

ANNEXURE – III

Form to be filled by the Ministry / Department while forwarding proposals to be Department of Personnel & Training and the Union Public Service Commission for amendment of approved Recruitment Rules.

1 (a)	Name of the Post	Assistant Director (OL)
(b)	Name of Ministry / Department	Ministry of Culture
2.	Reference No. in which commission's advice on recruitment rules was conveyed.	--
3.	Date of notification of the original rules and subsequent amendments (copy of the original rules and subsequent amendments should be enclosed, duly flagged and referenced.	29 th June 1983 GSR No. 526 Copy of RRs enclosed

4.

Col. No.	Provision in the approved rules	Revised provisions proposed	Reason for the revision proposed.
1 (Name of Post)	Hindi Officer	Assistant Director (OL)	Post up-graded and re-designated in pursuance of department of expenditure, Ministry of Finance OM No. 1/1/2008-IC dated 24.11.2008 read with corrigendum dated 27.11.2008 (Copy of orders enclosed)
2 (No. of post)	01* (1983) subject to variation dependent on workload	01* (2015) subject to variation dependent on workload	RRs being amended in 2015
3 (Classification)	General Central Services, Group 'B' Gazetted, Non-Ministerial	General Central Services, Group 'A' Gazetted, Non-Ministerial	Due to up-gradation and re-designation of posts
4 (Pay scale)	Rs. 650-30-740-35-810-EB-35-882-4—1000-EB-40-1200 Rs. 6500-10500/- (5 th CPC) Rs. 9300-34800+4600/- GP) (6 th CPC)	PB – 3 Rs.15600-39100+5400/- Grade Pay	As above
5 (whether selection post or non-selection)	Not applicable	Not applicable	No Change
6 (Age limit for direct recruits)	Not exceeding 35 years. (Relaxable for Govt. servants up to 5 years in accordance with the instructions issued by the Central Govt.) Note: The crucial date of determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in the	Not applicable	As per DOPT's instructions

	Andaman & Nikobar Island and Lakshadweep).		
7 (Educational and other qualification required for direct recruits)	<p>Essential</p> <p>(i) Master's degree of a recognized University of equivalent in Hindi with English as a subject at the degree level)</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized university or equivalent in English with Hindi as a subject at the degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized university or equivalent in any subject with Hindi and English as a subject at the degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized university or equivalent in any subject with Hindi Medium and English as a subject at the degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized university or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p>(ii) 5 year's experience of terminological work in Hindi and/ or Translation work from English to Hindi or vice versa preferably of technical or scientific literature.</p> <p style="text-align: center;">Or</p> <p>5 years' experience of teaching, research writing of journalism in Hindi.</p> <p>Note 1: Qualifications are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified.</p> <p>Note 2: The qualification regarding experience is/ are relaxable at the discretion of the UPSC in the case of candidates belonging to Scheduled Caste/</p>	Not applicable	Due to change in method of recruitment by deleting direct recruitment.

	<p>Scheduled Tribes in, at any stage of selection, the UPSC 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 vacancies reserved for them;</p> <p>Desirable:</p> <p>(i) Knowledge of Sanskrit and / or modern Indian language</p> <p>(ii) Administrative experience</p> <p>(iii) Experience of organizing Hindi Classes or work shops for noting and drafting.</p>		
8 (whether age & E.Q. prescribed for direct recruits will apply in the case of promoters)	No	Not applicable	No Change
9 (Period of probation, if any)	2 years	2 Years for promotees	No Change
10 (Method of recruitment whether by Direct recruitment or by promotion or by deputation / absorption and percentage of vacancies to be filled by various method)	By promotion/ transfer on deputation failing which by direct recruitment.	By composite method (Deputation including short term contract plus promotion)	As per DOPT's instructions and being single posts in the lower entry level.
11 (In case of recruitment by promotion/ deputation/ absorption grades from which promotion / deputation / absorption to be made)	<p>Promotion / Transfer on deputation:</p> <p>(1) Officers from the Central Govt: -</p> <p>(i) Holding analogous posts; or</p> <p>(ii) With 3 years service in posts in the scale of 550-800/900 or equivalent or;</p> <p>(iii) With 8 years' service in the posts in the scale of Rs. 425-700/800 or equivalent and</p> <p>(a) Possessing the educational qualification and experience laid down for direct recruitments.</p> <p>(2) The departmental Junior Hindi Translator with 8 years regular service in the grade will also be considered and in case he is selection for appointment to the</p>	<p>Composite Method [Deputation including short term contract plus promotion]: Officers under the Central Govt. or State Govt. or Union Territories;</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department or;</p> <p>(ii) With three years service in the grade rendered after appointment thereto on a regular basis in posts in the pay band – 2 Rs. 9300-34800+4600/- Grade Pay or equivalent in the parent cadre or department; and</p>	As per DOPT's instructions

	<p>post, the same shall be deemed to have been filled by promotion.</p> <p>(period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization / department shall ordinarily not exceed 3 years)</p>	<p>(iii) with 8 years service in the grade rendered after appointment thereto on regular basis in posts in the pay band Rs. 9300-34800+4200/- Grade Pay or equivalent in the parent cadre or Department.</p> <p>Possessing the following educational qualifications and experience, namely: -</p> <p>i) Master's Degree of a recognized university in Hindi with English as compulsory or elective subject or as the medium or 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 or examination at the degree level;</p> <p>Or</p> <p>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.</p> <p>Master's degree of a recognized university in any subject other than Hindi or English with English medium and Hindi as compulsory or elective subject or as a medium of a examination at the degree level;</p> <p>Or</p>	
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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 year's experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice – versa, preferably of technical or scientific literature under Central Govt. or State Govt. or Autonomous body or statutory organizations or public sector undertakings or Universities or recognized research or educational institution; or three years' experience of teaching in Hindi and English or research in Hindi or English under Central Govt. or State Govt. or autonomous body or statutory organizations or public sector undertakings or universities or recognized research or educational institutions.

