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

Dated the  $\rho$  September , 2013

# OFFICE MEMORANDUM

Subject:

Model Rrecruitment Rules for the various posts in Official Language Cadre for Subordinate Offices.

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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 6<sup>th</sup> 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.

(Mukta Goel)

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	*	General Central	PB-2, Rs. 9300-34800	Not Applicable
Translator		Service Group 'B'	Grade Pay Rs.4200	
		Non-Gazetted, Non-		
		Ministerial		

<sup>\*</sup> 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 probation, any	of if
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	9 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 medium of the examination the at 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 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

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 from these communities possessing the requisite experience are not likely to be available to fill up

the vacancy reserved for

them.

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	/absorption, grades from which promotion/deputation/absorption to be made
10	11
Direct recruitment	Not applicable
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".	

If a	Departn	nental Promot	ion	Comm	ittee	Circumstances in which Union Public Service Commission is to
exist	exists, what is its composition be consulted in making recruitment					
12						13
То	include	composition	of	DPC	for	Consultation with U.P.S.C. not necessary
confirmation.						

# 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	*	General Central	PB-2, Rs. 9300-34800/-	Selection
Translator		Service Group 'B'	Grade Pay Rs. 4600	
		Non-Gazetted, Non-		
		Ministerial		

<sup>\*</sup> 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 probation, any	of if
6 30 years	7 Essential:	8 No	9 2 vears	for
(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)	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 Direct Recruits.	for

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;

AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa three years' or 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. 2: Note 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

Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely	
experience are not likely to be available to fill up	
the vacancy reserved for them.	

Method of	In case of recruitment by promotion/	If a Departmental	Circumstances
recruitment	deputation/absorption, grades from	_	
whether by	which	exists, what is its	Public Service
direct	promotion/deputation/absorption to	,	Commission is
recruitment	be made		to be consulted
or by			in making
promotion or			recruitment
by			100101110110
deputation/			
absorption			
and the			
percentage of			
the vacancies			
to be filled by			
various			
methods			
10	11	12	13
By	Promotion	To include composition	Not
promotion,		of DPC for	Applicable
failing which	From amongst Junior Translators in	Promotion/Confirmation,	11
by	PB-2, Rs. 9300-34800/- with Grade	as applicable.	
deputation,	Pay of Rs. 4200/- with 5 years regular		
failing both	service in the grade and have		
by direct	successfully completed the training		
recruitment	of_weeks as prescribed.		
	•		
	L		

#### 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 vears, 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:

the purpose of computing For 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 Pay the

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.

#### Note 2:

Period of deputation including the period of deputation in another exheld cadre post 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 prerevised 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 scal	e is the no	ormal
replacement	grade	without	any
upgradation.			

# 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	*	General Central	PB-3, Rs. 15600-39100/-	Selection
Director		Service Group 'A'	Grade Pay Rs. 5400	
(OL)		Gazetted, Non-	•	
		Ministerial		

<sup>\*</sup> 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	Essential	No	1 year for
(Relaxable for Government			DRs and
servants upto 5 years in	Master's degree of a		Promotees.
accordance with the	recognized University in		
instructions or orders issued by	Hindi with English as a		
the Central Government.)	compulsory or elective		
	subject or as the		
Note:	medium of examination		
	at the degree level;		
The crucial date for determining	OR		
the age limit shall be the closing	Master's degree of a		
date for receipt of applications	recognized University in		
from candidates in India (and	English with Hindi as a		
not the closing date prescribed	compulsory or elective		
for those in Assam, Meghalaya,	subject or as the		
Arunachal Pradesh, Mizoram,	medium of examination		
Manipur, Nagaland, Tripura,	at the degree level;		
Sikkim, Ladakh Division of	OR		
Jammu & Kashmir State,	Master's degree of a		
Lahaul and Spiti District and	recognized University in		
Pangi Sub-Division of Chamba	any subject other than		
District of Himachal Pradesh,	Hindi or English, with		
Andaman Nicobar Islands or	Hindi medium and		
Lakshadweep)	imui medium and		

English as a compulsory or elective subject or as the medium of examination the at 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 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 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/Autonomo Body/Statutory us Organizations/PSUs/Un iversities 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/Un 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. 2: Note 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 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 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognized Board

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	Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
10	11 Promotion	12	13
By promotion, failing which by deputation, failing both by direct recruitment	Promotion  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.

