सं. 01/01/2016 रा.भा.(सेवा)

भारत सरकार

गृह मंत्रालय

राजभाषा विभाग

एनडीसीसी-II बिल्डिंग, बी विंग, चौथा तल,

जयसिंह रोड, नई दिल्ली - 110 001

दिनांक: 13 जनवरी, 2017

कार्यालय-ज्ञापन

केन्द्रीय सचिवालय राजभाषा सेवा के भर्ती नियमों को कार्मिक-अनुकूल बनाने के लिए और विशेषकर केन्द्रीय सचिवालय राजभाषा सेवा में पदोन्नति हेतु पात्र अधिकारी उपलब्ध न होने की समस्या के हल के प्रयोजन से, केन्द्रीय सचिवालय राजभाषा सेवा (समूह 'क' और समूह 'ख' पद) के वर्तमान भर्ती नियम, 2015 में संशोधन का मामला पिछले कुछ समय से राजभाषा विभाग के विचाराधीन रहा है और अब राजभाषा विभाग ने इन नियमों में अपेक्षित संशोधन करने का निर्णय लिया है ।

2. इस प्रयोजनार्थ, केन्द्रीय सचिवालय राजभाषा सेवा (समूह 'क' और समूह 'ख' पद) भर्ती नियमों का एक नया मसौदा तैयार किया गया है जिसे कार्मिक तथा प्रशिक्षण विभाग के दिनांक 13.10.2015 के कार्यालय ज्ञापन संख्या एबी-14017/61/2008-स्था.(आर.आर.) के अनुपालन में सभी संबंधितों के सुझाव प्राप्त करने के लिए राजभाषा विभाग की वेबसाईट www.rajbhasha.gov.in पर प्रदर्शित किया जा रहा है। प्राप्त सुझावों के दृष्टिगत, यदि आवश्यक समझा गया, तो भर्ती नियमों में और अधिक संशोधन किया जायेगा और उन्हें अंतिम रूप देकर कार्मिक एवं प्रशिक्षण विभाग, संघ लोक सेवा आयोग और विधि मंत्रालय आदि को भेजा जायेगा।

3. अत: सभी संबंधितों से अनुरोध है कि वे अपने सुझाव, यदि कोई हों, दिनांक 13 फरवरी, 2017 तक अद्योहस्ताक्षरी को अवश्य भिजवा दें। निर्धारित तारीख के बाद प्राप्त सुझावों पर विचार नहीं किया जायेगा। सुझाव भेजने वाले अधिकारी अपना नाम, पदनाम, कार्यालय का पूरा पता और दूरभाष / मोबाइल नo. अवश्य लिखें तथा सुझावों के साथ गृह मंत्रालय द्वारा जारी अपने फोटो पहचान पत्र की स्व-हस्ताक्षरित प्रति भी जरुर संलग्न करें।

13-1-17

(यशपाल देवगन)

अवर सचिव (सेवा)

फोन - 2343 8150

संलग्नक: संशोधित भर्ती नियमों का मसौदा

श्री केवल कृष्ण, वरिष्ठ तकनीकी निदेशक एन.आई.सी. : कृपया इसे राजभाषा विभाग की वेबसाइट पर अपलोड करने की व्यवस्था करें ।

TO BE PUBLISHED IN THE GAZETTE OF INDIA [EXTRAORDINARY]
PART.II, SECTION 3, SUB-SECTION (i)
F.No. 1/1/2016-OL(S)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
(Department of Official Language)

NOTIFICATION

New Delhi, the , 2017

G.S.R.....(E). In exercise of the powers conferred by the proviso to Article 309 and in supersession of the Central Secretariat Official Language Service (Groups 'A' and 'B' posts) Rules, 2015 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, namely:-

1. **Short title and commencement -**

(1) These rules may be called Central Secretariat Official Language Service (Group 'A' and Group 'B' Posts) Rules, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions** -In these rules, unless the context otherwise requires,-
   (i) "Commission" means the Union Public Service Commission for Assistant Directors and Staff Selection Commission for Junior Translation Officers;
   (ii) "Controlling Authority" means the Government of India in the Ministry of Home Affairs, Department of Official Language;
   (iii) "Duty Post" means any post in the Service, whether permanent or temporary, and specified in Schedule I ;
   (iv) "Government" means the Government of India;
   (v) "Grade" means a grade of the Service;
   (vi) "Schedule" means a schedule annexed to these rules;
   (vii) "Scheduled Castes" and "Scheduled Tribes" shall have the same meaning as are assigned to them respectively in clauses (24) and (25) of article 366 of the Constitution;
   (viii) "Service" means the Central Secretariat Official Language Service (Groups 'A' and 'B' Posts) constituted under rule 3.

