

No. 9/2/2021-Ed
Govt. of India
Ministry of Information and Broadcasting
Publications Division
Soochana Bhawan, CGO Complex, New Delhi-3.

Dated: 10/03/2024

Subject: Preparation of panel of Casual Editors, Casual Translators, Casual proofreaders and Casual Typists in the Publications Division Headquarter, New Delhi as well as its Regional Units located different parts of the country for various professional services relating to books/journals in Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu.

Publications Division(DPD) Ministry of Information and Broadcasting, Soochana Bhawan, Lodhi Road, New Delhi-3 invites applications from the eligible and willing persons to prepare the following panels of Casual Editors, Casual Translators, Casual Proofreaders and Casual Typists in the Publications Division Headquarter, New Delhi as well as its Regional Units located different parts of the country for various professional services relating to books/journals in Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu. Eligible candidates selected in the panel for regional languages will have to perform the assignments at Guwahati (for Assamese); Kolkata (for Bengali); Ahmedabad(for Gujarati); Bengaluru(for Kannada); Thiruvananthapuram (for Malayalam);Mumbai (for Marathi); Jalandhar(for Punjabi); Chennai (for Tamil); Hyderabad(for Telugu); Cuttak(for Odia) and Delhi (for English/Hindi/Urdu).

- i. Panel of casual editors and casual typists to be engaged on per day basis.
- ii. Panel of casual translators and casual proofreaders to be engaged and paid on word basis.

2. The applications in prescribed proforma (Annexure-1 attached with the detailed advertisement on DPD website www.publicationsdivision.nic.in) should reach the respective Units by speed post/ hand / e-mail by 15.04.2024.

A. Qualifications and Experience required for Casual Editors/Casual Translators/Casual Proofreaders and Casual Typists:

I. Qualifications for Casual Editors (to be engaged on per day basis):

Essential:

- (i) Degree in any discipline from a recognized University or equivalent along with suitable experience in the field of journalism/publishing/e-publishing etc.
- (ii) The Candidate should have studied Hindi /English/ Regional Language concerned up to 12th standard. However, the educational qualification which is only indicative will not be the sole criterion for empanelment. The candidate should have thorough knowledge and experience of Editing, particularly in the Regional Language concerned.
- (iii) He/she should be well versed with computer.



Desirable: Proficiency in typing in concerned language.

Experience:

- (i) The Candidate should have at least 3 years' experience of editing/ journalism / media work in any publishing house/ newspaper/ news agency/ electronic media house.
- (ii) Experience in translation/ proofreading / handling office work will be an added qualification.

II. Qualifications required for Casual Translators (To be engaged on words basis):

Essential:

- (i) Degree in any discipline from a recognized University or equivalent.
- (ii) The Candidate should have studied English/ Hindi /Regional Language concerned up to 12th standard. However, the educational qualification which is only indicative, will not be the sole criterion for empanelment. He should have thorough knowledge and experience of source language and target language as required for good translation.

Desirable: Proficiency in typing in the target language will be an added qualification.

Experience:

The Candidate should have at least 3 years' experience of translation from English to Hindi/regional language selected and vice-versa in any publishing house/ newspaper/ news agency/ electronic media house etc.

III. Qualifications for Casual Proofreader: (To be engaged on words basis):

Essential:

- (i) Graduate in any discipline from the recognized university with sound knowledge of English/Hindi/regional language.
- (ii) Well versed in international proofreading/editing symbols.

Experience:

The candidates should have at least 2 years' experience in proofreading of government and/or established private organization.

IV. Qualifications for Casual Typists (To be engaged per day basis)

- (i) He/ She must have passed 12th standard/ intermediate from any recognized Education Board, with English/Hindi or regional language as one of the subjects.
- (ii) The Candidate should have proficiency in computer typing and computer application (having sufficient knowledge of MS office) with a speed of 30 words per minute in concerned language.
- (iii) He/She should be proficient in web operation (surfing).

B. Job Requirement

Casual Editors to be engaged on per day basis:

Casual Editors will be responsible for editing / proofreading work assigned to by the In-Charge/Head of the Regional Unit/ Headquarter. Besides, he/she will be required to provide all editorial/professional assistance to the In Charge/Head of the Regional Unit/ Headquarter, in his day to day official work.

