



### **ADVERTISEMENT FOR WALK-IN INTERVIEW FOR TRANSLATORS**

Chief Executive Officer, Assam State Disaster Management Authority (ASDMA) intends to hold a Walk-in-Interview to select candidates on contractual basis Individuals / Firms for translation of documents from English to Assamese, Bengali and Hindi. Terms of Reference is available on ASDMA's website: <http://asdma.assam.gov.in> and [www.asdma.gov.in](http://www.asdma.gov.in)

#### **DETAILS OF WALK-IN-INTERVIEW**

Date : 25<sup>th</sup> September 2018

Time : 11 A.M

Venue : Office of Assam State Disaster Management Authority, Ancillary Block, Opp. SBI Bank, Secretariat Branch, Janata Bhawan, Dispur, Guwahati -781006, Assam

Sd/-

Chief Executive Officer  
Assam State Disaster Management Authority  
Janata Bhawan, Dispur

**GOVT OF ASSAM**  
**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**  
**ASSAM SACHIVALAYA:: ANCILLARY BLOCK:: DISPUR:: GUWAHATI-06**

No. ASDMA.24/2015/209

Dated: 13<sup>th</sup> Sept, 2018

**TERMS OF REFERENCE**

Assam State Disaster Management Authority plans to undertake various works related to translation from English to Assamese, Bengali and Hindi for which ASDMA plans to empanel and engage **individual professionals** for translation from English to Assamese, Bengali and Hindi.

**1. SCOPE OF WORK:**

- 1.1. The work will include translation of documents, reports, presentation, advertisements etc. along with correction (if any)
- 1.2. The work would include DTP of the entire translated work
- 1.3. Payment: The payment for translation into any language along with its DTP would be Rs 70/- per 100 words
- 1.4. The engagement would be purely on temporary basis and as and when the need arises

**2. ELIGIBILITY**

- 2.1. Master Degree in respective Subject i.e. Assamese/Hindi/Bengali from any Govt. recognised University
- 2.2. Working Experience of translation in their respective medium/language of at least three works. Candidates without relevant professional experience will be rejected.
- 2.3. Knowledge of DTP in Assamese/Hindi/Bengali

**3. PREFERENCE**

- 3.1. Preference will be given to candidate having Certificate / Diploma in Translation Course in Hindi / Bengali / Assamese respectively from Govt. recognised institutions/organisations
- 3.2. Excellent proofreading skills with the ability to Identify grammar, spelling a punctuation errors

**4. SELECTION CRITERIA**

**Selection will be made in the following phases.**

- 4.1. Phase 1: Eligibility criteria evaluation
- 4.2. Phase 2: Either Written Exam and Interview or decided otherwise. For Written examination, the candidates will be ask to translate a paragraph

**Candidates who qualifies the Eligibility Criteria will be allowed to appear in the written examination/Interview**

**5. HOW TO APPLY**

**5.1.** Interested candidates should walk in to the **Office of Assam State Disaster Management Authority, Ancillary Block, Janata Bhawan, Dispur-6** along with the relevant documents related to educational qualification and experience, in original and a set of self-attested photo copies with a filled up prescribed Application Form for the interview on **25<sup>th</sup> September 2018 at 11 A.M .**

**5.2.** Candidate should report to the venue 30 minutes before the schedule time and to register their name in this Office.

**6. GENERAL**

6.1. Individuals/professionals applying should agree to the payment terms

6.2. Empanelled Translators will sign a Contract Agreement with ASDMA

6.3. The engagement period will depend on the basis of requirement.

6.4. Payment would be made after the completion of each project

Sd/-

Chief Executive Officer

Assam State Disaster Management Authority

Janata Bhawan, Dispur

**APPLICATION FORM FOR TRANSLATION:**  
**Assamese/Hindi/Bengali**

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband's Name :
3. Mother's Name :
4. Gender:
5. Nationality
6. Permanent Postal Address
7. Police Station:
8. Current Address:
9. Mobile No.:
10. Email ID :
11. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
12. Age (As on 1<sup>st</sup> January'2018) : \_\_\_\_ Years \_\_\_\_ month(s)
13. Language proficiency (Write/Comprehend/Edit):
14. Educational Qualification (attach a copies of certificates):

Paste self attested  
Recent Passport  
Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post-Graduation					
3.	Others (if any)					

15. Details of Professional Experience in Regard to Translation (attach copies of experience certificates):

a.

- 16.

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ASDMA to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ASDMA would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :

Place :

Signature of the Candidate

**IMPORTANT Note:**

1. Candidates shall complete this application as per the above format, along with self-attested copies of testimonials/certificates, evidencing that he/she is qualified to perform the services.
2. While self attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.
3. Candidates without relevant professional experience shall not be considered