3. **Constitution of the Central Secretariat Official Language Service (Group 'A' and Group 'B' Posts) –**

(1) There shall be constituted a Service to be known as the Central Secretariat Official Language Service (Group 'A' and Group 'B' Posts) consisting of persons appointed to the Service under rules 6 and 7.

(2) These posts shall be ministerial.

(3) The classification of posts included in the Service shall be as specified in Annexure- I.

4. Grades, authorised strength and its review - (1) The duty posts included in the various grades of the Service, their numbers and ***Levels in Pay Matrix*** shall be as specified in Schedule-I.

(2) The break-up of the duty posts included in the Service and the names of the participating Ministries or Departments or Organisations in which these posts exist shall be as specified in Schedule-II.

(3) The Government may include in the Service any post other than those included in Schedule-II or exclude from the Service a post included in the said Schedule.

5. **Members of the Service -** The following shall be the members of Service-

(a) persons appointed to duty posts under rule 6;

(b) persons appointed to duty posts under rule 7.

6. **Initial constitution of the service** - (1) The persons holding Group 'A' or 'B' duty post in the Central Secretariat Official Language Service on the date of commencement of these rules, shall be member of the Service in the respective grades.

(2) The regular continuous service of a person referred to in sub-rule (1) prior to the commencement of these rules shall count for the purposes of probation, qualifying service for promotion, confirmation and pension.

(3) To the extent the Controlling Authority is not able to fill the authorized strength of the various grades in accordance with the provisions of this rule, the same shall be filled in accordance with the provisions of rule 7.

7. Future maintenance of the Service - (1) The vacant posts in any of the grades referred to in Schedule I and Schedule II after the initial constitution of the Service under rule 6, shall be filled in the manner specified in this rule.

(2) The method of recruitment, field of selection, minimum qualifying service in the next lower grade and other eligibility conditions for appointment to the various grades of the Service shall be as specified in Schedule -III.

(3) The suitability of candidates for appointment to the various grades by promotion shall be determined by the Departmental Promotion Committees constituted by the Controlling Authority in the manner specified in Schedule-IV.

(4) The educational and other qualifications, experience and age limit for appointment by direct recruitment to Grade IV (Assistant Director) and to Grade VI (Junior Translation Officer) of the Service shall be as specified in Schedule-V Schedule-VII respectively.

8. Seniority - (1) The seniority of the persons recruited to the service shall be determined in accordance with general instructions issued by the Government in the matter from time to time.

(2) In cases not covered by sub-rule (1), the seniority shall be determined by the Government in consultation with Union Public Service Commission.

9. **Probation** - (1) Every person appointed to the Service in Junior Translation Officers 's grade by direct recruitment or in Assistant Director's grade either by direct recruitment or by promotion from Senior Translation Officers 's grade shall be on probation for a period of two years and one year respectively.

Provided that the Cadre Controlling Authority may extend the period of probation in accordance with the instructions issued by the Government on their behalf from time to time.

Provided further that any decision for extension of probation period shall be taken within eight weeks after the expiry of the initial period of probation and communicated in writing to the concerned officer together with the reasons for doing so within the said period.

(2) On the completion of the period of probation or any extension thereof the officer shall, if considered fit for permanent appointment, be confirmed in terms of the extant orders of the Government.

(3) If, during the period of probation or any extension thereof, as the case may be, the Government is of the opinion that an officer is not fit for confirmation, it may discharge or revert the officer to the post held by him prior to his appointment in the Service, as the case may be, or pass such orders as it deems fit.

(4) During the period of probation or any extension thereof, an officer may be required by the Government to undergo such course of training or pass such examinations or tests as it may deem fit, as a condition for satisfactory completion of the probation.

(5) As regards other matters relating to probation, the members of the Service shall be governed by the orders or instructions issued by Government in this regard from time to time.

10. Appointment to the Service - Appointment of members to the Service shall be made by the Controlling Authority for all the posts in the Ministries, Departments and attached offices participating in the Service.

