

Empanelment of Translators for translation of Annual Report including Audited Statement of Accounts of Indian Statistical Institute From English to Hindi version

No. – PR/ 053/21

Date: 26th September, 2021

The Indian Statistical Institute (ISI), a premier and internationally acclaimed research, teaching and training institute, is recognized as an institute of national importance.

2. The Institute proposes to empanel Hindi translators for translation of the English version of Annual Reports including Annual Accounts (2020-2021) into Hindi version. The English version will be given to the translators as and when necessary. The translators should return the translated, typed and vetted materials (in e-version) within 3-5 days or within a week (as per volume of translation).
3. The Institute is desirous of empanelling Hindi Translators only on payment basis as per approved rates. The empanelled translator will be paid for the translation done satisfactorily at the following rates:

Sl. No.	Description of Work	Rate
1.	Hindi Translation from English Version (Pages without chart/graph etc. and more than 200 words)	Rs.150/- per page
2.	Hindi Translation from English Version (Pages with chart/graph etc. and 200 words or more)	Rs.100/- per page
3.	Hindi Translation from English Version (Pages with chart/ graph etc. and also less than 200 words)	Rs.40/- per page
4.	Computer typing of all the translated Hindi materials with soft copy	Rs.75/- per page
5.	Vetting of the Translated and Typed Hindi Version in soft copy (Pages with or without chart/graph etc. and 200 words or more)	Rs.50/- per page
6.	Vetting of the Translated and Typed Hindi Version in soft copy (Pages with chart/graph etc. and also less than 200 words)	Rs.20/- per page

4. The terms & conditions of the process of work are as follows:-

Sl. No.	Description of English Version	Description of translated Hindi Version
1.	Materials will be in .doc or .pdf format	Materials will be in .doc format (MS Word)
2.	Materials will be given as phase wise (like page number/ chapter wise)	Translated materials will have to return into that phase wise.
3.	Material in .doc format may be in various fonts	Translated materials will be in MS Word with the font of Nirmala UI or Mangal with Unicode support (whichever required)
4.	Total material of content in a page.	Translated materials must be same as in a page of content in English version.
5.	There are also some photographs/ diagrams (with captions) throughout the report	Translated materials should be with the translated caption of those photographs/ diagrams.
6.	Correction/ edition of materials in final version	Translated materials must be similar types of correction/ edition in final version.

5. **Eligibility Criteria:**

A. Educational Qualification:

- i) Master Degree of a recognized university or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level OR
- ii) Master Degree of a recognized university or equivalent in any Subject other than Hindi or English medium and English or Hindi as a compulsory or elective subject or a medium of examination at the degree level OR
- iii) Master Degree of a recognized university or equivalent in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level OR
- iv) Bachelor degree of a recognized university or equivalent with Hindi and English as main subject (which includes the term compulsory and elective.)

B. Experience:

- v) Should have at least 5 years experience in translation of Annual Report into Hindi version of any offices of State/ Central Government / Autonomous Bodies/ Govt. Institutions/ PSUs.

6. Translator(s) should have a valid PAN No., GST registration No. or Income Tax Return Verification Form for the last financial year i.e. 2020-21.

7. The translators must be a resident of West Bengal (preferably in Kolkata) (authentic residential proof is mandatory).

8. The terms & conditions of the process of payment as follows:-

A. After completion of translation of all English version (including alternations/ corrections) into Hindi version, translators have to furnish the bill along with the PAN and all other necessary documents as per rate as mentioned above along with one in Hard copy and other in soft copy with the bank details for necessary NEFT/RTGS fund transfer.

B. As per rules and regulations, translators should mention their GST number on the face of the bill along with copy of the same. If they do not have any GST registration number then they should furnish i) copy of Income Tax Return Verification Form for the last financial year i.e. 2020-21 and ii) a signed self declaration statement for their last year income with their bill. After completion of the work successfully, the Institute will transfer the amount online into their mentioned bank account.

9. The list of empanelled translators will be valid for the period of one year from the date of acceptance of Empanelment of Translators. The empanelment may be further extended for another two years on mutual consent on same terms & conditions based on performance of the Empanelled Translators.

The interested eligible applicants may apply in the prescribed application format (as per Annexure-I) along with all relevant necessary documents duly signed within 11th October, 2021 to the Senior Administrative Officer, Public Relations Unit, ISI, 203 B. T. Road, Kolkata-108 with a copy by e-mail at pr1234@isical.ac.in OR isipublicrelations2012@gmail.com



Chief Executive (A & F)

APPLICATION FORM

1. Name:
2. Postal Address for correspondence:
3. Telephone No.:
4. Mobile No.:
5. Email id:
6. Educational Qualification(s):
(along with self-attested photocopies of the certificates)
7. Experience in translation (English to Hindi):
(Copy of Work Order/ Empanelment for last 5 years in translation of Annual Report from English into Hindi version of any offices of State or Central Government/ Autonomous Bodies/Govt. Institutes/ PSUs. should be enclosed along with the application)
8. PAN (along with self-attested photocopy of the PAN card):
9. GST Registration No. OR Income Tax Return Verification form for the last financial year i.e. 2020-21:
10. Present Assignment (if any):
11. Undertaking:

The contents of the Order both in Hindi and English will not be divulged in any manner to any other person intentionally or unintentionally.

Signature of the Applicant