



Central Institute of Indian Languages
Ministry of Education, Government of India
Hunsur Road, Manasagangothri, Mysore – 570006

F. No. PIO-RTI/2023-24/Rec-1

Date: 02 May 2023

**Announcement for short-term engagement of
Consultant/Clerical Assistant**

The Central Institute of Indian Languages, as a Public Authority, maintains a Public Information Office (RTI Section) for handling applications and appeals received under the Right to Information Act 2005. A consultant/clerical assistant is required for this office on a short-term basis. In this connection, the Institute invites applications from interested and eligible candidates latest by 12 May 2023 (Friday).

Number of posts: One

How to apply: Please use the Online Application Portal of CIIL, accessible through the following web link: <https://apply.ciil.org>

Remuneration: Commensurate with qualifications/experience and skills, but not exceeding Rs 1500/- per day and Rs 39000/- per month.

Nature of engagement: Short-term / 45-day workshop mode.

Eligibility criteria:

1. A citizen of India possessing UG/PG degree from a recognized institution
2. Excellent drafting skills in English and functional in Hindi and Kannada.
3. Demonstrable skills in official noting, filing and formal communication.
4. Knowledge of RTI Act 2005/Experience in handling RTI matters.
5. Demonstrable knowledge of working on computer and internet.
6. Demonstrable skills in oral and written communications.

Age: No bar.

Place of work: CIIL, Mysore.

Deadline: 12 May 2023

Selection process:

1. Candidates will be called for a skill test/personal interview on the basis of their academic credentials.
2. The date, time and venue for the skill test/personal interview will be communicated to the shortlisted candidates by email and phone call.

3. Performance in the skill test/personal interview will determine the selection.
4. The selected consultant/clerical assistant will be asked to report at short notice.
5. This announcement is also suitable for retired persons with sufficient experience in handling relevant tasks.

Duties and responsibilities:

1. Assisting the Public Information Officer – RTI of CIIL in routine matters related to the handling of RTI applications/appeal and CIC hearing.
2. Maintaining the register of RTI applications and Appeals received on the online portal, by email/surface mail and by transfer from the Ministry/other Public Authorities.
3. Coordination with other units/schemes/projects/RLCs of the Institute and prepare draft replies in English/Hindi/Kannada.
4. Posting replies and maintaining a record of the same for future reference.
5. Filing of quarterly and annual reports and maintaining compliance as per the Right to Information Act 2005.

Terms and conditions:

1. The decision of the Director, CIL is final and abiding in any matter relating to the selection or otherwise of a candidate.
2. Incomplete applications and those received after the due date will not be entertained.
3. In-service candidates must forward their applications through their employer and obtain an NOC within the due date.
4. Applications received after the due date will not be considered.
5. Institute reserves the right to accept or reject the application/s and the decision of the Institute is final.
6. Institute reserves the right to increase/decrease the number of posts and relax the eligibility/selection criteria in case of exceptionally deserving candidates.
7. TA/DA or local conveyance is not admissible for attending the skill test/personal interview.

Last date of application: 12 May 2023

In case of any specific query or difficulty, interested candidates may write an email to the Public Information Officer – RTI at **{rtisec.ciil@gmail.com}**

The Hindi version of this announcement is available in the concerned section.

Disclaimer: This announced post is not related/comparable/adjustable with the regular posts of the Institute/RLCs or contractual posts of various Schemes/Projects.

Assistant Director, CIIL