

No. AB-14017/46/2011-Estt (RR)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel and Training
New Delhi

Dated the 19 September , 2013

OFFICE MEMORANDUM

Subject: Model Recruitment Rules for the various posts in Official Language Cadre for Subordinate Offices.

The Model RRs for the posts of Hindi Officer, Senior Translator and Junior Hindi Translator in OL cadre issued by this Department have been reviewed in the light of 6th CPC recommendations.

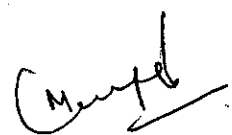
2. After 6th CPC, Department of Expenditure in their OM dated 24.11.2008 and 27.11.2008 have clarified that similarly designated posts existing outside the Central Secretariat Official Language Service (CSOLS) Cadre in various subordinate officers of the Central Government have been granted the same pay scale as granted to CSOLS. The designation with pay scale for various posts in OL Cadre in the subordinate offices shall be as below.

Sr. No.	Designation	Pay Scale
1.	Jr.Translator	PB-2 GP Rs.4200
2.	Sr.Translator	PB-2 GP Rs.4600
3.	Asstt.Director(OL)	PB-3 GP Rs.5400
4.	Dy.Director (OL)	PB-3 GP Rs.6600
5.	Jt.Director (OL)	PB-3GP Rs.7600
6.	Director (OL)	PB-4 GP Rs.8700

Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow.


(Mukta Goel)
Director (Estt.I)
Tel. 2309 2479

To

1. All Ministries/Departments of Government of India

2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi.

Copy to:-

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
7. All Staff Members of National Council (JCM)
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
9. Establishment (RR Division) (20 copies)
10. NIC, DOP&T, North Block.


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Director (Estt.I)
Tel. 2309 2479

RECRUITMENT RULES FOR THE POST OF JUNIOR TRANSLATOR IN SUBORDINATE
OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post
1	2	3	4	5
Junior Translator	*	General Central Service Group 'B' Non-Gazetted, Non-Ministerial	PB-2, Rs. 9300-34800 Grade Pay Rs.4200	Not Applicable

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any
6	7	8	9
30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;	Not Applicable	2 years

	OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of		
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	India Undertaking. Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission /Competent Authority in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.		
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Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/Deputation /absorption, grades from which promotion/deputation/absorption to be made
10	11
Direct recruitment Note “Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of Central Government:- (a) holding analogous posts on regular basis in the parent cadre/department; and (b) Possessing the qualifications and experience prescribed for direct recruits under col.7”.	Not applicable

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
12	13
To include composition of DPC for confirmation.	Consultation with U.P.S.C. not necessary

RECRUITMENT RULES FOR THE POST OF SENIOR TRANSLATOR IN SUBORDINATE
OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post
1	2	3	4	5
Senior Translator	*	General Central Service Group 'B' Non-Gazetted, Non-Ministerial	PB-2, Rs. 9300-34800/- Grade Pay Rs. 4600	Selection

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any
6	7	8	9
30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshdweep)	Essential: Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR	No	2 years for Direct Recruits.

	Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;		
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	AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertaking. Note 1: Qualifications are relaxable at the discretion of the SSC/competent authority in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection SSC/Competent		
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	Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.		
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Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
By promotion, failing which by deputation, failing both by direct recruitment	Promotion From amongst Junior Translators in PB-2, Rs. 9300-34800/- with Grade Pay of Rs. 4200/- with 5 years regular service in the grade and have successfully completed the training of__weeks as prescribed.	To include composition of DPC for Promotion/Confirmation, as applicable.	Not Applicable

	Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay		
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	Commission. Deputation Officers from the Central/State Governments/UTs:- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with 5 years regular service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band 2, Rs. 9300-34800/- with Grade Pay Rs. 4200/-; and (b) Possessing the educational qualifications and other qualifications laid down for direct recruits under col. 7. Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.		
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	Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that		
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	grade pay or pay scale is the normal replacement grade without any upgradation.		
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RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR (OL) IN SUBORDINATE
OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post
1	2	3	4	5
Assistant Director (OL)	*	General Central Service Group 'A' Gazetted, Non-Ministerial	PB-3, Rs. 15600-39100/- Grade Pay Rs. 5400	Selection

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
6	7	8	9
35 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	Essential Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and	No	1 year for DRs and Promotees.

	English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level		
	(ii) Three years'		

	experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions. OR Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions. Note 1: Qualifications are relaxable at the discretion of the		
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	U.P.S.C. in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the U.P.S.C. in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of , U.P.S.C. is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. Desirable: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized Board		
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Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
By promotion, failing which by deputation, failing both by direct recruitment	<u>Promotion</u> Senior Translators in PB-2, Rs. 9300-34800/- with Grade Pay of Rs. 4600/- with 3 years regular service in the grade and have successfully completed the training of__weeks as prescribed. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered	To include composition of DPC/DCC for Promotion/Confirmation, as applicable.	Consultation with U.P.S.C. necessary for appointment to the post on each occasion.

	provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission. <u>Deputation:</u> Officers from the Central/State		
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	Governments/UTs:- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with 3 years' service in the grade rendered after appointment thereto on a regular basis in posts in PB-2, Rs. 9300-34800/- with Grade Pay Rs. 4600/-; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under col. 7. Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the		
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	same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.		
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RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR (OL) IN SUBORDINATE
OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post
1	2	3	4	5
Deputy Director (OL)	*	General Central Service Group 'A' Gazetted, Non-Ministerial	PB-3, Rs. 15600-39100/- Grade Pay Rs. 6600	Selection

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
6	7	8	9
40 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	Essential: Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a	No	1 year for Direct Recruits.

	recognized university in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level; OR Master's degree of a recognized university in any subject other than Hindi or English, with Hindi and English as compulsory or elective		
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	subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; (ii) Five years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions. OR Five years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Un		
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	iversities or recognized research or educational institutions. Note 1:Qualifications are relaxable at the discretion of the U.P.S.C. in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the U.P.S.C. in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection U.P.S.C. is of the opinion that sufficient number of candidates possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. <u>Desirable:</u> Studied one of the languages other than Hindi included in the 8th		
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	schedule of the Constitution at 10 th level from a recognized Board.		
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Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
By promotion, failing which by deputation, failing both by direct recruitment	Promotion Assistant Director (OL) in PB-3, Rs. 15600-39100/- with Grade Pay of Rs. 5400/- with 5 years regular service in the grade and have successfully completed the training of ___ weeks as prescribed. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the	To include composition of DPC/DCC for Promotion/Confirmation, as applicable.	While making appointment to the post on deputation basis and for direct recruitment

	requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission. Deputation Officers from the Central/State Governments/UTs:- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or		
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	(ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in PB-3, Rs. 15600-39100/- with Grade Pay Rs. 5400/-; and (b) Possessing the educational qualifications and experience for direct recruits under col. 7. Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.		
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	The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.		
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RECRUITMENT RULES FOR THE POST OF JOINT DIRECTOR (OL) IN SUBORDINATE
OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post
1	2	3	4	5
Joint Director (OL)	*	General Central Service Group 'A' Gazetted, Non-Ministerial	PB-3, Rs. 15600-39100/- Grade Pay Rs. 7600	Selection

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any
6	7	8	9

50 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	Essential:- (1) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;	No	1 year for Direct Recruits
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	OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; (ii) Ten years' experience of using/applying terminology (terminological work) in Hindi and translation work from		
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	English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions. OR Ten years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions. Note 1: Qualifications are relaxable at the discretion of the U.P.S.C. in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion		
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	of the U.P.S.C. in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection U.P.S.C. is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. <u>Desirable:</u> Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized Board		
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Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
By promotion, failing which by deputation, failing both by direct recruitment	Promotion Deputy Director (OL) in PB-3, Rs. 15600-39100/- with Grade Pay of Rs. 6600/- with 5 years regular service in the grade and have successfully completed the training of ___ weeks as prescribed. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such	To include the composition of DPC/DCC for Promotion/Confirmation, as applicable.	Consultation with UPSC is necessary while making appointment to the post on deputation basis and for direct recruitment.

	qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission. <u>Deputation:</u> Officers from the Central/State Governments/UTs:- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or		
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	(ii)with 5 years regular service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-3, Rs. 15600-39100/- with Grade Pay Rs. 6600/-; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under col. 7. Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed four years.		
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	The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications. Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.		
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RECRUITMENT RULES FOR THE POST OF DIRECTOR (OL) IN SUBORDINATE OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES

Name of the post	Number of post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post
1	2	3	4	5
Director (OL)	*	General Central Service Group 'A' Gazetted, Non-Ministerial	PB-4, Rs. 37400-67000/- Grade Pay Rs. 8700	Selection

* Subject to variation dependent on workload. The year in which the indicated number exists should be given within brackets.

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
6	7	8	9
50 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	Essential:- (1) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized university in	No	1 year for Direct Recruits

	any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized university in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's degree of a recognized university in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the		
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	two as a medium of examination and the other as a compulsory or elective subject at the degree level <u>Experience:</u> (ii) Ten years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions. OR Ten years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/Autonomous Body/Statutory		
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	Organizations/PSUs/Universities or recognized research or educational institutions. Note 1:Qualifications are relaxable at the discretion of the U.P.S.C. in the case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the U.P.S.C. in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection U.P.S.C. is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. Desirable: Studied one of the		
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	languages other than Hindi included in the 8 th schedule of the Constitution at 10 th level from a recognized Board.		
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Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
By promotion, failing which by deputation, failing both by direct recruitment	Promotion Joint Director (OL) in PB-3, Rs. 15600-39100/- with Grade Pay of Rs. 7600/- with 5 years regular service in the grade and have successfully completed the training of ___ weeks as prescribed. Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or	To include composition of DPC/DCC for Promotion/Confirmation, as applicable.	Consultation with UPSC is necessary while making appointment to the post on deputation basis and for direct recruitment

	eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission. <u>Deputation:</u> Officers from the Central/State Governments/UTs:- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or		
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	(ii) with 5 years regular service in the grade rendered after appointment thereto on a regular basis in posts in Pay band-3, Rs. 15600-39100/- with Grade Pay Rs. 7600/- or equivalent in the parent cadre/department; and (b) Possessing the educational qualifications and other qualifications laid down for direct recruits under col. 7. Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for		
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	appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications. Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.		
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