



OFFICE OF THE  
PRINCIPAL COMMISSIONER OF INCOME TAX (ReFAC) (TU)-1, DELHI  
ROOM NO.183, C.R BUILDING, I.P. ESTATE,  
NEW DELHI – 110 002.

F.No. PCIT ReFAC/(TU)-1/Translation/2021-22/

Dated: 21.03.2022

**INVITING APPLICATIONS FOR EMPANELMENT OF TRANSLATORS FOR  
TRANSLATION OF DOCUMENTS FROM HINDI/ KASHMIRI/ PUNJABI/  
SANSKRIT/ SINDHI/ URDU/ DOGRI INTO ENGLISH**

Applications are invited for empanelment of Hindi/ Kashmiri/ Punjabi/ Sanskrit/ Sindhi/ Urdu/ Dogri Translators for translation work. The empanelment shall be w.e.f. **01.04.2022 to 31.03.2023.**

The applicant must have had the vernacular language concerned as the medium of study in Class X and XII or Graduation or the said vernacular language should be one of the languages studied in Class X or XII or Graduation.

A test of the short listed applicants will be conducted in the aforementioned vernacular language(s) to English to adjudge the translation skills of those applicants. During the test, the translation from the concerned vernacular language to English will have to be done directly on computer and printout of such translation to be taken out by the applicant himself. The use of dictionary will be allowed and the applicants will have to bring their own dictionary. The minimum bench mark for empanelment of translator will be 75 percent of accuracy during the translation test. After proper assessment of the translation skills of the suitable applicants, the names will be considered for empanelment.

The translators, who will be empanelled, will be required to complete the translation work and return the documents within **seven days** from the date of assignment of work. In addition to this, the empanelled translator will have to strictly comply with the following conditions:

1. The documents will be sent on the email provided by him by the officers posted in this office. The translated document should be sent back in the same format on the same email id from which the document was furnished to him.
2. The confidentiality of the documents has to be strictly maintained by the translator at any cost.

This office reserves the right to ignore an empanelled Translator, if record will show delay or unsatisfactory work or any breach of element of confidentiality by the said translator on panel.

The interested applicants may submit their applications in the enclosed prescribed format (Annexure 'A') specifying the fulfilment of condition specified above along with documentary evidence. An affidavit mentioning the eligibility with the terms and conditions is also required to be submitted along with application. Such application forms may either be submitted to the office of the **Income Tax Officer (Hqrs), Pr. CIT (ReFAC) (TU)-1, Delhi in Room No. 182, CR Building, IP Estate, New Delhi- 110002** or through e-mail id: [delhi.pcit1.tu.reac@incometax.gov.in](mailto:delhi.pcit1.tu.reac@incometax.gov.in). The list of approved rates for translation work to be paid to the empanelled translators is enclosed as **Annexure 'B.'**

The last date for submission of application is **two weeks from the date of publication of this advertisement.**

**Principal Commissioner of Income Tax (ReFAC), (TU)-1, Delhi**

**Annexure- A**

**APPLICATION FOR EMPANELMENT AS TRANSLATOR FOR TRANSLATION  
FROM KASHMIRI/ PUNJABI/ SANSKRIT/ SINDHI/ URDU/ DOGRI LANGUAGES  
TO ENGLISH**

|    |   |  |            |
|----|---|--|------------|
| 1. | Name  |  | Photograph |
| 2. | Address with Phone No.  |  |            |
| 3. | Educational Qualifications  |  |            |
| 4. | Diploma/ Degree in Translation (if any)   |  |            |
| 5. | Name(s) of the vernacular languages in which proficient for translation to English  |  |            |
| 6. | Whether the vernacular language applied for was the medium of study or one of the subjects studied in Class X and XII or Graduation |  |            |
| 7. | Experience in Translation   |  |            |
| 8. | Any other relevant information  |  |            |

\* Photocopies of all relevant documents to be enclosed.

**Place:**

**Date:**

**Signature of the Applicant**

**Annexure- B**

| Serial No. | Description                                | Approved Rates per page (200 words) |
|------------|--|-------------------------------------|
| 1.         | Translation charges for the first 10 pages | Rs. 50/- per page                   |
| 2.         | Translation charges for the next 10 pages  | Rs. 40/- per page                   |
| 3.         | Translation charges for the next 30 pages  | Rs. 35/- per page                   |
| 4.         | Translation charges for the next 50 pages  | Rs. 30/- per page                   |
| 5.         | Translation charges for the next 100 pages | Rs. 25/- per page                   |
| 6.         | Minimum Charges upto 5 pages               | Rs. 250/-                           |
| 7.         | Typing Charges                             | Rs. 12/- per page                   |