

SUPREME COURT OF INDIA

Translation Cell

F.NO.110/Judl./2015

24<sup>th</sup> July, 2015

CIRCULAR

It is notified for the information of all the employees of this Registry that the Panel of Translators for translating the documents etc. of the Registry from Assamese, Gujarati, Malayalam, Marathi, Maithily, Nepali and Punjabi to English is proposed to be expanded. Such staff members of this Registry who are willing to be considered for empanelment as Translator, may send their applications in prescribed format (Annexure 'A') to Registrar (J-II) latest by 24<sup>th</sup> August, 2015 till 5.00 p.m.

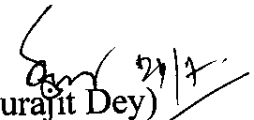
The candidate must have had the vernacular language concerned as the medium of study in Xth or XIIth or Graduation or the said vernacular language should have been one of the languages studied in Xth or XIIth or Graduation.

A test of suitable candidates will be conducted in the aforementioned vernacular languages to English to adjudge their translation skills. 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 candidate himself. Use of dictionary will be allowed. The candidates will have to bring their own dictionary. After proper assessment of the translation skills of the suitable candidates their names will be considered for empanelment by the Registry.

It is further pointed out that the staff members empanelled for above-mentioned languages will not be allowed to do the translation work during office hours. The translator will have to collect the vernacular document from this Registry and will have to submit the same with this Registry within a period of two weeks from the date of receipt of such documents from the Registry.

The list of approved rates for translation work to be paid to the Translators by the Registry is enclosed herewith as Annexure 'B'.

Incomplete applications or applications received after the due date will not be considered.

  
(Surajit Dey)  
Registrar (Judl-III)

Copy to : All concerned.

**ANNEXURE – A**

**APPLICATION FOR EMPANELMENT AS TRANSLATOR FOR  
TRANSLATION FROM VERNACULAR LANGUAGES  
(OTHER THAN HINDI) TO ENGLISH IN  
SUPREME COURT OF INDIA**

1. Name :

\_\_\_\_\_

2. Address with Phone Nos.:

\_\_\_\_\_

\_\_\_\_\_

Photograph

3. Educational Qualifications:

\_\_\_\_\_

4. Diploma/Degree in  
Translation (if any):

\_\_\_\_\_

5. Proficiency in Computer:

\_\_\_\_\_

6. Name(s) of the vernacular  
languages in which proficient  
for translation to English :

\_\_\_\_\_

7. Whether the vernacular  
language applied for was the  
medium of study or one of the  
subjects studied in Xth or  
XIIth or Graduation:

\_\_\_\_\_

8. Experience in Translation:

\_\_\_\_\_

9. Employee No.

10. Any other relevant  
information:

\*Photocopies of all relevant  
documents to be enclosed.


Place :

Date :

Signature of the Candidate

**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	Approval of translation	Rs.15/- per page
8	Typing charges	Rs.12/- per page  For each additional copy @ Rs.1.20p. per page.

  
(Surajit Dey)  
Registrar (J-III)  
24.07.2015