11. Liability to serve in any part of India - A member of the Service shall be liable to serve anywhere in India.

12. Disqualification - No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered or contracted a marriage with any person,

shall be eligible for appointment to the Service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

13. Power to relax - Where the Government is satisfied that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

14. Savings - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex Servicemen and the other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

15. Interpretation - Where any doubt arises as to the interpretation of any of the provisions of these rules, or the regulations made there under, the matter shall be referred to the Department of Personnel and Training for its decision.

16. Power under rule 12 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 - (1) Power under rule 12 of Central Civil Services (Classification, Control and Appeal) Rules, 1965, in respect of Group Á' and 'B' officers of the Service, shall be exercised by the Department of official language in the respective participating units as specified in Schedule II of these rules.

17. Residuary matters - With regard to matters for which no provision is made in these rules, the members of the Service shall be governed by rules applicable to other Central Civil Services in general.

F.No. 1/1/2016-OL(S)

(DR. BIPIN BEHARI)
Joint Secretary to the Government of India

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SCHEDULE-I

{(see rules 2(iii), 3(3), 4(1) and 7(1)}

The Grades, Names, Numbers, Classification and Levels in Pay Matrix (pre-revised Pay Band with Grade Pay) of duty posts included in various grades of Central Secretariat Official Language Service (Group 'A' and Group 'B' posts)

S. N.	Name of the Posts	No. of Post*	Classification	Levels in Pay Matrix (Pre-revised Pay Band and Grade Pay)
(1)	(2)	(3)	(4)	(5)
1.	Director Grade I	18	Group 'A', Gazetted	Level-13 (pre-revised PB-4 Rs. 37400-67000/-, GP of Rs.8700/-)
2.	Joint Director Grade II	36	Group 'A' Gazetted	Level-12 (pre-revised PB-3 Rs. 15600-39100/-, GP of Rs.7600/-)
3.	Deputy Director Grade III	86	Group 'A' Gazetted	Level-11 (pre-revised PB-3 Rs. 15600-39100/-, GP of Rs.6600/-)
4.	Assistant Director Grade IV	204	Group 'A' Gazetted	Level-10 (pre-revised PB-3 Rs. 15600-39100/-, GP of Rs.5400/-)
5.	Senior Translation Officer Grade V	320	Group 'B' Non-Gazetted	Level-7 (pre-revised PB-2 Rs. 9300-34800/-, GP of Rs.4600/-)
6.	Junior Translation Officer Grade VI	347	Group 'B' Non-Gazetted	Level-6 (pre-revised PB-2 Rs. 9300-34800/-, GP of Rs.4200/-)

* Subject to variation depending upon workload.

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SCHEDULE-II

Statement showing the break-up of the posts included in the Central Secretariat Official Language Service (Group "A " and Group "B" posts) and names of the Ministries/Departments and Attached Offices participating in the service in which these posts exists.

S. No	Name of Ministries/Departments/ Attached Offices	Director	Joint Director	Deputy Director	Assistant Director	Senior Translation Officer	Junior Translation Officer
	1. Ministry of Agriculture						
1	Department of Agriculture & Co-operation	1	---	2	4	5	8
2	Department of Agricultural, Research and Education	---	---	---	1	1	---
3	Agriculture Costs and Prices Commission	---	---	---	1	1	---
4	Department of Animal Husbandry, Dairying & Fisheries	---	---	1	1	1	3
5	Directorate of Economics & Statistics	---	---	---	1	1	2
6	Directorate of Marketing & Inspection, Faridabad	---	---	1	1	1	1
7	Directorate of Marketing & Inspection, Nagpur	---	---	---	1	1	1
8	Directorate of Plant Protection, Quarantine & Storage, Faridabad	---	---	1	1	1	1
	2. Ministry of Chemicals and Fertilizers						
9	Department of Chemical & Petro Chemicals	---	1	--	1	2	1
10	Department of Fertilizers	---	---	2	2	3	1
11	Fertilizers Industry Co-oridation Committee	---	---	---	---	1	---
12	Department of Pharmaceuticals	---	---	1	2	2	3
13	National Pricing Pharmaceuticals Authority	---	---	---	---	1	---
	3. Ministry of Civil Aviation						
14	Ministry of Civil Aviation	1	---	1	2	2	2
15	Directorate General of Civil Aviation	---	1	---	3	3	1
16	Bureau of Civil Aviation Security	---	---	---	1	1	1
	4. Ministry of Coal						
17	Ministry of Coal	---	1	---	1	2	1
	5. Ministry of Commerce & Industry						
18	Department of Commerce	1	--	2	2	3	5
19	Department of Industrial Policy & Promotion	---	1	--	2	4	5
20	Directorate General of Foreign Trade	---	---	1	2	5	2
21	Salt Commissioner, Jaipur	---	---	---	---	2	--
22	Directorate General of Supply & Disposal	---	---	1	2	4	3
23	Department of Supply	---	---	1	--	2	2

