

# NATIONAL COUNCIL FOR VOCATIONAL EDUCATION AND TRAINING (NCVET)

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## Notice for empanelment of professionals/agencies for translation of various documents from English to Hindi and vice versa

National Council for Vocational Education and Training (NCVET) is an executive body under the administrative control of Ministry of Skill Development and Entrepreneurship.

2. NCVET intends to empanel professionals/agencies for translation of various documents of general, legal and technical matters of intermittent nature from English to Hindi and vice versa, **with a validity of three years.**

3. These professionals/agencies should be competent and proficient in both the languages and also familiar with the legal terminology and concepts in order to provide exact transfer of information. They are expected to provide perfect translation within the prescribed timeline.

### **Nature of Work:**

- (i) Translation from English to Hindi and vice-versa of various legal and general, technical references, documents, manuals, other publications etc.
- (ii) Typing, Vetting & Authentication of translated documents. (Vetting should be by a serving or retired Group 'A'/'B' Hindi Officer of Central Government / Public Sector Undertakings / Statutory Bodies).
- (iii) Providing translated version in soft form and hard copy, as required.
- (iv) Printing and Designing of translated documents.

The interested persons/agencies may quote their rates/price in respect of Para 3 (i) to (iv) along with following details within 10 days:

- (i) **Name of professional/Agencies:**
- (ii) **Contact address:**
- (iii) **Telephone numbers and E-mail address:**
- (iv) **Qualifications of the individual or if firm, qualifications of the persons so employed for translation work.**
- (v) **Experience in translation work with emphasis on Government documents:**

The application may be submitted both in soft copy form at the below mentioned address:

[milanrajsahu@gmail.com](mailto:milanrajsahu@gmail.com)

**The hard copy of the application may be sent to :**

Deputy Director (F)  
National Council for Vocational Education and Training  
Kaushal Bhawan, B-2 Pusa Road  
New Delhi-110005

*DD/F*  
17/12/2021.