

Recruitment Rules Formulation, Amendment & Monitoring System

13 Point Schedule – Annexure III

Year : 2019

**Recruitment Rules for the Post of Junior Translation Officer(JTO), in
Ministry/Department Ministry of Textiles/NHHM**

- (a) Name of Post : **Junior Translation Officer(JTO) Level – 6**
General Central Service, Group 'B',
Non-Gazetted, Non-Ministerial.
- (b) Name of Ministry/Department : National Handicrafts and Handlooms Museum
Ministry of Textiles.
- (c) Reference no. in which commissions advice on recruitment rules was conveyed : --
- (d) Date of notification of the original : GSR No. 174 dt 30 Mar 1995

Col	Classification	Provision in the existing rules	Revised provisions proposed	Reason for the revision proposed
1.	Name of the post	Junior Hindi Translator	Junior Translation Officer(JTO)	As per Department of Official Language Order No. 16/24/2018/O.L.(Service) dated 11 th Feb,2019
2.	Number of the post	One* (1994) *Subject to variation dependent on work load.	One* (2019) *Subject to variation dependent on work load.	No change Except year
3.	Classification	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial	General Central Service, Group 'B' , Non-Gazetted, Non-Ministerial.	upgraded to Group B as the post carrying the grade pay of 4200 in PB -2 in terms of DoPT latest guidelines dt 31 Dec 2010 Para 3.4 and 7 th CPC.
4.	Pay band and grade pay or pay scale	Rs. 1400-40-1800-EB-50-2300	Level 6, Rs.35,400 – 1,12,400/-	The pay scale has been revised to equivalent scales of 5 th , 6 th and 7 th Pay Scale/Pay Matrix Table.
5.	Whether selection post or non selection post	Non-Selection	Non-Selection	No Change.
6.	Age limits for Direct Recruits	Between 18 and 25 years (relaxable in case of Govt. servants upto 40 years in	Not Exceeding thirty years. Note 1: (Relaxable for Government	Changes made as per the DoPT new guide lines dt 31 Dec 2010 Para 3.7.2 & 3.7.4.1

		<p>case of general candidates and upto 45 years in respect of SC / ST candidates in accordance with the instructions / orders issued by the Central Government.</p> <p>Note:1. In case of recruitment through Staff Selection Commission the crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.</p> <p>2. In case of recruitment made through Employment Exchange the crucial date for determining the age-limit shall be the last date upto which the Employment Exchange is asked to submit names.</p>	<p>Servants up to 5 years in accordance with the instructions or orders issued by the Central Government).</p> <p>Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul & Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep).</p>	
7.	Educational and other qualifications required for direct recruits	<p>(I) Master's degree of a recognised University in Hindi/Eng. With English/Hindi as a main subject at degree level; Or Master's degree of a recognised University in any</p>	<p>Essential :</p> <p>(I) Master's degree of a recognised University in Hindi with English as a compulsory or (II) Master's degree of a recognised</p>	<p>Qualification and experience as per model recruitment rules in similar cases.</p>

	<p>subject with Hindi and English as main subjects at degree level; Or Master's degree of a recognised University in any subject with Hindi/English medium and English/Hindi as main subject at degree level or Master's Degree in Hindi / English or in an other subject with Hindi / English medium, with English / Hindi as a main subject or as medium of Examination at degree level; Or Bachelor's degree with Hindi and English as main subjects or either of two as medium of Examination and the other as a main subject possessing recognised Diploma/Certificate course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Government of</p>	<p>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 recognised 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 an 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 an examination at the degree level; Or Master's Degree of a recognized</p>	
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		<p>India undertakings.</p> <p>Note: 1. Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.</p> <p>Note: 2 The qualifications regarding experience is / are relaxable at the discretion of the Staff Selection Commission / Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Staff Selection Commission / 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.</p>	<p>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 and vice versa or two years' experience or translation work from Hindi to English and vice versa in Central or State Government offices, including Government of India undertakings.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission or</p>	
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Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2: The qualifications regarding experience are relaxable at the discretion of the Staff Selection Committee or Competent Authority, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or 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.	
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8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Not applicable	No change.
9.	Period of probation, if any	Two years for direct recruits	2 years for direct recruits	No change
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods	By direct recruitment failing which by transfer on deputation/transfer	{{Deputation (ISTC)} or Absorption failing which by direct recruitment 100%.	Method has changed due to change in mode of appointment as per DoPT guidelines.