24	Office of Economic Advisor	---	---	---	---	---	1
	6. Ministry of Communication and Information Technology						
25	Department of Telecommunications	1	---	2	2	10	6
26	Department of Posts	1	---	2	2	5	3
	7. Ministry of Consumer Affairs, Food and Public Distribution						
27	Department of Consumer Affairs	---	1	---	1	3	1
28	Department of Food & Public Distribution	---	---	2	2	2	3
29	Directorate of Sugar & Vegetable Oils	---	---	---	1	---	1
	8. Ministry of Corporate Affairs						
30	Ministry of Corporate Affairs	---	1	---	2	1	3
	9. Ministry of Culture						
31	Ministry of Culture	1	---	2	2	3	1
32	Archaeological Survey of India	---	1	---	1	2	---
33	National Archives of India	---	---	---	1	1	---
	10. Ministry of Defence						
34	Ministry of Defence (P)	1	---	2	3	6	4
35	Department of Defence Production	---	1	---	1	1	2
36	Department of Defence (Finance)	---	---	1	1	2	2
	11. Ministry of Development of North Eastern Region						
37	Ministry of Development of North Eastern Region	---	---	1	1	1	1
	12. Ministry of Drinking Water & Sanitation						
38	Ministry of Drinking Water & Sanitation	---	---	---	1	2	1
	13. Ministry of Earth & Sciences						
39	Ministry of Earth & Sciences	---	1	---	1	2	1
	14. Ministry of Environment, Forest & Climate Change						
40	Ministry of Environment, Forest & Climate Change	1	---	2	2	2	4
41	National Aforestation & Ecological Development Board	---	---	---	---	1	2
42	National River Conservation Directorate	---	---	---	1	1	1
	15. Ministry of External Affairs						
43	Ministry of External Affairs	---	---	2	3	6	1
	16. Ministry of Finance						
44	Department of Economic Affairs	1	---	2	5	7	5
45	Department of Financial Services	---	1	---	2	3	5
46	Department of Expenditure	---	---	1	3	5	3
47	Department of Revenue	1	---	2	4	11	5
48	Department of Disinvestment	---	---	---	1	1	1
49	Directorate of Enforcement	---	---	---	1	1	---

	17. Ministry of Food Processing Industries						
50	**Ministry of Food Processing Industries**	---	---	1	1	1	1
	18. Ministry of Health & Family Welfare						
51	**Ministry of Health & Family Welfare**	1	---	2	2	5	3
52	**Department of Aids Control**	---	---	1	1	1	1
53	**Directorate General Health Services**	---	1	---	1	3	2
54	**Department of AYUSH**	---	1	---	1	1	1
	19. Ministry of Heavy Industries and Public Enterprises						
55	**Department of Heavy Industry**	---	---	1	1	2	2
56	**Department of Public Enterprises**	---	---	1	1	2	1
	20. Ministry of Home Affairs						
57	**Ministry of Home Affairs**	1	---	2	6	12	5
58	**Department of Official Languages**	1	---	2	4	3	1
59	**Narcotics Control of Bureau**	---	---	1	1	2	1
60	**Directorate General of Central Industrial Security Force**	---	---	1	1	1	3
61	**National Crime Record Bureau**	---	---	---	1	1	1
62	**O/o Registrar General of India**	---	1	---	2	4	1
63	**National Disaster Management Authority**	---	---	---	1	1	---
	21. Ministry of Human Resources Development						
64	**Ministry of Human Resources Development**	1	---	2	4	7	9
	22. Ministry of Information & Broadcasting						
65	**Ministry of Information & Broadcasting**	1	--	1	2	2	2
66	**Directorate General : All India Radio**	---	1	---	1	2	2
67	**Directorate General: Doordarshan**	---	1	---	1	2	2
68	**Publication Division**	---	---	1	1	2	2
69	**Directorate of Audio Video Publicity**	---	---	1	1	2	4
70	**Press Information Bureau**	---	---	1	2	2	2
71	**Office of Registrar for Newspapers of India**	---	---	---	1	1	1
72	**Directorate of Film Festivals**	---	---	---	---	---	1
	23. Ministry of Labour & Employment						
73	**Ministry of Labour & Employment**	---	1	--	2	3	5
74	**Directorate General of Employment & Training**	---	---	1	1	2	3
75	**O/o Chief Labour Commissioner**	---	---	1	1	1	1
76	**Labour Bureau, Shimla**	---	---	---	1	1	1
77	**Labour Bureau, Chandigarh**	---	---	---	--	---	1
78	**Directorate General of Factory**	---	---	---	1	1	---

