

HINDI TRANSLATOR :

- 1. Description of Assignment:** Compliance of provisions of Official Language Act, translation work from Hindi to English and vice-versa, perform administrative and any other work as may be assigned. Hindi Translator should have good communication and drafting skills.

Desirable: Proficiency of Computers in MS word.

- 2. Procuring Entity's Organization Background:** The SEEPZ-SEZ Authority was established in 2009 an autonomous organization under the Ministry of Commerce, Government of India. The Authority is acting as Developer as per the role defined in the Special Economic Zone Act 2005.
- 3. Assignment Background:** As per Official Languages Act, 1963 and guidelines issued by MHA, Department of Official Language, SEEPZ-SEZ Authority is keen to perform 90% work in Hindi. Hence, SEEPZ-SEZ Authority requires Hindi Translator for achieving the target of 90% work in Hindi Language.
- 4. Statement of Purpose/Objectives :**As per Official Languages Act, 1963 and guidelines issued by MHA, Department of Official Language, SEEPZ-SEZ Authority is keen to perform 90% work in Hindi. Hence, SEEPZ-SEZ Authority requires Hindi Translator for achieving the target of 90% work in Hindi Language.
- 5. Statement of Assignments Outcomes :**

The Hindi Translator shall be deployed on lump-sum (fixed price Contract) during the contract period of one year. The Hindi Translator shall perform the assigned duties/Tasks as given below.

6. Detailed Scope of Work:

a. Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones

- Compliance of provisions of Official Language Act, 1963, translation work from Hindi to English and vice-versa, perform administrative and any other work as may be assigned. Hindi Translator should have good communication and drafting skills.
- Any other work assigned by the Competent Authority during the contract period.
- Proficiency of Computers in MS word is optional.
- To translate/ type documents from English to Hindi.
- To ensure the use/ ensure promotion of Hindi.
- To organize Hindi Meetings and Hindi Workshops.
- To maintain files and records relating to Hindi.
- To implement work related to official language policy in various official matters.

- To translate day to day official letters, office orders, departmental orders etc. from English to Hindi and vice versa.
- To attend all the work related to implementation of Official Language.
- To attend meeting of the Departments.
- Any other work assigned by the superior authority.

b. **Skills**

- Strong command over Hindi Language.

c. **Place of Assignment and Touring Requirements if any**

SEEPZ SEZ, Andheri(E), Mumbai. No Outstation Touring.

d. **Length and Duration of assignments**

One Year which may be extended on mutual agreement based on the requirement and performance at the sole discretion of the Chairperson SEEPZ-SEZ Authority. The contract period can be terminated at any point of time due to failure to execute the assigned work or breach of contract.

7. Qualification Requirements for the Hindi Translator (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):

One Hindi Translator with following qualifications and experience:

- (a) Master's degree from a recognized University in Hindi or English with English or Hindi as a compulsory subject or
- (b) Master's Degree from a recognized University in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at Degree level.
- (c) Experience of at least 03 years in handling the work related to Hindi language.
- (d) Age- Not more than 45 years

8. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here "Not applicable."] :

- Compliance of provisions of Official Language Act, translation work from Hindi to English and vice-versa, perform administrative and any other work as may be assigned. Hindi Translator should have good communication and drafting skills.
- Any other work assigned by the Competent Authority during the contract period.
- Proficiency of Computers in MS word is optional.

- To translate/ type documents from English to Hindi.
- To ensure the use/ ensure promotion of Hindi.
- To organize Hindi Meetings and Hindi Workshops.
- To maintain files and records relating to Hindi.
- To implement work related to official language policy in various official matters.
- To translate day to day official letters, office orders, departmental orders etc. from English to Hindi and vice versa.
- To attend all the work related to implementation of Official Language.
- To attend meeting of the Departments.
- Any other work assigned by the superior authority.

9. Background material, Data, reports, records of previous surveys and so on, to be provided to the Consultant (Hindi) (Mention a caveat about reliability of material provided and need for the consultant to verify and crosscheck vital aspects) :

As per scope of work.

10. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the Consultant (Hindi) by the Procuring Entity (Specifically mention, what facility/utilities would not be provided and also, charges if any for facilities offered) :

- Remuneration : A Lump-sum (fixed price) monthly package of Rs.40,000/- which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority.
- No Accommodation either owned or leased will be provided
- No local conveyance will be allowed, however Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.
- Suitable Office Space, Office equipment and secretarial assistance commensurate to the level/position of the consultant will be provided free of cost.

11. Institutional and organizational arrangement

He/she will be performing all work related to transcription from English to Hindi and also achieve the target as per guidelines issued / issues by Department of Official Language, MHA, Government of India time to time.

12. Chain of Command for reporting

He/she will report to the Competent Authority, SEEPZ-SEZ

13. Procedure for review of the work of consultant after award of contract

- c) The performance of the candidate will be evaluated on monthly basis on the following parameter vis-à-vis the scope of work as indicated at Sl. No. 6 above:-
- f) Leadership quality
 - g) Knowledge of subject assigned.
 - h) Quality & Timely execution of the project/work.
 - i) Achievement of targets assigned
 - j) Integrity, Punctuality, discipline & honesty