## Deputation:

Officers from the Central/State

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 excadre post held immediately preceding this appointment in the 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 Pay Commission Central 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 prerevised 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.

# RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR (OL) IN SUBORDINATE OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES

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

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

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 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 using/applying of 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/Autonomo Body/Statutory us Organizations/PSUs/Un iversities 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/Autonomo us Body/Statutory
Organizations/PSUs/Un

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 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 8<sup>th</sup>

schedule of the Constitution at 10 <sup>th</sup> 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	deputation/absorption, grades from	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	15600-39100/- with Grade Pay of Rs. 5400/- with 5 years regular service in the grade and have successfully	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:

computing For the purpose of service minimum qualifying 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 Commission Pay 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

- (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 excadre 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.

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 Central Commission Sixth Pay 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 prerevised 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.

# RECRUITMENT RULES FOR THE POST OF JOINT DIRECTOR (OL) IN SUBORDINATE OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES

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

<sup>\*</sup> 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	Whether	age	Period	of
	qualifications	requir	ed for	and educat	ional	probatio	n,
	direct recruits			qualification	ıs	if any	
				prescribed	for		
				direct rec	ruits		
				will apply in	ı the		
				case	of		
				promotes			
6	7			8		9	

50 years	Essential:-	No	1 year for
(Relaxable for Government			Direct
servants upto 5 years in	(1) Master's degree of a		Recruits
accordance with the	recognized University in		
instructions or orders issued by			
the Central Government.)	compulsory or elective		
	subject or as the medium		
Note:	of examination at the		
	degree level;		
The crucial date for determining			
the age limit shall be the closing	OR		
date for receipt of applications	Magtan's Dagge of		
from candidates in India (and	Master's Degree of a		
not the closing date prescribed for those in Assam, Meghalaya,	recognized University in		
Arunachal Pradesh, Mizoram,	English with Hindi as a		
Manipur, Nagaland, Tripura,	compulsory or elective		
Sikkim, Ladakh Division of	subject or as the medium		
Jammu & Kashmir State,	of examination at the		
Lahaul and Spiti District and	degree level;		
Pangi Sub-Division of Chamba			
District of Himachal Pradesh,	OR		
Andaman Nicobar Islands or			
Lakshadweep)	Master's degree of a		
	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 recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two medium а 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

English to Hindi or vicepreferably of versa, technical or scientific literature under Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Unive rsities recognized or 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

of the U.P.S.C. in the case of candidates belonging to Scheduled Castes Scheduled Tribes if at any stage of selection U.P.S.C. is of the opinion that sufficient number candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. Desirable: Studied of one the languages other than Hindi included in the 8<sup>th</sup> of the schedule Constitution at 10th level from a recognized Board

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	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.	To include the composition of DPC/DCC for Promotion/Confirmation, as applicable.	Consultation
	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 Pav 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-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 exheld cadre post immediately preceding this appointment in the same or some other organisation or of department the Central Government shall ordinarily not exceed four 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 prerevised 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.

RECRUITMENT RULES FOR THE POST OF DIRECTOR (OL) IN SUBORDINATE OFFICES OF GOVERNMENT OF INDIA/UNION TERRITORIES

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

<sup>\*</sup> 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	probation, any	of if
6	7	8	9	
(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)	(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 Direct Recruits	for

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 two as a medium of examination and the other as a compulsory or elective subject at the degree level

# Experience:

(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/Autonomo Body/Statutory Organizations/PSUs/Un iversities 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/Autonomo us Body/Statutory Organizations/PSUs/Un 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.

2: Note 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 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

languages other than Hindi included in the 8 <sup>th</sup> schedule of the Constitution at 10 <sup>th</sup> 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	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	in which Union
to be filled by various methods			
10	11	12	13
By promotion, failing which by deputation, failing both by direct recruitment	Promotion	To include composition of DPC/DCC for Promotion/Confirmation,	Consultation with UPSC is necessary while making appointment to the post on deputation basis and for direct recruitment
	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 qualifying service minimum 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 Central Pay Commission Sixth recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based the on of the recommendations Pav 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-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 excadre 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 the on of the Pay recommendations commission except where there has been merger of more than one prerevised 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.