	Advice and Labour Service Institute, Mumbai						
	24. Ministry of Law and Justice						
79	Department of Legislative	---	1	--	2	1	2
80	Department of Legal Affairs	---	---	2	2	2	4
81	Department of Justice	---	---	---	1	---	1
82	Branch Secretariat, Legal Affairs, Kolkata	---	---	---	---	---	1
	25. Ministry of Micro, Small and Medium Enterprises						
83	Ministry of Micro, Small and Medium Enterprises	---	1	---	1	2	2
84	Office of the Development Commissioner (MSME)	---	---	---	1	4	2
	26. Ministry of Mines						
85	Ministry of Mines	---	1	---	1	1	3
	27. Ministry of Minority Affairs						
86	Ministry of Minority Affairs	---	1	---	1	1	3
87	Commission for Linguistics Minorities, Allahabad	---	---	---	---	1	---
	28. Ministry of New & Renewal Energy						
88	Ministry of New & Renewal Energy	---	---	1	1	2	2
	29. Ministry of Overseas Indian Affairs						
89	Ministry of Overseas Indian Affairs	---	---	---	1	1	1
	30. Ministry of Panchyati Raj						
90	Ministry of Panchyati Raj	---	---	1	1	1	---
	31. Ministry of Personnel, Public Grievances and Pensions						
91	Department of Personnel & Training	---	1	1	2	3	6
92	Department of Administrative Reforms & Public Grievances	---	---	1	1	1	1
93	Department of Pensions & Pensioners Welfare	---	---	---	1	1	1
94	Institute of Secretariat Training & Management	---	---	1	1	1	1
95	Staff Selection Commission, New Delhi	---	---	1	1	2	1
96	Staff Selection Commission Chennai	---	---	---	---	---	1
97	Staff Selection Commission Kolkata	---	---	---	---	---	1
98	Staff Selection Commission Bangalore	---	---	---	---	---	1
99	Staff Selection Commission, Mumbai	---	---	---	---	---	1
100	Staff Selection Commission, Allahabad	---	---	---	---	---	1
101	Staff Selection Commission, Guwahati	---	---	---	---	---	1
102	Lal Bahadur Shastri National Academy of Admn., Mussoorrie	---	---	---	1	1	1
	32. Ministry of Petroleum and Natural Gas						
103	Ministry of Petroleum and Natural Gas	---	1	1	2	2	2
	33. Ministry of Power						

104	Ministry of Power	---	1	---	2	2	3
105	Central Electricity Authority	---	---	1	1	2	2
	34. Ministry of Road Transport & Highways						
106	Ministry of Road Transport & Highways	---	---	2	2	2	3
	35. Ministry of Rural Development						
107	Department of Rural Development	---	1	---	3	4	3
108	Department of Land Resources	---	---	1	1	1	2
	36. Ministry of Science & Technology						
109	Department of Science & Technology	---	1	---	1	2	2
110	Department of Scientific & Industrial Research	---	---	1	1	2	---
111	Department of Biotechnology	---	---	1	1	1	2
	37. Ministry of Shipping						
112	Ministry of Shipping	---	1	---	1	2	1
113	Directorate General of Shipping, Mumbai	---	1	---	2	1	4
	38. Ministry of Skill Development & Entrepreneurship						
114	Ministry of Skill Development & Entrepreneurship	---	---	---	1	---	1
	39. Ministry of Social Justice & Empowerment						
115	Ministry of Social Justice & Empowerment	---	1	---	2	3	2
116	Department of Disability Affairs	---	---	1	---	1	1
	40. Ministry of Statistics and Program Implementation						
117	Ministry of Statistics and Program Implementation	---	---	2	3	6	5
118	Central Statistical Organisation, Kolkata	---	---	---	1	1	---
119	Computer Centre	---	---	---	1	1	---
	41. Ministry of Steel						
120	Ministry of Steel	---	1	---	1	2	2
	42. Ministry of Textiles						
121	Ministry of Textiles	---	1	---	1	2	2
122	Office of Development Commissioner for Handlooms	---	---	---	1	1	7
123	Office of Development Commissioner for Handicrafts	---	---	1	1	1	2
	43. Ministry of Tourism						
124	Ministry of Tourism	---	1	---	1	2	2
	44. Ministry of Tribal Affairs						
125	Ministry of Tribal Affairs	---	1	---	1	1	2
	45. Ministry of Urban Development						
126	Ministry of Urban Development	1	---	2	2	2	5
127	Land & Development Organisation	---	---	---	1	1	---
128	DG, CPWD, New Delhi	---	1	---	5	2	14

