

Admin-11042(11)/2/2025-ADMN-ITPO
India Trade Promotion Organisation
(Administration Division, E-I)

26.06.2025

Engagement of Consultant (Rajbhasha) in ITPO on a Contractual Basis

India Trade Promotion Organisation (ITPO), registered under section 25 of the Company Act, 1956 (now Section 8 of the Companies Act 2013) is a premier trade promotion agency under the aegis of Ministry of Commerce & Industry, Government of India, providing wide spectrum of services to trade and industry and acts as a catalyst for growth of India's trade and commerce.

2. ITPO invites applications from willing and eligible retired Central Government employees who have retired from the post of Assistant Director (Official Language) for engagement as Consultant (Rajbhasha) purely on a contractual basis.

3. The terms & conditions for engagement of consultants shall be regulated in accordance with the Department of Expenditure's O.M. No.3-25/2020-E.IIIA dated 19.12.2020.

4. The details including eligibility criteria, terms and conditions etc. are enclosed as Annexure-I. ITPO reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. The detailed guidelines (copy enclosed) of their engagement are available in the website of this Organization i.e. https://indiadefair.com/knowledge/details/recruitments/careers_sidebar

5. The duly filled in applications, in the prescribed format as per Annexure-II along with the Non-Disclosure Undertaking as per Annexure-III, sent to email: through e-mail itpocareers@gmail.com within 30 days from the date of this Circular. Applications received after the closing date/by hand/by post will not be accepted under any circumstances. In case of any query, the applicant may enquire at email Id: itpocareers@gmail.com

Sd/-
(Shankra Nand Bharti)
General Manager(BM-Coord.) &
HoD (Administration)

Guidelines for engagement of Consultant (Rajbhasha) at ITPO

The application should be submitted as per **Annexure-II** only. The requisite qualification for applicants and details of the terms & conditions etc. of engagement of Consultant (Rajbhasha) is as follows:–

Name of Position & Nos.	Consultant (Rajbhasha) 01
Eligibility Criteria	<p><u>Essential:</u></p> <ul style="list-style-type: none"> (i) Government employees retired at the level of Assistant Director (Official Language) or equivalent in Level 10 of Pay Matrix in CDA scale of pay as per 7th CPC. (ii) Master's degree from a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Master's degree from a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. (iii) Minimum of three years' of Work Experience in translation from English to Hindi and vice-versa, proficient in translation, vetting and implementation of Official Language Policy, handling Parliamentary Committee inspections, competency in Hindi Noting and Drafting. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> (i) Persons retired from Central Secretariat Official Language Services will be preferred. (ii) Proficiency in Hindi Typing, MS-word, MS-excel, MS-Power Point, e-Office etc. They should also possess strong communication and interpersonal skills.
Work description	<ul style="list-style-type: none"> (i) To ensure the use of Hindi for obligatory purposes as required under the Official Languages Act. (ii) Translation of all the documents/correspondence into Hindi or vice-versa including Annual report, Parliament Questions, and Official Correspondence etc. received from various Divisions of the ITPO and from DOC as well. (iii) To organize various Hindi workshops, organize meetings of the Departmental Official Language Implementation Committee, organize Hindi Pakhwada during the Hindi fortnight in ITPO from time to time, as per standing instructions issued by the Department of Official Languages. (iv) To implement the orders/instructions received from the Department of Official Languages, from time to time, in ITPO. (v) Any other task assigned by the Hindi Section/competent authority.
Age Limit	Up to 62 years on the date of issue of the advertisement.

Consolidated monthly remuneration (subject to statutory deductions)	<p>(i) As per the guidelines of the Department of Expenditure issued vide O.M. No 3-25/2020-E.IIIA, dated 09.12.2020.</p> <p>(ii) A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.</p>
TA/DA	<p>(i) As applicable.</p> <p>(ii) No TA/DA shall be admissible for joining the assignment or on its completion.</p> <p>(iii) No TA/DA shall be payable for attending the interviews/written test etc.</p>
Transport Allowance	An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
Other Allowances	No other facilities such as DA, accommodation, residential phone/conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the consultant.
Tax Deduction at Sources (TDS)	TDS as admissible shall be deducted from the monthly remuneration of Consultant.
Place of Posting	Consultant shall be engaged in the Hindi Section of India Trade Promotion Organisation, New Delhi.
Period of Engagement	Initially for a period of 1 year (extendable upto 3 years – one year at a time depending on requirement within the Organisation).
Leave	Leave of 8 days shall be allowed in a year on pro-rata basis. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
Attendance & Working days	<p>(i) The working hours of the Consultant shall be same as regular Government employees working in ITPO. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.</p> <p>(ii) The attendance shall be marked in the Biometric Attendance System by the Consultant.</p> <p>(iii) A Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis).</p>
Service Condition	The Consultant shall not, except with the previous sanction of India Trade Promotion Organisation, in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or represent any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he may access as part of his Consultant assignment.

