

HIGH COURT OF DELHI: NEW DELHI

NOTICE

Applications are invited from reputed firms/ companies engaged in the business of supplying/ providing contractual workers for appointment of Translators and Stenographers on contractual basis on the Establishment of this Court. The applications shall be submitted by the interested parties before the Joint Registrar(Estt)/ Nodal Officer, Room No.213, 2nd Floor, Administrative Block, Delhi High Court, New Delhi on or before 5.00 p.m. of 15th April 2019. The eligibility criteria for parties to respond to the above notice is as under:-

- a) The firm/ company should be registered under contractual Labour (Regulation & Abolition) Act 1970 and Rules.
- b) Should possess PAN/ GST TIN Number
- c) The firm and company must have their Registered Office/ Principal Office, preferably within the National Capital Territory of Delhi.
- d) Experience certificate submitted by the firm/ company must certify that there has been no breach and the past work of firm/ company has been carried out satisfactorily.

The contracting agency/ firm/ company shall ensure that the individual Translator and Stenographer so deployed in the High Court of Delhi conform to the following specifications of age, educational and skill qualification.

Translator

The Translator should be at least graduate and should possess diploma in Translation from Hindi/ Urdu to English and vice versa from a recognized University/ Institute or 2 Years experience in translation work from Hindi/ Urdu to English and vice versa and should be between 21 - 45 years of age.

The Translator should be conversant with the working of computers and should necessarily have knowledge of English Typewriting.

The incumbent appointed to work as Translator on contract basis shall be paid fixed monthly remuneration of Rs.44900/-. No TA/ DA or any other allowance shall be payable to the incumbent engaged on contract basis.

Stenographer

The Stenographer should be at least Graduate from any recognised University and between 21-45 years of age. The Stenographer should be skilled in Stenography in English at least 100 words per minute and should possess the basic knowledge of Computer Operation.

The incumbent appointed to work as Stenographer on contract basis shall be paid fixed monthly remuneration of Rs.44900/-. No TA/ DA or any other allowance shall be payable to the incumbent engaged on contract basis.

COMMISSION: Commission/ Agency Charge @ 10% of the monthly remuneration will be payable alongwith GST as per Govt. rules, GST as revised by the Govt. from time to time will be automatically applicable.

The company/ firm will be required to fulfil all necessary/ mandatory compliances as envisaged under Contract Labour (Regulation and Abolition) Act.

SELECTION PROCEDURE

The shortlisted firms/ companies, through their authorized representative(s), shall be required to appear before the Committee or before the Officer so nominated, for the selection process. The company/ firm will be declared successful for providing the contractual workers on scrutiny of the credentials of the firm.

The successful company/ firm will be required to enter into an agreement with this Court. The contract is to commence from the date of signing the contract and shall be governed by the terms and conditions of the agreement so entered unless it is curtailed or terminated by the Delhi High Court owing to deficiency of service, sub standard quality/ under performance of manpower deployed, breach of contract, reduction or cessation of the requirement of work.

The contract shall automatically expire after six months from commencement of the contract unless extended further by the mutual consent of the parties to the contract.

Sd/-
(Dinesh Kumar Sharma)
Registrar General