



No. A-25/4/(10)/2024-A&P (Comp.13717)

Dated: 29th Aug, 2024

VACANCY CIRCULAR NO. C-02/2024-25

**ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT AT TRAI HQ,
NEW DELHI**

Telecom Regulatory Authority of India (TRAI), New Delhi is a statutory body set up under an Act of Parliament viz., TRAI Act, 1997. TRAI has been established to regulate the Telecommunications Services and to protect the interest of service providers and consumers of the telecom sector, to promote and ensure orderly growth of the telecom sector and for matters connected therewith or incidental thereto. The functions relating to regulation of Broadcasting and Cable Services Sectors have also been entrusted to TRAI from 2004.

2. Applications are invited from eligible Indian Citizens for following position of Consultant in the Telecom Regulatory Authority of India on contract basis:

CONSULTANT FOR OFFICIAL LANGUAGE (OL) SECTION OF TRAI HQ:

Name of the Division	Particulars	Details
Official Language (OL) Section	Name of the position	Consultant (Hindi Translator) (Retired Govt. Servants) Grade-II
	Number of Consultant required	1
	Time frame for which the Consultant is to be hired	One year <i>(Further extendable based on requirement of TRAI and performance of the Consultant)</i>
	Age limit	Upper age limit, 63 years as on the date of vacancy circular

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Monthly Remuneration	<p>₹ 65,000/- (Fixed) per month</p> <p style="text-align: center;">OR</p> <p>Salary of the Consultant will be fixed on 'Last pay drawn minus basic pension' basis</p> <p>OR in case of officers retired under New Pension Scheme, their salary will be fixed 'after deduction of 30% of the last basic pay from the last basic pay', as per GOI, Ministry of Finance, Deptt of Expenditure guidelines on the subject, whichever is lower.</p> <p>Plus transport allowance per month ₹ 7200/- (Fixed) OR rate applicable at the time of retirement, whichever is lower (Fixed)</p>
Educational qualification	<p><u>Essential</u>: Master/ Bachelor's degree in Hindi and diploma in translation from a recognized university.</p>
Post qualification experience	<p>An officer retired from Centre/ State Ministry/ Department/ Organization/ Autonomous Body/ Statutory Body/ PSU should have experience in translation work, must be proficient in Hindi and English typing, good knowledge of computer, proficient in Microsoft Word, Excel, Power Point Presentation (including typing) and internet surfing etc. with the ability to work independently on computer is desirable and he must have retired from the post of Assistant Director Official Language/ Hindi Officer in Pay Level-10 or Pay Level-11.</p> <p style="text-align: center;">OR</p> <p>Retired from the post of 'Senior Hindi Translator' in Pay Level-7 and above and having three years of experience of translation.</p>
Nature of duties	<ol style="list-style-type: none"> 1. Ensuring Compliance of "Official Language Policy of the Union of India". 2. Translation of various forms, circulars, manuals, articles, etc. In Hindi and vice versa. 3. Translation of day to day official letters, office orders, departmental orders etc., from English to Hindi and vice versa. 4. Preparation of official Letters/ office orders / Noting etc. In Hindi, in computer. 5. To assist Hindi Committee for various activities relating to Hindi implementation. 6. To assist Officer-in-charge, Official Language in the implementation of work of official language policy and in various official matters. 7. Any other work assigned by the Competent Authority, assigned from time to time.

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3. Their services of Consultant will be governed as per Telecom Regulatory Authority of India Guidelines No. A-25/4/(3)/2021-A&P dated 24th July, 2023 **(copy enclosed)**.

4. Eligible candidates desirous to be considered for the position of **Consultant (Hindi Translator) (Retired Govt. Servants)-Grade-II** in TRAI may send their application through **online mode only** on URL: <https://vacancies.trai.gov.in> . The applications received by others means like Post/Mail etc. shall not be considered. The last date for receipt of applications through online mode is **7th October, 2024**. The self-attested copies of following documents may also be uploaded with the online application:

- (a) Educational marksheet(s) having date of birth proof.
- (b) Educational qualification(s).
- (c) Post qualification experience/ employment.
- (d) PPO (*in case of retired from pensionable organization*)
- (e) Any other relevant documents.

5. Incomplete applications or applications received without supporting documents as mentioned 4 (a) to (e) above shall not be considered.



(D.S. Jadaun)

Senior Research Officer (A&P)

Tel. 011-26769-631

email: sroanp@traigov.in

Internal circulation for information:

1. OSD, O/o Chairperson, TRAI
2. Sr. PPS to Member, TRAI
3. Sr. PPS to Secretary, TRAI
4. All Principal Advisors/Advisors [HQ], TRAI.
5. JA (IT) - with a request to upload the same in the TRAI's website.
6. The Deputy Director General (Employment), Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi-110001- with a request to post the same at NCS Portal.
7. Notice Board.