classes initially for 1 year and further extension in subject to his satisfactory performance to be reviewed by the HOD from time to time.
- (ii) He/She will not be entitled for any other allowance apart from the above fixed lump sum amount minus TDS@10%,
- (iii) In addition to normal office timing, he/she will also make available his/her services to the Commission as and when required after office hours/holidays.
- (iv) His/Her work and conduct shall be reviewed by the Head of Department, NCBC from time to time. In case his performance is not found satisfactory, the engagement is liable to be terminated at any time without assigning any reason. **“The engagement does not confer any rights to claim permanency, re-engagement or absorption and further extension etc”.**
- (v) It will be open to the HOD, NCBC to terminated the service by giving one month's notice. The consultant is also required to give notice of minimum one month prior to end of contract.

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- (vi) The Consultant shall not divulge any information gathered by him during the period of his/her engagement, to anyone who is not authorized to know the same.
- (vii) He/She will not be entitled for any kind of leave other than weekly off and Gazetted holidays.
- (viii) He/She will be responsible for any omission/commission on the part of his/her duties.
- (ix) He/She will perform the duties pertaining to Hindi letters/correspondences, Special Annual Reports, Minutes for translation in Hindi and other miscellaneous work assigned to him/her from time to time.

3. The eligible applicants who fulfill the above qualification /eligibility and accept the above terms and condition may submit their applications in the enclosed proforma (Annexure-A) with supporting documents (self attested) to reach undersigned latest by 24.11.2021

Encl: Proforma

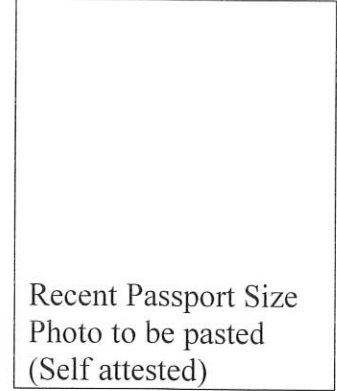

25/10/21
(J.Ravishankar)
Under Secretary (Admn.)

Copy to:-

1. Under Secretary, BC-II Division, D/o SJ&E, Shastri Bhawan, New Delhi-110001- with the request to upload it on D/o SJ&E web-site.
2. Joint Secretary, Department of Official Language, M/o Home Affairs, NDCC-II, Bhawan, 'B' Wing 4th Floor, Jai Singh Road New Delhi-110001 with the request to provide a list of empanelled retired officials.
3. Director (Admn.) DoPT M/o of Personnel , P.G and Pensions, Government of India, North Block, New Delhi-110001 for uploading on their web-site
4. PS to Hon'ble Chairperson/ PPS to Secretary, NCBC
5. Programmer-to upload at NCBC website.
6. Notice Board of NCBC

Application for Engagement of One Hindi Officer (Retd. Assistant Director Level) and One Hindi Translator (Retd. JHT/SHT Level) on Outsourcing basis in National Commission for Backward Classes (M/o Social Justice and Empowerment).

1. Name of Applicant:
2. Father's Name:
3. Date of Birth:
4. Nationality:
5. Mailing address (with telephone/ mobile No. E-mail Address):
6. Permanent Address:
7. Education Qualification:
8. Relevant Experience:
9. PPO No. & Date:
10. Date of Retirement / Name of Department (if applicable):
11. Last pay drawn & emoluments drawn:
12. Aadhar Number:
13. Bank Details with PAN No.



Signature of Applicant