F. No. U-13/25/2020- UNESCO/Part-I (C-17981)
Government of India
Ministry of Culture
National Monuments Authority

24, Tilak Marg,
New Delhi- 110001
Dated: 12.12.2024

VACANCY CIRCULAR

Subject: Engagement of One (01) Consultant for Hindi related work in National Monuments Authority under Ministry of Culture amongst retired officers from Pay Level- 8 to Level- 11 of the cadre of Rajbhasha, Department of Official Language - reg.

The National Monuments Authority (NMA), a statutory body under Ministry of Culture, New Delhi intends to engage one (01) retired Central Government employee who retired from the Pay Level -8 to Level -11 of the cadre of Rajbhasha, Department of Official Language to work as **Consultant (Hindi)** to assist the Authority in undertaking comprehensive activities to promote use of Official Language in official work in the Authority and also to provide assistance in translation of documents, implementation of OL policy and relevant assignments.

2. Accordingly, the willing and eligible candidates may send their bio-data as per Annexure-I attached, through email at directornma@nma.gov.in addressed to Director, NMA, 24 Tilak Marg, New Delhi latest by 13.01.2025 . The eligibility, terms & conditions and remuneration are as under: -

Eligibility:

(i) Must have retired from the Pay Level-8 to Level -11 of the cadre of Rajbhasha, Department of Official Language.
(ii) Must be well acquainted with the functioning of Government/Ministries and having experience of translation from Hindi to English and vice-versa.
(iii) Must have proven experience & expertise in translating the Government Reports/ laws.
(iv) The maximum age of Consultant shall be 63 years on the closing date of receipt of applications i.e. 13.01.2025.

Remuneration:

(i) The remuneration shall be an amount equal to the last pay drawn minus pension plus Transport Allowance drawn at the time of retirement, in terms of Department of Expenditure's OM No. 3-25/2020-E.IIIA dated 09.12.2020.

Terms & Conditions:

(i) The initial engagement of a person as Consultant shall be for a period of one (01) year, which can be extended on yearly basis, based on requirement of NMA and performance of the Consultant concerned.
(ii) The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action, as deemed fit.
(iii) The Consultant shall have to perform duties/ services as assigned to him/her by his/her controlling officer with all the necessary skills, diligence, efficiency and economy.

(Col. Savyasachi Marwaha)
Director, NMA

Copy to:

1. The Under Secretary, CS-1 Division, DoPT, Khan Market, New Delhi with a request to upload the circular on DoPT's Website.
2. The Director (Service), Department of Official Language with request to upload on their website.
3. E-office Notice Board.
4. PS to Chairman, NMA.
5. EA to Member Secretary, NMA

Annexure-I

Application for appointment of Consultant (Hindi) in National Monuments Authority

S.no.	Particulars	To be filled by the applicant
1.	Full Name	
2.	Father's Name/ Husband's Name	
3.	Date of Birth (dd/mm/yyyy)	
4.	Complete Residential/ Communication address	
5.	Mobile No.	
6.	Email Id	
7.	Educational Qualification (Pl. Enclose copy of Certificate/ Degree/ Mark sheet)	
8.	Date of Joining in Govt. Service	
9.	Date of retirement from Govt. Service	
10.	Name & details of the Ministry/ Department/ Organization worked during service along with nature of work handled.	
11.	Last Pay Drawn (Pl. Enclose Copy of LPC)	
12.	PPO No. (Pl. Enclose Copy of PPO)	
13.	Details of Computer Knowledge	
14.	Languages known	
15.	Details of previous Consultancy, if any	
16.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be	

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 retirement and No disciplinary or judiciary action is pending against me as on date. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being found at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of National Monuments Authority, Ministry of Culture. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

(Name of the Candidate & Signature)

Place:
Date