

Government of India
Ministry of Health and Family Welfare
(Department of Health Research)

Subject: - Inviting applications/Expression of Interest for empanelment of Professional(s) in the Department of Health Research for translation and typing of various documents from English to Hindi and vice-versa.

Department of Health Research (DHR) invites applications for empanelment of professional(s) for translation and typing of various documents of general, legal, technical and scientific nature from English to Hindi and vice-versa. Individuals/Firms and Retired Government Officials possessing the qualifications and experience as mentioned in para 4 are eligible to apply.

2. These professionals should be competent and proficient in both the languages, i.e., Hindi and English, and also familiar with the **legal and scientific** terminology and concepts in order to provide exact transfer of information within the prescribed timeline.

3. **Nature of Translation Work from Hindi to English and vice-versa:**

- (i) Translation of various legal, general, technical, scientific references, documents, manuals, other publications etc.
- (ii) Translation of Parliament questions, Parliament Assurances, Note for supplementary, Translation of VIP references and RTI communications.
- (iii) Translation of notes for various Parliamentary committees.
- (iv) Translation of various Bills, Acts, Legislations etc.
- (v) Translation of Annual Report, Audit Reports and Audit Paras.
- (vi) Typing, Vetting & Authentication of translated documents.
- (vii) Providing translated version in both soft & hard copy form, as required.
- (viii) Any other translation work as per the requirement of the Department.

4. **Educational, Professional Qualifications:-**

(i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

(ii) Retired Government officials not above the age of 65 years, possessing the above qualifications and having the experience of translation and typing work relating to the nature of subjects as mentioned in para 3 above.

5. Eligible and interested persons/firms may submit their application containing the following details within 15 days:

- (i) Name
- (ii) Contact address
- (iii) Telephone numbers and E-mail address
- (iv) Qualifications of the individual or if firm, qualifications of the persons so employed in the firm for translation work
- (v) Experience in translation work with emphasis on the subjects/topics mentioned in para 3 above
- (vi) Quotation of the rates for translation and typing work.

6. Application may be submitted in hard copy at the below mentioned address:

Shri Vinod Kumar
Under Secretary, Department of Health Research
Ministry of Health & Family Welfare,
Room No. 204, 2nd Floor, Indian Red Cross Society (IRCS) Building,
1, Red Cross Road, New Delhi-110001

Applications may also be submitted in soft copy at the below mentioned email address: - <vinod.kumar27@gov.in>

-sd-
(Vinod Kumar)
Under Secretary to the Government of India
Tel No. : 23736089