

**F.No.A-64/13/2020-Estt/
National Human Rights Commission
Manav Adhikar Bhawan, C-Block,
GPO Complex, INA, New Delhi - 110023
(Establishment Section)**

Dated, the 11th March, 2022

**EMPANELMENT OF TRANSLATORS FOR TRANSLATION WORKS IN
THE NATIONAL HUMAN RIGHTS COMMISSION ON TEMPORARY BASIS**

Applications are invited from serving Government servants/employees working in autonomous bodies, serving and former employees of NHRC/SHRCs, and other Volunteers(Graduates) for preparation of a panel of Translators for translation of complaints/correspondence and reports received in the following languages into English, in the Commission:

S.No.	Language	No. of Translators
1.	Gujarati	3
2.	Kannada	2
3.	Tamil	7
4.	Telugu	5
5.	Marathi	2
6.	Bengali	12
7.	Oriya	10
8.	Urdu/ Kashmiri	1
9.	Assamese	1
Total		43

2. The empanelment will be initially for a period **up-to 31.12.2022** subject to further extension based on satisfactory performance. The empanelled volunteer shall be paid an honorarium of **Rs.350/-** per thousand words for typed translation.

3. **Essential qualifications:-**

- i. The volunteers should possess a degree of Graduation or its equivalent, as recognized by the Government of India.
- ii. Must have good knowledge of English as well as the language concerned.
- iii. Preference will be given to those having experience in translation work.

4. The volunteers will have to receive complaints through VLT software (designed for complaint management) and to return the same as per the requirement, along with the translated version.

5. Interested and eligible candidates may send their applications **directly or by post** in the enclosed **format (ANNEXURE-I)** to the Under Secretary (Establishment), National Human Rights Commission, Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023, **or send by e-mail to nhrcestt@nic.in, on or before 31st March, 2022.** Incomplete applications or applications not in the prescribed proforma, are liable to be summarily rejected.



(Arun Kumar Tewari)
Under Secretary (Estt.)
011-24663280
nhrcestt@nic.in

Encl: Annexure-I

**APPLICATION FOR EMPANELMENT OF TRANSLATORS FOR TRANSLATION WORKS
IN THE NATIONAL HUMAN RIGHTS COMMISSION ON TEMPORARY BASIS**

Affix recent
Passport size
Photo here

Name -

Date of Birth -

Language for which applied -

Present Address -

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Telephone No. -

Mobile No. -

Email ID -

Educational Qualifications -

Class	Board / University	Year	Subjects taken	% of marks obtained
10 th				
12 th				
Graduation				
Post Graduation				

(Separate sheet may be used, if necessary)

Experience, if any -

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Name, address and Contact No. -

of office where working at present

(in case of serving govt. servant)

Date

(Signature with name)