

Dated, the 28th January, 2022

**EMPANELMENT OF VOLUNTEERS 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, Delhi and NCR based 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	7
2.	Kannada	4
3.	Tamil	10
4.	Telugu	7
5.	Marathi	7
6.	Punjabi	5
7.	Bengali	10
8.	Oriya	7
9.	Urdu/ Kashmiri	1
Total		58

2. The empanelment will be initially for a period of one year subject to further extension based on satisfactory performance. The empanelled volunteer shall be paid an honorarium of **Rs.330/-** per thousand words for handwritten translation and **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 collect complaints or reports from the office of the Commission and to return the same, within a week, along with the translated version. They will not be eligible for any conveyance, travelling allowance for this purpose.

5. Interested and eligible candidates may send their complete Bio-data in the enclosed **format (Annexure-1)** to the Under Secretary (Establishment), National Human Rights Commission, Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023, by post or by hand, **on or before 18th February, 2022.**


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

Encl: Annexure-I

**APPLICATION FOR THE ENGAGEMENT 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)