

No.A-12013/Hindi/2010-UIDAI  
Government of India  
Ministry of Communications & IT  
Department of Electronics & Information Technology (DeitY)  
Unique Identification Authority of India (UIDAI)

2<sup>nd</sup> Floor, Tower – I, Jeevan Bharti Building

Connaught Circus, New Delhi – 110001

Dated: 05<sup>th</sup> April, 2016

**SUBJECT:** Invitation of application for Consultant (Official Language) and Consultant (Hindi Translator) on contractual basis for a period of one year at UIDAI HQ, New Delhi.

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Unique Identification Authority of India (UIDAI), invites applications from eligible candidates for Consultant (Official Language) and Consultant (Hindi Translator) on contractual basis initially for a period of one year at UIDAI HQ, New Delhi as per the following details:

**(A) For the post of Consultant (Official Language)**

<b>Field of Selection</b>	Retired Hindi Officers from Govt. of India having experience of Translation from Hindi to English and vice versa for minimum 10 years in Central and State Government Ministries/Departments. Should have computer skills and knowledge of Hindi Typing.
<b>Age</b>	Preferably should not exceed 63 years as on the last date for receipt of application.
<b>Job Responsibility</b>	<ol style="list-style-type: none"><li>1. Translation work from English to Hindi and vice-versa and vetting thereof. This will include among other things translation of Notification, General Orders, Office Orders, Cabinet Notes, Recruitment Rules, all Parliament Matters including matters relating to Parliamentary Committees, Departmental Hindi Website, Minutes of meetings.</li><li>2. To acquaint the officers and staff of the Authority with the provisions of the OL Act, OL rules and Government orders related to the Official Language and Hindi Training and to help them in implementing the same.</li><li>3. To ensure proper compliance of the provisions of the Official Languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in the Department and in its subordinate formations.</li><li>4. To make suggestions from time to time for promotion the progressive use of Hindi and to keep liaison with the Official Language Department through proper channel.</li><li>5. To prepare the reference and help literature and to assist the Officers and staff in learning Hindi and using Hindi in official business.</li><li>6. To organize Hindi Workshops with a view to remove the hesitation and also to train the officers/staff in doing their official work in Hindi.</li><li>7. Any other work assigned by the Seniors in the sphere of official language. However, the individual will not be assigned any work which involves financial transactions</li></ol>
<b>Remuneration</b>	Consolidated Pay of Rs. 30,000/- (fixed) + Rs. 2,500/- Local Conveyance (fixed) per month.
<b>Leave</b>	He will be eligible for 8 days leave in one year.

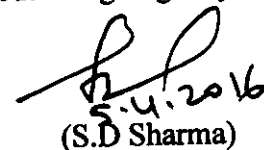
**(B) For the post of Consultant (Hindi Translator)**

<b>Field of Selection</b>	Preferably retired Translator from Government of India having experience of Translation from Hindi to English and vice versa in Central Government Ministries/Departments. However, fresh candidates with the following qualifications may also apply: 1. MA (Hindi) from any recognized university with English as one of the subjects at Degree level. 2. Diploma in Translation from English to Hindi and vice versa from a recognized Institute/university. 3. Having three years of working experience as Hindi Translator. 4. Having Computer skills and proficiency in Hindi Typing.
<b>Age</b>	Preferably should not exceed 63 years for Retired officers and 30 years for Fresh candidates as on the last date for receipt of application.
<b>Job Responsibility</b>	1. Translation work from English to Hindi and vice-versa. 2. to assist the Consultant (Official Language) in implementation of the Official Language Policy of Government of India in UIDAI 3. Any other work assigned by the Seniors in the sphere of official language. However, the individual will not be assigned any such work which involves financial transactions
<b>Remuneration</b>	Consolidated Pay of Rs. 27,000/- (fixed) + Rs. 2,000/- Local Conveyance (fixed) per month.
<b>Leave</b>	He will be eligible for 8 days leave in one year.

2. It is therefore, requested that the application of suitable and eligible candidates complete in all respects, in the prescribed format (Annexure-I) along with self-attested copy of documents in support of age, educational and other qualifications and experience, may be forwarded to **ADG (Estt), Unique Identification Authority of India (UIDAI), 2<sup>nd</sup> Floor, Tower 1, Jeevan Bharti Building, Connaught Circus, New Delhi-110001**. The last date for receipt of applications complete in all respect is **21.04.2016**. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. Applications received after the last date or otherwise found incomplete shall not be entertained.

4. UIDAI reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

  
5.4.2016  
(S.D Sharma)

Assistant Director General (Estt)  
Tel: 23466869

**APPLICATION FOR THE POST OF CONSULTANT (OFFICIAL LANGUAGE) OR CONSULTANT (HINDI TRANSLATOR) ON CONTRACTUAL BASIS INITIALLY FOR ONE YEAR AT UIDAL HQ, NEW DELHI\***

Paste your recent  
Passport Size  
Photographs

1.	Name of the post for which applied (Separate application may be sent for each post if required)		
2.	Name of the Candidate (in Block letters)		
3.	Father's Name		
4.	Date of Birth (in Christian era)		
5.	Date of retirement and last place of posting		
6.	Postal Address		
7.	Permanent Address		
8.	i. e-mail ii. Mobile No.		
9.	Educational and other qualifications		
	Sl No.	Examination Passed	Year of passing
	i.		
	ii.		
	iii.		
10.	Technical Qualifications		
	i.		
	ii.		
	iii.		
	iv.		

11.	Do you have knowledge of Computer? Please specify: Hindi/English					
12.	Working Experience, in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)					
	Sl.	Office	Pay scale/drawn	From	To	Nature of duties
	i.					
	ii.					
	iii.					
	iv.					
13.	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.					

It is certified that the particulars submitted by me are true and correct to the best of my knowledge.

Date:

\_\_\_\_\_  
(SIGNATURE)

- Please specify the relevant post for which application is made