Casual Editors will have to perform duty for 8.30 hours (each duty) in the office for the number of days booked by the In-charge head of Regional Unit/ Headquarter. If required, he/she may also have to visit press and assist In-Charge of the Unit in preparing CRC of the matter to be printed. He/She will be responsible to finish the task on time.

Casual Translators: (To be engaged on word basis)

Casual Translators will be responsible for translating the text provided by the In-Charge/Head of the Regional Unit/ Headquarter from source language i.e. from English to respective target regional language such as – Tamil, Telugu, Bengali etc. and vice-versa.

Casual Proofreaders: (To be engaged on word basis)

Casual proofreaders will be responsible to proofread and do basic language correction in assigned text of the books/journals. He/She will assist in related editorial/book production work.

Casual Typists: (To be engaged on per day basis)

Casual Typist engaged will be responsible for typing the matter on computer in MS office in English/Hindi/ respective regional language such as Assamese, Kannada, Bengali etc., in which he/she is engaged. He/She will have to perform duty for 8.30 hours (each day) in the office for the number of days booked by the In-charge of the Regional Unit/ Headquarter.

C. Rates for Casual Assignees

Casual Editors to be engaged on per day basis:

Casual Editors will be paid @ Rs 1900/- per day.

Casual Translators: (To be engaged on word basis)

Translators will be engaged on assignment basis and will be paid according to the number of words translated by them. The rate for translation from English to any regional language and vice versa is Rs 1100/- per 1000 words and from English to Hindi and vice-versa is Rs.1000/- per 1000 words as per the rates approved by the Ministry from time to time.

Casual Proofreaders: (To be engaged on word basis)

Causal proofreaders will be engaged on assignment basis and will be paid according to the number of words proofread by them. The rate for proofreading is Rs.150/- per 1000 words up to three proofs. Rs. 10/- per extra proof or as per the rates approved by the Ministry from time to time.

Casual Typists: (To be engaged on per day basis)

Casual Typist will be paid @Rs. 850/- per day.

D. Procedure for empanelment:

After scrutiny of qualifications and experience related documents, a list of suitable candidates will be prepared, who may be called for a proficiency/skill test for editing/translation/proofreading/typing in the language applied for. This may be followed by a personal interaction in front of a Selection Committee. However retired I.I.S. officers will be exempted from proficiency test(if any). But they are required to appear before the Selection Committee.

The Committee, on the basis of qualification, work-experience and suitability of the candidate will recommend the names of the candidates for inclusion in the panel for engagement in duty. The recommendation of the Selection Committee will be placed before the competent authority for approval. The decision of the Head of DPD shall be final and cannot be challenged.

E General Terms and Conditions:

1. The empanelled Casual Editors/Casual Typist to be engaged on per day basis may be engaged as per the requirement of the office work and maximum days for engagement is 15 in a month. They will be required to mark their attendance in Attendance Register daily, failing which they will be treated absent from duty and their pay of that day is liable to be deducted.
2. Mere inclusion of the name of a candidate in the panel does not confer any legal right to get the assignment. Assignment will be given as and when required.
3. The empanelled candidate will not be entitled to claim any kind of extension in his assignment/absorption in the government job.
4. No other facilities except the fixed rates will be payable to the casual assignee.
5. Regular monitoring of the work of the casual assignee will be done by the In-charge/Head of the Regional Unit/Headquarter.
6. The Income Tax at source will be liable to be deducted, as per the prevailing rules.
7. If the performance of an assignee is not found up to the mark, his/her empanelment could be terminated.
8. No TA/DA would be admissible for attending proficiency test/personal interaction and for joining duty or after completion of the assignment.
9. Panel will be subject to periodic revision and addition/modification/deletion will be done depending upon the requirement of the office and availability of more suitable candidates at any point of time with the approval of the HoD of the Publications Division.



Names and postal addresses of the officers to whom the applications should be addressed are given below.

