

Annexure-II

Centre for Development of Advanced Computing Thiruvananthapuram

Terms of Reference (ToR) for Engagement of Consultant

Associate (Part Time) - For Official Language.

- I. Precise statement of Objectives for engagement of Consultant:

(Discipline or the domains where engagement of consultants is required shall be indicated)

Official Language

- II. Outline of the tasks to be carried out:

(Details of work required to be carried out/ specific tasks/ activities to be assigned to Consultants shall be indicated)

Advise the Department Head (HR) in Official Language Policy matters

- III. Output expected:

(The output / deliverables expected from the Consultant shall be clearly defined)

Assist to hold Official Language meetings, translation of agreements, tenders, MOU, MOA, to assist in preparing minutes, Hindi training related activities, report preparation & extending assistance in Parliamentary inspection and other inspections related to Official Language etc.

- IV. Schedule for completion of Tasks:

(This should be framed in such a manner that the time frame for the jobs with respect to the outputs / deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment)

Six months.