



भारत सरकार/GOVERNMENT OF INDIA  
रेल मंत्रालय/MINISTRY OF RAILWAYS  
(रेलवे बोर्ड/RAILWAY BOARD)



STAFF NOTICE NO. 11 OF 2024

**Sub: Panel of translators for translating communications from the Indian regional languages into English/Hindi and vice-versa.**

A number of communications in regional languages are received in the Ministry of Railways, which are required to be translated into English/Hindi and vice-versa. From time to time, a panel of translators for undertaking translation of communications from all Indian regional languages to English/Hindi and vice-versa is formed from amongst the personnel of the Ministry of Railways, who are desirous to undertake the translation work.

2. It has been decided to prepare a fresh panel of translators. Applications are invited from the officers/officials of Railway Board for empanelment as translators.
3. The existing rates of honorarium payable, subject to the ceiling of ₹5000/- per annum in each case (per person) for translation from regional languages to English/Hindi and vice versa, is ₹120/- per thousand words of ordinary material and ₹130/- per thousand words of technical material (including Codes/manuals, etc.). This provision is as per Ministry of Personnel, P.G. & Pensioners (Department of Personnel & Training)'s O.M. No.17011/04/2011-Estt.(Allowances) dated 01.04.2011.
4. Officers/officials, who are interested in undertaking the above work, may send their names for inclusion in the panel to the Section Officer/G. Branch in the enclosed proforma latest by **14.06.2024**.

  
(Priya Gopalakrishnan)  
Deputy Secretary (G)  
Railway Board

No.2024/G/2/1

New Delhi, dated 04.06.2024

**Copy to:-**

1. All Officers and Staff of Board's Offices in Rail Bhawan, Tilak Bridge Railway Offices Complex, Dayabasti RPSF Camp and NRM Office.
2. Three copies for pinning on Notice Board in Rail Bhawan.
3. RBCC (for uploading on official website).
4. E-Office Notice Board.

PROFORMA

Application for undertaking the work of translation from Indian Regional Languages to English/Hindi & vice versa.

1. Name of the Candidate:
2. Date of Birth:
3. Date of superannuation:
4. Address of office in which  
Employed at present:
5. Designation:
6. Residential address in  
Delhi/NCR:
7. Office Tele. No.:  
Residential Tele. No.:  
Mobile No.:  
Email ID:
8. Particulars of Regional Languages  
in which the official is interested  
to undertake translation work:
9. Educational Qualification:
10. Details of experience in  
Translation work:

(Signature of the official)

**Dated:**

**Place:**

(To be given by office in which the official is employed)

**Certified that the particulars given above are correct.**

\_\_\_\_\_  
Signature

**Name:**

**Designation:**

**Office:**