

REQUEST FOR PROPOSAL

**APPLICATION FROM INDIVIDUALS FOR PANEL OF
TRANSLATORS**

**Rajbhasha Department
Head Office, National Housing Bank
Core 5-A, 3rd-5th Floor, India Habitat Centre, Lodhi Road
New Delhi -110 003
Contact no. : 011- 3918 7000-35
E-mail : susanta.padhi@nhb.org.in, ranjan.barun@nhb.org.in**

1. IMPORTANT BID DETAILS

1.	Date	19/01/2021
2.	Last date and time	01/02/2021 06:00 PM
3.	Place of opening of Proposal (Date will be intimated separately)	National Housing Bank Rajbhasha Department Head Office, Core 5-A, 3rd-5th Floor India Habitat Centre, Lodhi Road New Delhi - 110003

1. ABOUT NATIONAL HOUSING BANK

National Housing Bank (NHB), a statutory institution is wholly owned by Government of India, established under an Act of the Parliament.

- a. National Housing Bank has been established to achieve, inter alia, the following objectives-
 - To promote a sound, healthy, viable and cost-effective housing finance system to cater to all segments of the population and to integrate the housing finance system with the overall financial system.
 - To promote a network of dedicated housing finance institutions to adequately serve various regions and different income groups.
 - To augment resources for the sector and channelize them for housing.
 - To make housing credit more affordable.
 - To supervise the activities of housing finance companies based on supervisory authority derived under the Act.
 - To encourage augmentation of supply of buildable land and also building materials for housing and to upgrade the housing stock in the country.
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- b. The head office of NHB is located in New Delhi and Regional Office located at Mumbai, Bengaluru, Hyderabad and Kolkata. It has Representative Offices located at Ahmedabad.

Purpose:

- New efforts are constantly being made to promote the progressive use of Hindi in the bank and the bank always strives to meet the goals of the annual program released by the Department of Official Language, Ministry of Home Affairs.
- Bank's Official Language Department also ensures the compliance of the Official Language Policy and Rules to increase the use of Hindi in the bank, along with the work of translating all the incoming documents for Hindi translation. Yet sometimes due to extra assignments Department has to give translation work to external translators. Keeping this in mind, the bank has decided to constitute a panel of translators. whose aim is to translate all the documents into Hindi within the stipulated timeline and make them available to the concerned department.
- Translators selected for the panel will have to ensure compliance of the timeline given by the bank so that there should not be any kind of interruption in the daily work of the department.

To give a name in the panel of translators, apply only after observing the following terms and conditions:

Educational Qualification: -

1. Post graduate degree in English or Hindi from a recognized university with Hindi or English subject at graduation level.

Or

Hindi or English as a main subject at graduation level.

2. At least five years of work experience in English to Hindi and Hindi to English translation in Central or State Government offices including Government undertakings, banks, autonomous bodies or ministries etc. or retired from the position of Hindi Assistant/Hindi Translator or Hindi Officer in any Government undertakings, Banks, autonomous bodies or ministries.
3. Preference will be given to those translators who have work experience in the field of finance/Housing/Housing Finance.
4. The rate of translation or rate of typing will be fixed as per the directions of Department of Official Language, Ministry of Home Affairs.
5. While applying, the applicant will also have to send the self-certified copy of all the certificates along with the necessary documents.
6. The filled application form will have to be sent to **Shri Sushanta Kumar Padhi, General Manager (Official Language Department), 3rd Floor, National Housing Bank, India Habitat Centre, Core 5 A, Lodhi Road, New Delhi - 110 003** along with the desired documents and super scribed as "**APPLICATION FOR EMPANELMENT OF TRANSLATORS**" on the envelope or applicants can email their application with supporting documents (not more than 10mb) to **Shobhit.tripathi@nhb.org.in**.
7. Applications received after the last date will not be considered.
8. The applicant is required to have knowledge of typing in Krutidev and Unicode.
9. Please note that if the person is selected for the panel, then tax deduction on all payments made to you will be done as per rules.
10. If the translator does not adhere to the timeline stipulated by the bank or work is not found satisfactory by the Bank, the Bank may take necessary action for disempanelment.

Interested applicants are requested to send their application as per the enclosed form till last date. Applications received after the last date will not be considered.

Proforma for empanelment of translators in National Housing Bank

1. Name :
2. Address :
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3. Telephone / Mobile No. :
4. E-mail :
5. Educational Qualification :
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6. Experience :
.....
7. Former Employer :
8. Others :

Date :

Signature

Place :

Note: Please enclosed a self-certified copy of all documents.