129	CPWD, R.K. Puram	---	---	---	---	1	---
130	CPWD Training Institute, Ghaziabad	---	---	---	1	1	---
131	CPWD, Ahmedabad	---	---	---	---	1	---
132	Chief Engineer, CPWD, Mumbai	---	---	---	---	1	---
133	Executive Engineer, CPWD, Lucknow	---	---	---	---	1	---
134	Chief Engineer, Central Public Works Deptt., Kolkata	---	---	---	1	1	---
135	Directorate of Estates	---	---	1	1	2	2
136	Directorate of Printing	---	---	---	1	1	1
137	National Building Organisation	---	---	---	---	1	1
	46. Ministry of Water Resources, River Development & Ganga Rejuvenation						
138	Ministry of Water Resources, River Development & Ganga Rejuvenation	1	---	1	2	2	2
139	Central Soil & Material Research Station	---	---	---	1	1	---
	47. Ministry of Woman & Child Development						
140	Ministry of Woman & Child Development	---	1	---	2	2	2
	48. Ministry of Youth Affairs and Sports						
141	Ministry of Youth Affairs and Sports	---	---	1	1	2	2
	49. Other Offices						
142	Cabinet Secretariat	---	---	1	1	2	2
143	Prime Minister's Office	---	1	---	1	2	2
144	Election Commission of India	---	---	1	1	3	5
145	Union Public Service Commission	1	--	2	4	5	4
146	NITI Commission	---	1	---	2	4	2
147	National Commission for Scheduled Castes	---	---	---	1	1	---
148	National Commission for Scheduled Tribes	---	---	---	1	1	2
149	National Commission for Minorities	---	---	---	---	---	1
150	Central Water Commission	---	---	1	1	4	3
151	Tariff Commission	---	---	1	1	1	1
152	Intelligence Bureau, New Delhi	---	---	---	1	4	26
153	Subsidiary Intelligence Bureau, Patna	---	---	---	1	1	--
154	Subsidiary Intelligence Bureau, Hyderabad	---	---	---	---	1	1
155	Subsidiary Intelligence Bureau, Trivandrum	---	---	---	---	1	1

156	**Central Bureau of Investigation, New Delhi**	---	---	1	2	4	17
157	**Central Bureau of Investigation, Mumbai**	---	---	---	---	---	2
158	**Central Bureau of Investigation, Lucknow**	---	---	---	1	1	---
159	**Boarder Road Development Board**	---	---	---	---	1	1
160	**Unique Identification Authority of India - UIDAI**	---	---	---	---	---	1

Schedule III

[See rule 7(2)]

The method of recruitment, field of promotion, field of selection for deputation for appointment to various grades of Central Secretariat Official Language Service (Group 'A' and 'B' posts).

