

पत्र सूचना कार्यालय
सूचना एवं प्रसारण मंत्रालय
भारत सरकार
जयपुर

विज्ञप्ति

पत्र सूचना कार्यालय, सूचना एवं प्रसारण मंत्रालय, भारत सरकार, जयपुर कार्यालय द्वारा अनुवादकों के पैनल में शामिल करने (Empanellment) हेतु निम्न 04 कैटेगरी में आवेदन आमंत्रित किये जाते हैं।

1. Casual Assistant Editor/ Junior Translator: Translation from English to Hindi/regional languages
2. Casual Editor/ Sr. Translator: Translation from English to Hindi/regional languages
3. Online Translator (Regular and Urgent Basis): Translation from English to Hindi/regional languages
4. Online Translator ((Regular and Urgent Basis): Translation from Hindi/regional languages to English

आवेदन विज्ञापन के प्रकाशन के 21 दिन तक स्वीकार किए जाएंगे। आवेदन संबंधी अन्य जानकारी कार्यालय की वेबसाइट www.pib.gov.in पर उपलब्ध है।

पत्र सूचना कार्यालय
सूचना एवं प्रसारण मंत्रालय
भारत सरकार
जयपुर

विज्ञप्ति

पत्र सूचना कार्यालय, सूचना एवं प्रसारण मंत्रालय, भारत सरकार, जयपुर कार्यालय द्वारा अनुवादकों के पैनल में शामिल करने (Empanellment) हेतु 04 कैटेगरी में आवेदन आमंत्रित किये गए थे, जो कि दिनांक 18 मार्च, 2023 के समाचार पत्र में प्रकाशित किये गये थे।

इन आवेदनों को पत्र सूचना कार्यालय, केन्द्रीय सदन, सेक्टर 10, विद्याधर नगर, जयपुर-302039 में निर्धारित तिथी तक जमा करवाना आवश्यक है। आवेदन स्पीड पोस्ट/रजि. पोस्ट अथवा व्यक्तिगत रूप से जमा किये जा सकेंगे। अन्य किसी शंका के समाधान/जानकारी हेतु पत्र सूचना कार्यालय की ई-मेल pib.jaipur@gmail.com पर संपर्क किया जा सकता है। आवेदन संबंधी अन्य जानकारी कार्यालय की वेबसाइट www.pib.gov.in पर उपलब्ध है।

अपर महानिदेशक

Government of India
Press Information Bureau

Shastri Bhawan, New Delhi

Sub: Guidelines for empanelment of Casual Junior/ Senior/ Online Translators, Typist, Transcribers etc. for Press Information Bureau) - reg.

1. PIB undertakes works related to translation from English to Hindi/Urdu/Regional languages and from Hindi/Urdu/Regional languages to English. Related works like typing, transcription etc. are also undertaken at Headquarters and Regional & Branch Offices. These services, besides others, are also required for various PM related activities like the PM Web applications, Social Media feeds, blogs, articles, Photo Captions, Booklets, Pamphlets, DAVP Advertisements etc. These works are done in large volumes and are to be carried out compulsorily in the time bound manner, and on occasions on immediate basis. It is also important that there is no compromise on quality of work in this regard.

2. These new guidelines shall supersede those issued on 16.01.2017 and any other earlier guideline. These shall be enforced with immediate effect. All empanelment in categories given here in will now be as per these guidelines in Headquarter and R&B Offices of PIB.

3. Different categories of casual assignees

(a) The guidelines shall apply to the following categories of assignees:-

S.No.	Category
01	Consultant for Supervision duty
02	Casual Assistant Editor/Junior Translator (Translation from English to Hindi, Urdu and regional languages)
03	Casual Editor/Senior Translator (Translation from English to Hindi, Urdu and regional languages)
04*	Online Translator (Regular and Urgent Basis) (Translation from English to Hindi, Urdu and regional languages)
05*	Online Translator (Regular and Urgent Basis) (Translation from Hindi, Urdu and regional languages to English)
06	Stenographer/Typist (English to Hindi, Urdu and regional languages)
07	Transcribers (Extempore speech to text transcription for English Hindi, Urdu and regional languages)

(b) Basic minimum qualifications/eligibility criteria:

1. The assignees should be Indian nationals. They should be of minimum age of 21 years as on 1st June, 2019.
2. The assignees should have an eligibility criterion as prescribed in the section below:

S.No.	Category	Eligibility criteria
1.	Supervision duties by Consultants	Retired IIS officer (Not below Senior Grade/Group B at the time of retirement) or Senior Journalist with at least 10 years' experience or Language Expert proficient in Hindi/concerned regional language and English with at least 10 years' experience in translation and related works. Educational Qualification – Minimum Graduate level
2.	Casual Assistant Editor/Junior Translator (Translation from English to Hindi, Urdu and regional languages)	Senior Journalist or Language Expert proficient in English and Hindi/Urdu/concerned regional language without typing ability in respective language Selection will be based on relevant work experience of up to 5 years or below 10 years Preference shall be given to those candidates with experience in translation of Press releases/ News Bulletins Educational Qualification – Minimum Graduate level
3.	Casual Editor/Senior Translator (Translation from English to Hindi, Urdu and regional	Retired IIS officer or Senior Journalist or Language Expert proficient

	languages)	<p>in Hindi/Urdu/concerned regional language and English.</p> <p>Selection will be based on relevant work experience of 10 years and more</p> <p>Educational Qualification – Minimum Graduate level</p>
4.	<p>Online Translator (Regular and Urgent Basis)</p> <p>(Translation from English to Hindi, Urdu and regional languages)</p>	<p>Retired IIS officer of at least Under Secretary level</p> <p style="text-align: center;">or</p> <p>Junior/Senior Journalist</p> <p style="text-align: center;">or</p> <p>Language Expert sufficiently proficient in Hindi/concerned regional language and English with typing ability.</p> <p>Selection will be based on relevant work experience of 5 years and more</p> <p>Preference shall be given to those candidates with experience in translation/ editing of Press releases/ News Bulletins</p> <p>Educational Qualification – Minimum Graduate level</p>
5.	<p>Online Translator (Regular and Urgent Basis)</p> <p>(Translation from Hindi, Urdu and regional languages to English)</p>	<p>Retired IIS officer of at least Under Secretary level</p> <p style="text-align: center;">or</p> <p>Senior Journalist</p> <p style="text-align: center;">or</p> <p>Language Expert sufficiently proficient in Hindi/concerned regional language and English with typing ability.</p> <p>Selection will be based on relevant work experience of 10 years and more</p> <p>Preference shall be given to those candidates with experience in translation/editing of Press releases/ News Bulletins</p> <p>Educational Qualification – Minimum</p>

		Graduate level
6.	Stenographer/Typist (English to Hindi, Urdu and regional languages)	<p>Experienced Stenographers/Typists/Type setting personnel with knowledge of computer and the concerned language script in Microsoft Word etc.</p> <p>Should have good understanding of the concerned language and should hold good typing skills in the concerned language. Typing speed should be at least 40 words per minute with accuracy for English & Hindi and 30 words per minutes for regional language.</p> <p>Educational Qualification – Minimum Senior Secondary/ Diploma Level</p>
7.	Transcribers (Extempore speech to text transcription for English Hindi, Urdu and regional languages)	<p>Experienced Stenographers/Typists/Type setting personnel with knowledge of computer and the concerned language script in Microsoft Word etc.</p> <p>Should listen to the audio of speeches and type the text with accuracy.</p> <p>Typing speed should be at least 20 words per minute with accuracy.</p> <p>Educational Qualification – Minimum Senior Secondary/ Diploma Level</p>

(c) Procedure for empanelment:

- i. Retired IIS Officers who have served in PIB or in other media units of M/o I&B and who have experience related to the translation and related works of PIB can be placed directly on the new empanelled list with the approval of Competent Authority (Pr. DG at HQ and Regional Head at R&B level)*
- ii. The assignees who are currently engaged on various panels in PIB Headquarters and R&B Offices for at least two years and have given good performance shall be placed on the new empanelled list with the approval of Competent Authority. Functional Unit Heads at headquarters and Officer in Charge for all such translation and related work at R&B Office shall give certificate of satisfactory work to the assignees who are to be placed on new empanelled list.

**(The Competent Authority at HQ is Pr. DG at the R&B level is the Regional Head)*

- iii. The assignees already engaged in the panels of Prasar Bharti at Headquarter and Regional levels for similar works for at least 03 years can be included in the new panels being formed by Functional Units at Headquarter and R&B Offices. Subjecting these assignees to appropriate tests for quality requirement shall be at the discretion of Functional Unit Heads/Regional Heads. The parameters for tests shall be the same as for empanelment of new members, as elucidated before.
- iv. Functional Unit Heads/Regional Heads can place new members on the panels by subjecting them to appropriate professional competence/efficiency tests. Those assignees previously engaged with PIB and who failed to get certificate of satisfactory work, can also appear in the proficiency tests for new empanelment. The format of the test should be approved by the Competent Authority. The tests should be evaluated by Professionals or Experts in the related works or retired IIS Officers who have past experience in the concerned works. Only those candidates, who satisfy the professional competence and efficiency requirements, after the test, shall be empanelled.
- v. The translation, typing, dictation, transcription etc. tests will be taken to evaluate the candidate's ability in the respective categories in cases where the assignees are not automatically placed on the panel as indicated earlier. A committee will be formed to formulate the test paper etc., and the evaluation will be done by a committee setup for invigilation of examination and evaluation, which will consist of Internal and External examinees.