Confidentiality and Secrecy	<p>(i) During the period of assignment with India Trade Promotion Organization, the Consultant would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by the individual during the period of his assignment to anyone who is not authorised to know the same. The consultants would be required to sign a non-disclosure undertaking as per Annexure-III.</p> <p>(ii) Selected candidates shall provide integrity certificates from 2 references known to them.</p> <p>(iii) A self-declaration shall be provided by the candidate to the effect that he/she has no criminal record and/or criminal case in any court is pending against them.</p>
Conflict of Interest	<p>(i) The Consultant engaged by ITPO shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of the organisation nor will he indulge in any activity outside the terms of the contractual assignment.</p> <p>(ii) The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Department.</p>
Termination of Services and requirement of notice	<p>(iii) In case a Consultant wishes to resign from his/her position, he/she shall furnish at least one month's notice period or remuneration in lieu thereof. CMD, ITPO may waive off the condition for notice period/remuneration in lieu thereof, in deserving cases.</p> <p>(iv) ITPO shall have powers to terminate any or all the Consultants at any time without assigning any reason, with the approval of the CMD, ITPO.</p> <p>(v) Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.</p>
Selection Procedure	All the applications received will be scrutinized by a Scrutiny Committee and data of eligibility of candidates will be tabulated. The scrutinized/shortlisted applicants will be called for personal interview before a Selection Committee.
Annual Performance Report	An Annual Performance Appraisal of the Consultant would be undertaken through an Annual Performance Report (APR).
Review of Guidelines	These instructions may be reviewed as and when the circumstances so warrant with the approval of the Competent Authority.
Relaxation	Any relaxation in the above guidelines would require prior approval of CMD, ITPO.

Annexure-II

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India Trade Promotion Organisation
(Administration Division, E-I)

Application for the position of Consultant (Rajbhasha)

Paste recent
coloured
passport size
photograph

Note: If needed, enclose separate sheet(s).

S. No.	Particulars	To Filled by Applicant				
1	Name in full (Block letters)					
2	Father's Name					
3	Date of Birth					
4	Age as on the date of issue of the advertisement.					
5	Sex (Male/Female/Others)					
6	Category (UR/SC/ST/OBC/PwBD)					
7	PAN No. (with copy)					
8	Aadhaar No.(with copy)					
9	Address of Correspondence					
10	Permanent Address					
11	Contact Details	Mobile No.				
		Landline No.				
		Email ID				
12	Details of educational qualification possessed					
	Course Passed	Subject(s)	University/Institute	Year of Passing	Percentage & Division	
13	Details of Computer Knowledge					
	Detail of experience (Pl. enclose extra sheets if required)	Designation & place of posting/organisation	From	To	BP/GP/Pay Level/Monthly Pay	Nature of work performed

14	Date of joining in Government Services					
15	Date of superannuation from Govt. Service					
16	Name of the Ministry/Department from which retired along with office address					
17	Post/Designation held on the date of retirement from Govt. Service					
18	The details of last pay drawn on the date of retirement along with pay level and Basic Pay. Also attach PPO No. and LPC.					
19	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary					
20	Name of two references preferably from the organisation in which worked along with designation, address, contact no. & email					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was not held guilty in any Departmental Inquiry nor convicted of any offence involving moral turpitude and I am medically fit to perform office work. I have read this document and ready to accept all the terms and conditions for engagement of Consultant (Rajbhasha).

Place: _____

Date: _____

(Signature of the Candidate)

NON-DISCLOSURE UNDERTAKING

To,

GM (BM-Coord.) & HoD (Administration))
India Trade Promotion Organisation
Bharat Mandapam, New Delhi-110001

Sir,

1. I hereby undertake to-
 - i. Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - ii. Not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - iii. To hold such confidential information in trust and confidence both during and after the terms of my engagement.
Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with ITPO which would otherwise conflict with my obligations towards ITPO.
 - iv. To abide by data security policy and related guidelines issued by ITPO.
 - v. Shall not resort to any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination from employment for any reason whatsoever, I shall promptly surrender and deliver to the ITPO any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep ITPO informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical electronic or in digital format.

Yours faithfully,

Signature:_____

Name:_____

Address: _____

Date:_____

Personal Contact/Mobile No.:_____