

No.: IIMS/PUR/Emp. of Hindi Translator/2025-26-2015

Dated 18.12.2025

Expression of Interest (EoI) for empanellment of Hindi Translator at IIM Sirmaur.

Expression of Interest (EoI) is invited from suitable Firms/Individuals for empanelment as Hindi Translators at IIM Sirmaur. The empanelment will initially be for a period of one year and may be extended on a year-to-year basis based on mutual consent.

Scope of Work:

- (i) Translation of all website content of the institute into Hindi constitutes one of the primary scopes of work.
- (ii) Ensure that all translations are accurate, concise, and reflect the intended meaning and sense correctly
- (iii) Use shuddha yet simple Hindi that is easily understood by a wide audience across India
- (iv) Avoid local or colloquial Hindi usage
- (v) Avoid obscure or overly complex Urdu/Persian/Arabic or foreign-origin words. Instead, use simpler तत्सम Hindi equivalents. (Example: “आवश्यक” instead of “ज़रूरी”; “जीवन” instead of “ज़िंदगी”)
- (vi) Avoid literal translation and focus on correctness of form, brevity and essence (भावार्थ)
- (vii) Regularly interact with various stakeholders of the Institute to refine translations based on feedback
- (viii) Perform any other linguistic work assigned by the Institute authorities.

The terms and conditions for the empanelled firm/individual are as follows:

1. Educational Qualifications and Eligibility Criteria:

- (i) A Master's degree in Hindi or English (with the other language as a compulsory subject at the graduation level); and
- (ii) A recognized Diploma or Certificate course in translation from Hindi to English or vice versa.

Note: In case of Firm at least two or more employees of the agency must possess the requisite qualifications.

2. Selection Process:

- (i) After receiving the applications, a duly constituted committee will scrutinize and decide the subsequent selection process, which will be based on experience and qualifications.
- (ii) Depending on the number of applications received, the final selection may include a presentation, if required.
- (iii) The committee will select the applicants after assessing their translation skills and evaluating similar previous work executed.

3. **Remuneration:**

Remuneration for the translation work shall be paid as per Government of India-approved rates.

Interested candidates/firms meeting the above criteria may forward their expression of interest (EOI) to the Institute using the prescribed application form available on the IIM Sirmaur website. The prescribed application form and relevant documents (Education and Experience) must be submitted via email to purchaseoffice@iimsirmaur.ac.in.

Interested candidates/firms meeting the above criteria may submit their Expression of Interest (EOI) using the prescribed application form available on the IIM Sirmaur website. The prescribed application form along with relevant documents (Education and Experience) must be submitted via email to purchaseoffice@iimsirmaur.ac.in. The last date for submission is 08.01.2026 by 5:00 PM.

(Harpreet Singh)
Admin. Officer (Purchase)



Annexure-A

<p align="center">हिंदी अनुवादक के पैनल में शामिल होने के लिए आवेदन (व्यक्तिगत आवेदक के लिए)</p>				<p align="center">Photograph</p>		
1	उम्मीदवार का नाम	प्रथम	मध्य	अंतिम		
2	लिंग	पुरुष ○				
		महिला ○				
4	पिता का नाम / पति का नाम					
5	माता का नाम					
6	जन्म तिथि (DD/MM/YYYY)		विज्ञापन की तिथि के अनुसार आयु			
7	राष्ट्रीयता					
8	वैवाहिक स्थिति	विवाहित ○	अविवाहित ○			
9	स्थायी पता	पत्राचार हेतु पता				
10	मोबाइल नंबर		ईमेल आईडी			
11	वर्तमान रोजगार स्थिति	संस्था का नाम		पदनाम		
शैक्षिक / व्यावसायिक / तकनीकी योग्यताएँ (उच्चतम योग्यता से शुरू करें):						
	परीक्षा उत्तीर्ण	बोर्ड / विश्वविद्यालय / संस्थान	डिग्री / डिप्लोमा / प्रशिक्षण की अवधि	उत्तीर्ण वर्ष	डिवीजन एवं प्रतिशत	विषय / विशेषज्ञता

12.						
13.	कार्य अनुभव					
	नियोक्ता का नाम / संस्थान का नाम	पदनाम	कार्य का प्रकार / कार्य की प्रकृति	प्रारंभ तिथि	समाप्ति तिथि	कार्य दायित्व

Note: Educational qualification and experience certificate are attached

Date:

Place:

Name: _____

Signature

Annexure-B

हिंदी अनुवादक के पैनल में शामिल होने के लिए आवेदन (अनुवादक फर्म/एजेंसी के लिए)	
1.	फर्म का नाम
2.	फर्म का पता
3.	जीएसटी नंबर
4.	पैन नंबर
5.	<p>पूर्व अनुभव / पिछला अनुभव</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5.

Date:
Place:

Authorized Signatory

Name: _____

Note: In case of the firm's participation, it must furnish the required information in Annexure-B and also submit the details of at least two or more employees in the individual Proforma provided in Annexure-A.