Note:

Departmental Junior Translator in PB – 2 Rs. 9300-34800+4200/- Grade Pay with 8 years regular service in the grade and possessing at least Degree of a recognized University with Hindi medium and

with general English as one of the elective subject at degree level

OR

Degree of a recognized university with English medium and General Hindi as one of the elective subject at degree level shall also be considered along with the outsiders and in case he/she is selected, the post shall be treated as having been filled by promotion otherwise, it will be treated as having been filled by deputation (including short term contract)

(period of deputation including short term contract) in another ex-cadre posts held immediately preceding this appointment in the same or some other organization or department or the Central Govt. shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short term contract shall not be exceeding 56 years as on the closing date of receipt of application).

Note: For the purpose of appointment on deputation basis the service rendered on a regular basis by an officer prior to the 1st January 2006 / the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the

		corresponding Grade Pay on scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised pay 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.	
12 (If a DPC exists, what is the composition)	Group 'B' Departmental Promotion Committee Consisting of: - 1. Joint Secretary/Joint Educational Adviser-Chairman 2. Deputy Secretary / Dy. Educational Adviser – Member 3. Director National Museum – Member	Not Applicable	The post of Hindi Officer, Group 'B' has been re-designated and upgraded as Group 'A' hence it is under the preview of UPSC.
13 (Circumstances in which UPSC to be consulted in making recruitment)	Consultation with UPSC necessary while making direct recruitment. Note: - The proceedings of the DPC relating to confirmation of direct recruits shall be sent to Commission for approval. If, however, these are not approved by the Commission a fresh meeting of DPC to be presided over by the Chairman or a Member of the UPSC shall be held.	Consultation with UPSC is necessary for filling up of post.	As per DOPT's instruction

14.

Name, address and telephone
Numbers of Ministry's Representatives
With whom these proposals may be discussed,
If necessary for classification / early

(Shri S. K. Singh)
Under Secretary (M-I)
Ministry of Culture, Shastri
Bhawan, New Delhi
Off. Ph. No. 011-23380136

Signature of the officer
Sending the proposals
Telephone No.

Date:

Place: New Delhi

SCHEDULE

Name of Post	No. of Post	Classification	Scale of pay	Whether selection post or non – selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Assistant Director (OL)	01* (2015) subject to variation dependent on workload	General Central Services, Group 'A' Gazetted, Non-Ministerial	PB – 3 Rs.15600-39100+5400/- Grade Pay	Not applicable	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment. Whether by direct recruitment or by promotion or by deputation transfer & percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ transfer. Grades from which promotion deputation transfer to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted is to be consulted in making recruitment
8	9	10	11	12	13
Not applicable	2 Years for promotees	By composite method (Deputation including short term contract plus promotion)	<p>Composite Method [Deputation including short term contract plus promotion]: Officers under the Central Govt. or State Govt. or Union Territories;</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department or;</p> <p>(ii) With three years service in the grade rendered after appointment thereto on a regular basis in posts in the pay band – 2 Rs. 9300-34800+4600/- Grade Pay or equivalent in the parent cadre or department; and</p> <p>(iii) with 8 years service in the grade rendered after appointment thereto on regular basis in posts in the pay band Rs. 9300-34800+4200/- Grade Pay or equivalent in the parent cadre or Department.</p> <p>Possessing the following educational qualifications and experience, namely: -</p>	Not Applicable	Consultation with UPSC is necessary for filling up of post.

			<p>i) Master's Degree of a recognized university in Hindi with English as compulsory or elective subject or as the medium or 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 or examination at the degree level;</p> <p style="text-align: center;">Or</p> <p>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.</p> <p>Master's degree of a recognized university in any subject other than Hindi or English with English medium and Hindi as compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">Or</p> <p>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.</p> <p>ii) Three year's experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice – versa, preferably of technical or scientific literature under Central Govt. or State Govt. or Autonomous body or statutory organizations or public sector undertakings or Universities or recognized research or educational institution; or three years' experience of teaching in Hindi and English or research in Hindi or English under Central Govt. or State Govt. or autonomous body or statutory organizations or public sector undertakings or universities or recognized research or educational institutions.</p>		
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Departmental Junior Translator in PB – 2 Rs. 9300-34800+4200/- Grade Pay with 8 years regular service in the grade and possessing at least Degree of a recognized University with Hindi medium and with general English as one of the elective subject at degree level

OR

Degree of a recognized university with English medium and General Hindi as one of the elective subject at degree level shall also be considered along with the outsiders and in case he/she is selected, the post shall be treated as having been filled by promotion otherwise, it will be treated as having been filled by deputation (including short term contract)

(period of deputation including short term contract) in another ex-cadre posts held immediately preceding this appointment in the same or some other organization or department or the Central Govt. shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short term contract shall not be exceeding 56 years as on the closing date of receipt of application).

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