(d) General Conditions:

- (i) Assignment will be purely of daily contractual nature and the casual assignee will have no right to claim for permanent employment.
- (ii) The duration of the panel will be of 2 years and extendable to another year (2+1) from the date the panel is formed.
- (iii) The requirement of the Regional and Functional Units shall be projected by the Unit Heads on an annual basis or from time to time as may be desired to maintain quality of services for effective work output.
- (iv) The number of persons in any panel shall be decided by Functional Units at Headquarters and R&B Offices as per professional requirements.
- (v) No assignees shall be given more than 15 days of work per month unless otherwise permitted by Competent Authority.
- (vi) The assignees shall be subjected to norms regarding the number of hours per shift **in terms of output**. The shift shall be of minimum 8 hours of duration with approx. 1800 words of translation, typing etc. per assignee per shift. This

could vary to reasonable extent depending on regional language requirement **as decided and recorded by Competent Authority as described above.**

- (vii) The assignees who performs task through online mode, out of office hours will be paid on per-word basis. The work details of allotted online work should also be kept in record by Officer in charge.
- (viii) The deployment of assignees shall be done in a transparent manner by the Functional Unit Heads at Headquarters and the Officer in charge at R&B Offices by way of maintaining a register in which deployment, amount of work done and attendance will be marked.
- (ix) Number of duties allotted to assignees will be purely based on their performance and conduct. Casual assignees with good performance and better attendance record will be given priority in duty.

(e) De-empanelment of casual assignees:

De-empanelment can be taken by competent authority after serving a Show Cause or Warning Notice. Any assignee on the panel can be removed from the panel on the recommendation by the Functional Unit Heads at Headquarter and Officer in charge at Officer in charge at R&B Offices in case of misbehaviour or poor performance or violation of any provision of the guidelines and fails to adhere to the following conditions:

- (i) The assignees shall perform duties as per duty roster prepared by Functional Unit Heads at Headquarters and Officer in charge at R&B Offices.
- (ii) The assignee shall not use/share any information that comes to their knowledge as a result of working with PIB with anyone outside the official realm.
- (iii) The assignees shall refrain from indulging in any activity that is detrimental to the image of PIB.
- (iv) The assignee shall not use the name/logo of PIB on their visiting cards and other communications.

(f) In respect of matters not covered by the Guidelines, the decision of Competent Authority shall be final and binding. In case of R&B offices, such decisions by the competent authority shall be communicated to Headquarters without fail. Pr. DG, PIB shall be the ultimate authority to decide on such cases/issues/matters for PIB.

4. These guidelines shall be binding and shall supersede any other guidelines which are in contravention to these guidelines.

5. This issues with the approval of Principal Director General, Press Information Bureau.

Category wise payment rates

S.NO.	Category	Payment Rates
01.	Consultant for Supervision duty	Rs. 2750/- per shift
02.	Casual Assistant Editor/Junior Translator (Translation from English to Hindi, Urdu and regional languages)	Rs. 1650/- per shift
03.	Casual Editor/Senior Translator (Translation from English to Hindi, Urdu and regional languages)	Rs. 1760 /- per shift
04.	Online Translator (Regular and Urgent Basis) (Translation from English to Hindi, Urdu and regional languages)	<u>Regular Work:</u> Rs. 1/- per word <u>Urgent Work:</u> Rs. 1.25/- per word
05.	Online Translator (Regular and Urgent Basis) (Translation from Hindi, Urdu and regional languages to English)	<u>Regular Work:</u> Rs. 1.25/- per word <u>Urgent Work:</u> Rs. 1.45/- per word
06.	Stenographer/Typist (English to Hindi, Urdu and regional languages)	Rs. 950/- per shift
07.	Transcribers (Extempore speech to text transcription for English Hindi, Urdu and regional languages)	Rate of payment 55p per word or Rs. 1650/- per shift Whichever is less (assuming 3000 words are transcribed/per shift)

APPLICATION PROFORMA

Category Applied for	
Full Name	
Date of Birth	
Father's Name	
Mother's Name	
Aadhaar Number	
Permanent Address	
Alternate Address for Correspondence	
Telephone Number	
Mobile Number	
Email Address	
Qualification	
Details of Professional Experience/Competence	