



Dr. Rahul
29/6

(For circulating to Ministry's/Departments etc.)

No. 6-65/2015-M-1
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi.

Dated: 21 June, 2017.

Sub: Filling up the post of Assistant Director (Official Language), Group 'A', Gazetted, Non Ministerial in Level 10 of Pay Matrix by composite method [Deputation (including short term contract)] plus promotion in the National Museum, New Delhi.

Applications are invited from the Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organizations for appointment to the post of Assistant Director (Official Language) in Level 10 of Pay Matrix by composite method [Deputation (including short term contract)] plus promotion in the National Museum, New Delhi.

2. **Job Description**

Getting translation work and supervising translation arrangements. Ensuring use of Hindi for obligatory purposes required under official language Act, as amended. Implementation of the instructions issued by Ministry of Home Affairs regarding progressive use of Hindi for various official purpose. Effective working on the Department Official language Implementation Committee. Looking after research references and coordination work for increasing use of Hindi in official work by preparing literature, arranging workshop training and giving necessary help and guidance to the officers/ staff for learning Hindi and use it in official work. To organize Hindi classes or workshop in the Museum for noting and drafting in Hindi in various matters

3. **Eligibility**

Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organizations:

(A) (i) holding analogous posts on regular basis in the parent cadre/department;

Or

(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the Level-7 of Pay matrix or equivalent in the parent cadre or department;

Or

(iii) with eight years service in the grade rendered after appointment thereto on a regular basis in the Level 6 of Pay matrix or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualifications and experience:-

Essential:

(i) 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;

Or