S. N.	Name of Posts / Grade	Method of recruitment	Whether selection or non-selection post	Field of selection and minimum qualifying service for promotion	Field of selection for deputation
(1)	(2)	(3)	(4)	(5)	(6)
1.	Director Grade I	By Promotion failing which by Deputation	Selection	**Promotion:** Joint Directors (OL) having five years' regular service in level-12 of Pay Matrix (pre-revised Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.7600/-), failing which Joint Directors having seven years combined regular service in the grades of Joint Director in level-12 of Pay Matrix (pre-revised Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.7600/-) and Deputy Director in level-11 of Pay Matrix (pre-revised Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.6600/-) with a minimum of two years regular service in the grade of Joint Director in Level-12 of Pay Matrix (pre-revised Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.7600/-) . **Note**: The officers to be considered for promotion shall undergo a mandatory institutional training of at least six weeks in all aspects of Official Language as may be prescribed by the Competent Authority before or after promotion/ appointment within a period of one year.	Deputation: Officers of the Central Government- (a)(i) holding analogous posts on regular basis in the parent cadre/ department; or (ii) having five years' service in the grade rendered after appointment thereto on regular basis in Level-12 of Pay Matrix (pre-revised Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.7600/-) in the parent cadre/ department; and (b) possessing the educational qualifications prescribed for direct recruitment to the post of Assistant Director as specified in Schedule – V and having ten years 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 or ten years' experience of Teaching in Hindi and English or research in Hindi or English.
2.	Joint Director Grade II	By promotion	Selection	**Promotion:** From amongst Deputy Directors having five years regular service	Not applicable

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				in level-11 of Pay Matrix (pre-revised Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.6600/-), failing which Deputy Directors having ten years combined regular service in the grades of Deputy Director in Level-11 of Pay Matrix (Pre-revised Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.6600/-) and Assistant Director in Level-10 of Pay Matrix (Pre-revised the Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.5400/-) with a minimum of two years regular service in the grade of Deputy Director in Level-11 of Pay Matrix (Pre-revised Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.6600/-) . **Note**: The officers to be considered for promotion shall undergo a mandatory institutional training of at least six weeks in all aspects of Official Language as may be prescribed by the Competent Authority before or after promotion/ appointment within a period of one year.	
3.	Deputy Director Grade III	By promotion	Selection	**Promotion:** Assistant Directors having five years regular service in Level-10 of Pay Matrix (Pre-revised Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.5400/-) **Note**: The officers to be considered for promotion shall undergo a mandatory institutional training of at least six weeks in all aspects of Official Language as may be prescribed by the Competent Authority before or after promotion/ appointment within a period of one year.	Not applicable
4.	Assistant Director Grade IV	75% by promotion and 25% by direct recruitment	Selection	**Promotion:** From amongst Senior Translation Officers in Level-7 of Pay Matrix (Pre-revised Pay Band-2, Rs. 9300-34800/-, with Grade Pay of Rs.4600/-) having three years regular service. **Note**: The officers to be considered for promotion shall undergo a mandatory institutional training of at least six weeks in all aspects of Official Language as may be	Not applicable

				prescribed by the Competent Authority before or after promotion/ appointment within a period of one year. **Direct Recruitment:** (a) For direct recruitment to the post, candidates will be selected on the basis of a Written Examination followed by interview to be conducted by UPSC as per the scheme of examination decided by the Commission in the manner as provided in Schedule-V of these Rules and advertised by UPSC from time to time. (b) Possessing the educational qualifications and experience prescribed for direct recruitment to the post of Assistant Director as specified in Schedule-V.	
5.	Senior Translation Officer Grade V	By promotion	Selection	**Promotion:** Junior Translation Officers having five years regular service in Level-6 of Pay Matrix (Pre-revised Pay Band-2, Rs. 9300-34800/-, with Grade Pay of Rs.4200/-). **Note**: The officers to be considered for promotion shall undergo a mandatory institutional training of at least six weeks in all aspects of Official Language as may be prescribed by the Competent Authority before or after promotion/ appointment within a period of one year.	Not applicable
6.	Junior Translation Officer Grade VI	By direct recruitment / Deputation	Not applicable	**Direct Recruitment**: a) For direct recruitment to the post, candidates will be selected on the basis of a comprehensive written examination to be conducted by Staff Selection Commission as per the scheme of examination decided by the Staff Selection Commission in the manner as provided in Schedule-VII of these Rules and advertised by Staff Selection Commission from time to time. (b) Possessing the educational qualifications prescribed for direct recruitment to the post of Junior Translation Officer as specified in Schedule-VII.	**Deputation**: Vacancies caused by the incumbent being away on deputation or long illness or study leave or Child Care Leave or under other circumstances for a duration of one year or more may be filled up on deputation basis from officers of Central Govt.; (i) holding analogous posts on regular basis in the parent cadre/ department; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in posts in

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					Level-5 of Pay Marix (Pre-revised Pay Band 2, Rs. 5,200-20,200 with Grade Pay Rs. 2,800) or equivalent in the parent cadre/ department; or (iii) with ten years' service in the grade rendered after appointment thereto on regular basis in posts in **Level-4 of Pay Matrix (Pre-revised** Pay Band 2, Rs. **5,200-20,200** with Grade Pay Rs. 2,400) or equivalent in the parent cadre/ department; and possessing the educational qualifications prescribed for direct recruitment as laid down in Schedule-VII.