Sl. No	Regional Language	Name and Address for submission of applications
1.	Assamese	Shri Maruf Alam Editor, Yojana Assame Soochna Bhawan, Assam Khadi Complex, Maniram Dewan Road, Chandmari, Guwahati, Assam 781003. yojanaassamese@gmail.com Ph No:7838804503
2.	Bengali	Ms. Sumita Chakraborty Editor, Yojana Bengali Publications Division, Ministry of I&B, Government of India, 8- Esplanade East, Kolkata -700069. bengaliyojana@gmail.com Ph No:033-22482576 / 9339767606 / 8910117172
3.	Gujarati	Dr. Ms. Jahnvi S. Patel Editor, Yojana Gujarati 4-C, Neptune Tower, 4 th Floor, Nr. HP Petrol Pump, Nehru Bridge Corner, Ashram Road, Ahmedabad-380009, (Gujarat) yojanagujarati@gmail.com Ph No:079-26588669 / 9824186665
4.	Kannada	Mr Shahid T. Komnath Assistant Director Yojana Kannada, 'F' Wing, 1st floor, Kendriya Sadana Koramangla, Bengaluru- 560034 . yojanakannada@yahoo.com Ph No:8025537244/ 8826814939
5.	Malayalam	Ms. Sudha S Namboothiry Deputy Director, Yojana Malayalam Publications Division, Government Press Road, Thiruvananthapuram – 695001(Kerala). yojanamalayalam@gmail.com Ph No:0471-2323826 / 9446358990
6.	Marathi	Ms. Sangeeta Godbole Deputy Director, Yojana Marathi 701/B Wing Kendriya Sadan, Sector 10 CBD Belapur, Navi Mumbai - 400614. myojanadpd@gmail.com / dpsenavimumbai@gmail.com Ph No:022-275666582 / 8149288268
7.	Odia	Shri Manoj Kumar Jali Deputy Director, Yojana Odia PIB, 3 rd Floor, NABM, Prasar Bharati Building, Chandrashekharpur, Bhubneshwar, Odisha-751017 Odiayo24@gmail.com ., Ph No:7008016689

8	Punjabi	Ms. Gagandeep Kaur Devgan Deputy Director (News), Yojana Punjabi Doordarshan Kendra, Bhagwan Mahavir Marg, Near Nakodar Chowk, Jalandhar. 40gagan@gmail.com Ph No (Office): 0181-2253685 / 9417259904
9	Tamil	Shri Sanjay Ghosh Deputy Director, Yojana Tamil A Wing, Rajaji Bhavan Ground Floor, Besant Nagar Chennai-600090 editorthittam@gmail.com PhNo (Office): 044 – 24917673 / 9176645673
10	Telugu	Ms. Krishna Vandana. P Assistant Director, Yojana Telugu Room No.204, 2nd Floor, C.G.O Towers, Kavadiguda, Hyderabad-500080 Telangana. yojanatelugu@gmail.com Ph No. 040-29550352 / 9866442311
11	English Hindi & Urdu	Shri Kulshrestha Kamal Deputy Director (Editorial) Yojana English, Hindi and Urdu Publications Division (Ministry of I & B) Room No-659, Soochna Bhawan, CGO Complex Lodhi Road, New Delhi-110003 dpdeditorial659@gmail.com

Kamla Verma

(Kamla Verma)
Director (Ed.)

Annexure-I

PROFORMA

Application for preparation of panel of Editors/ Translators/ Proofreaders / Typist on casual basis for Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu in Ministry of I&B, Publications Division, Headquarter and its various regional units.

1.	Name in Full (BLOCK LETTERS)			
2.	Please specify category and language	Category	Place of work	Language applied for
3.	Date of Birth			
4.	Complete residential address with phone number, mobile no. and e-mail address			
5.	Nationality			
6.	Educational Qualification# (with percentage / Grade) Certificate to be attached from class X onwards	Marks / % / Grade* obtained		
		Class X		
		Graduation		
		Post Graduation		
		Any Other		
7.	Brief particulars of Work Experience# (Recent first, if no experience, may write -/NA)	Employer	Work Dealt	Period
8.	Additional relevant information, if any in support of your suitability for the said engagement, attach a separate sheet, if necessary			
9.	Qualification/ Experience in IT			
10.	Names of References from Gazetted Officers / Reputed persons of local area			

* Attach self-certified copies of the documents. Originals will be checked at the time of proficiency test/ personal interaction. Educational Qualifications and Experience should be supported by documentary proof.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

(Signature of the Candidate)

Place:

Date: