

Government of India
Press information Bureau
Chandigarh Region

Kendriya Sadan, Chandigarh

Subject: Guidelines for empanelment of Casual Junior / Senior / Online Translators, Typists, Specialists / Language Experts for Press Information Bureau offices in Chandigarh and Jalandhar – in Punjabi Language

PIB undertakes works related to translation from English and Hindi to Punjabi and vice-versa. Related works like typing are also undertaken. 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 a timebound 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 all previous guidelines and clarifications issued thereafter. These shall be enforced with effect from 01/12/2023. All empanelment in categories given herein will now be as per these guidelines in Offices of PIB Chandigarh Region.

3. Terms of Reference

- (a)** The guidelines shall apply to the following different categories of casual assignees for translation related work in Punjabi language:

S.No.	Category
01	Consultant for Supervision duty
02	Casual Assistant Editor / Junior Translator (Translation from English / Hindi to Punjabi)
03	Casual Editor / Senior Translator (Translation from English / Hindi to Punjabi)
04	Online Translator (Translation from English / Hindi to Punjabi)
05	Stenographer / Typist (Punjabi)
06	Senior Specialists / Language Experts on monthly basis

(b) Basic minimum qualifications / eligibility criteria:

- I. The assignees should be Indian nationals. They should be of minimum age of 21 years as on 1st January 2023.
- II. The maximum age limit is 62 years. The age limit can be relaxed upto 3 years in the exceptional cases with the approval of Competent Authority.
- III. The assignees should fulfill eligibility criteria as prescribed in the section below:

S.No.	Category	Eligibility criteria
1	Consultant for Supervision duty	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 Punjabi, Hindi 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 / Hindi to Punjabi)	Senior Journalist or Language Expert proficient in Punjabi, Hindi and English 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 / Hindi to Punjabi)	Retired IIS officer or Senior Journalist or Language Expert proficient in Punjabi, Hindi and English.

		<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 (Translation from English / Hindi to Punjabi)</p>	<p>Retired IIS officer of at least Under Secretary level</p> <p>or</p> <p>Junior/Senior Journalist</p> <p>or</p> <p>Language Expert sufficiently proficient in Punjabi, Hindi 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>Stenographer / Typist (Punjabi)</p>	<p>Experienced Stenographers / Typists / Typesetting personnel with knowledge of computer and Punjabi language script in Microsoft Word etc.</p> <p>Should have good understanding of Punjabi, Hindi and English and should hold good typing skills in Punjabi.</p> <p>Typing speed should be at least 30 words with accuracy per minute for Punjabi language.</p> <p>Educational Qualification - Minimum Senior Secondary/ Diploma Level</p>
6	<p>Senior Specialists/ Language Experts on monthly basis</p>	<p>Retired IIS Officer not below the rank of Under Secretary to the Government of India at the time of retirement</p> <p>Or</p> <p>Senior Journalist (Correspondent/Editor)</p> <p>Or</p>

	<p>Language Expert sufficiently proficient in Punjabi, Hindi and English.</p> <p>Should have experience of more than 15 years.</p> <p>Should have past experience in taking various editorial responsibilities with respect to translation, transcription, typing, report making etc.</p> <p>Note: Works will include overseeing translations of PM's speeches, tasks related to PM India Website, RNI/DAVP work in Chandigarh and Jalandhar and any other work/ task assigned by the Functional Unit Head at Headquarter and Officer In-charge for such activities at Chandigarh and Jalandhar.</p> <p>Educational Qualification - Minimum Graduate Level</p>
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(c) Category-wise rate card of casual assignees

S.No.	Category	Payment Rates
01	Consultant for Supervision duty	Rs. 3000/- per shift
02	Casual Assistant Editor/ Junior Translator (Translation from English / Hindi to Punjabi)	Rs. 1800/- per shift
03	Casual Editor / Senior Translator (Translation from English / Hindi to Punjabi)	Rs. 2000/- per shift
04	Online Translator (Translation from English / Hindi to Punjabi)	Rs.1.25/- per word
05	Stenographer / Typist (Punjabi)	Rs. 1100/- per shift
06	Senior Specialists/ Language Experts on monthly basis	(Rs.50,000/- per month)

(d) 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.
- iii. The assignees already on the panels of Prasar Bharati 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, 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 examiners.

(e) General Conditions:

- (i) Assignment given to each casual assignee 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) with effect from 01/12/2023.
- (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 requirement 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.
- (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 Punjabi language requirement as decided and recorded by Competent Authority as described above.**

- (vii) The assignees who perform task through online mode 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.

(f) De-empanelment of casual assignees:

De-empanelment may be initiated by the competent authority after serving a Show Cause or Warning Notice. Any assignee on the panel can be excluded from assignment of translation related work based on recommendations provided by the Functional Unit Heads at Headquarter and Officer in charge at R&B Offices in case of misconduct, unsatisfactory performance, or violation of any provisions of the guidelines and failure to comply with 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 while working with PIB, with anyone outside the official realm.
- (iii) Assignees must refrain from engaging in any activities that could harm the reputation of PIB.
- (iv) The name/logo of PIB shall not be used on the assignees' visiting cards and other communication materials.
- (v) Assignees will be subject to penalties after committing two mistakes during the entire duration of these guidelines. Beyond the second mistake, they may be subject to removal.
- (vi) Any error made by causal assignees will be their own responsibility.
- (vii) The use of translation applications such as Google Translator, Microsoft translator, etc., is strictly prohibited. Any assignee found using such applications will be removed.

(g) Authority in miscellaneous matters

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.