11.	In case of recruitment by promotion/ deputation / Absorption, grades from which promotion/ deputation to be made.	Transfer on deputation/transfer : Officer under Central Government; (a) (i) holding analogous post; or (ii) with five years' regular service in the pay scale of Rs.1200-2040 or (iii) with thirteen years' regular service in the pay scale of Rs. 950-	Deputation (ISTC)/Transfer : Officers under the Government and non-Govt. bodies e.g., Autonomous or statutory PSU, University or Recognized Research Institution :- (a) (i) holding analogous posts on regular basis in the parent cadre / department, or	
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		<p>1500/- and (b) possessing educational qualifications and experience prescribed for direct recruitments in column 7.</p> <p>For serviceman: Transfer on deputation/re-employment : The armed forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and educational qualification prescribed for direct recruits shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter may be continued on re-employment.</p> <p>Note:(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some</p>	<p>(ii) with at least Six years service in the grade rendered after appointment thereto on a regular basis in posts of Level 5 or equivalent and possessing the qualification and experience prescribed for Direct Recruits under column 7.</p> <p>Absorption. Officers of the Central Govt who have earlier worked at National Handicrafts and Handlooms Museum on deputation for a period of minimum 2 years on analogous post.</p> <p>Note: The maximum age limit for appointment by Deputation (ISTC) / Absorption shall be not exceeding 56 years as on the closing date of the receipt of applications.</p> <p>Notes Standard.</p>	
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		<p>other oraganisation/dep artment of the Central Govt., shall ordinarily not exceed three years. Maximum age limit for appointment by transfer on deputation shall be, not exceding 56 years as one the closing date of receipt of application.</p>		
12.	<p>If a Departmental Promotion Committee (DPC) exists, what is its composition</p>	<p>Group 'C' DPC (i) Sr. Director (M)- Chairman; ii) Any Officer from O/o DC(HL) of the level of ADC/JDC to be nominated by the DC(HL) - Member iii)Deputy Director of NHHM to be nominated by the Chairman - Member; iv) Any SC/ST member of suitable rank to be nominated by Sr Director wherever required. - Member</p>	<p>Departmental Promotion Committee (For considering Promotion) consisting of:- 1. Senior Director (M)- Chairman 2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the DC(HC) - Member 3. Dy. Director NHHM to be nominated by Chairman - Member 4. Any SC/ST member of suitable rank to be nominated by chairman, wherever required.</p> <p>Departmental Confirmation Committee (for considering confirmation) consisting of: 1. Senior Director (M)- Chairman 2. Any Officer from O/o DC(HC) of the level of Director(HC) to be</p>	<p>As the post is classified to Gp ' B ' , the composition of DPC/DCC is also changed. The Departmental Confirmation Committee has been suggested as advised by DOPT in similar case.</p>

			nominated by the DC(HC) – Member	
			3. Dy. Director of NHHM to be nominated by Chairman - Member	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not necessary	As the post is now group 'B' non-gazetted, non-ministerial.

Name, address and telephone numbers of the Ministry's representative with whom these proposals may be discussed. If necessary, for clarification / early decision	D. Rama Krishna Rao Admin & Security Officer/HoO NHHM (Crafts Museum) Bhairon Marg, Pragati Maidan New Delhi -110001 aso-nhhm@gov.in , Tele:011-23371353 / 9509442163
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F No. 1/49(1)/2011-12/NHHM



(Sohan Kumar Jha)
Sr. Director (NHHM)

Recruitment Rules Formulation, Amendment & Monitoring System

13 Point Schedule – Annexure I

Year : 2019

**Recruitment Rules for the Post of Junior Translation Officer(JTO), in
Ministry/Department Ministry of Textiles/NHHM**

Name of Post	No. of Posts	Classification	Pay Level in the Pay Matrix	Whether Selection Post/ Non Selection Post
1	2	3	4	5
Junior Translation Officer(JTO)	One* (2019) *Subject to variation dependent on work load.	General Central Service, Group 'B' , Non-Gazetted, Non-Ministerial	Level-6 in the pay matrix (Rs.35,400 – 1,12,400/-)	Selection
Age limit for Direct Recruits	Educational and other Qualification required for direct recruits	Whether Age and Educational Qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation if any	Method of Recruitment, Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
6	7	8	9	10
Not Exceeding thirty years. Note 1: (Relaxable for Government Servants up to 5 years in accordance with the instructions or orders issued by the Central Government). Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal	Essential : (I)Master's degree of a recognised University in Hindi with English as a compulsory or (II)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 Master's degree of a	Not applicable	2 years for direct recruits	{(Deputation (ISTC) or Absorption), failing which by direct recruitment 100%.

<p>Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul & Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep)</p>	<p>recognised 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 an 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 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</p>			
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or elective subject at degree level;
AND
Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or two years' experience or translation work from Hindi to English and vice versa in Central or State Government offices, including Government of India undertakings.

Note 1:
Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2: The qualifications regarding experience are relaxable at the discretion of

	<p>the Staff Selection Committee or Competent Authority, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission or 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.</p>			
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In case of recruitment by promotion/deputation (ISTC)/absorption, grades from which promotion/deputation/absorption to be made

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Deputation (ISTC)/Transfer : Officers under the Government and non-Govt. bodies e.g., Autonomous or statutory PSU, University or Recognized Research Institution :-

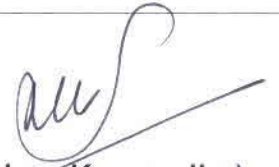
- (a) (i) holding analogous posts on regular basis in the parent cadre / department , or
- (ii) with at least **Six** years service in the grade rendered after appointment thereto on a regular basis in posts of Level 5 or equivalent and possessing the qualification and experience prescribed for Direct Recruits under column 7.

Absorption. Officers of the Central Govt who have earlier worked at National Handicrafts and Handlooms Museum on deputation for a period of minimum 2 years on analogous post.
Note: The maximum age limit for appointment by Deputation (ISTC) / Absorption shall be not exceeding 56 years as on the closing date of the receipt of applications.

Notes Standard.

If a departmental Promotion Committee exists, what is its composition	Circumstances in which UPSC to be consulted in making recruitment
12	13
<p>Departmental Promotion Committee (For considering Promotion) consisting of:-</p> <ol style="list-style-type: none"> 1. Senior Director (M)-Chairman 2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the DC(HC) – Member 3. Dy. Director NHHM to be nominated by Chairman - Member 4. Any SC/ST member of suitable rank to be nominated by chairman, wherever required. <p>Departmental Confirmation Committee (for considering confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. Senior Director (M)-Chairman 2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the DC(HC) – Member 3. Dy. Director of NHHM to be nominated by Chairman - Member 	<p>Not necessary</p>

F No. 1/49(1)/2011-12/NHHM



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