Note 1: In cases where juniors who have completed their qualifying or eligibility service have been or are being considered for promotion, their seniors would 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 two 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, 2016 or prior to the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding levels of Pay Matrix extended on the basis of the recommendations of the Seventh Central Pay Commission.

Note 3: 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, deputationists shall not be eligible for consideration for appointment by promotion.

Note 4: Period of deputation including period of deputation in another ex-cadre post held immediately preceding appointment to these grades in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.

Note 5: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

Note 6: For the purpose of appointment on deputation basis, the service rendered on regular basis by an officer prior to 1st January, 2016 or prior to the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding levels of Pay Matrix extended on the basis of the recommendations of the Seventh Central Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with 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 normal replacement grade without any upgradation.

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Schedule IV

[See rule 7(3)]

The composition of Departmental Promotion Committee for considering cases of promotion and confirmation to various grades in the Central Secretariat Official Language Service (Group 'A' and 'B' Posts)

S.N.	Designation of Posts	Composition of Departmental Promotion Committee for promotion		Composition of Departmental Confirmation Committee for confirmation	
(1)	(2)	(3)		(4)	(5)
1.	Director Grade I	1.Chairman or Member Union Public Service Commission. 2.Secretary (Official Language). 3.Joint Secretary (Official Language).	-Chairman -Member -Member	Not Applicable	
2.	Joint Director Grade II	1.Chairman or Member Union Public Service Commission. 2.Secretary (Official Language). 3.Joint Secretary (Official Language).	-Chairman -Member -Member	Not Applicable	
3.	Deputy Director Grade III	1. Secretary (Official Language). 2. Joint Secretary (Official Language). 3. Director/Deputy Secretary (Service) (Official Language).	-Chairman -Member -Member	Not Applicable	
4.	Assistant Director Grade IV	1.Chairman or Member Union Public Service Commission. 2. Joint Secretary (Official Language). 3. Director/Deputy Secretary (Service) (Official Language).	-Chairman -Member -Member	1. Joint Secretary (Official Language). 2. Director/Deputy Secretary (Service) (Official Language) 3. An officer of the rank of Director/ Deputy Secretary in the Department of Official Language.	-Chairman -Member -Member
5.	Senior Translation Officer Grade V	1.Joint Secretary (Official Language). 2.Director/Deputy Secretary (Service) (Official Language). 3. An officer of the rank of Director/Deputy Secretary in the Deptt. of Official Language.	-Chairman -Member -Member	Not Applicable	
6.	Junior Translation Officer Grade VI	Not Applicable		1. Joint Secretary (Official Language). 2. Director/Deputy Secretary (Service) (Official Language) 3. An officer of the rank of Director/Deputy Secretary in the Deptt. of Official Language.	-Chairman -Member -Member

Note :- The absence of a member, other than the Chairman or a Member of the Union Public Service Commission shall not invalidate the proceedings of the Committee, if more than half the members of the Committee had attended its meetings.

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Schedule V
[See rule 7(4)]

Minimum educational and other qualifications, experience and age limit for direct recruitment to Grade-IV (Assistant Director) of Central Secretariat Official Language Service (Group 'A' Posts).

(a) Age Limit: Not exceeding 35 Years (relaxable for Govt. Servants upto five years for Government Servants in accordance with the instructions or orders issued by the Central Govt.)

Note– The crucial date for determining the age limit shall be as advertised by Union Public Service Commission.

(b) **Educational Qualifications and Experience:**

Essential Educational Qualifications:

(i) Master's degree of a recognized University in Hindi with English as a subject at the degree level;

Or

Master's degree of a recognized University in English with Hindi as a subject at the degree level;

Or

Master's degree of a recognized University in any subject with Hindi and English as subjects at the degree level;

Or

Master's degree of a recognized University in any subject with Hindi Medium and English as a subject at the degree level;

Or

Master's degree of a recognized University in any subject with English medium and Hindi as a subject at the degree level.

and

(ii) Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi and vice-versa, preferably for technical or scientific literature or three years of experience of teaching in Hindi and English or research in Hindi or English.

Desirable :

(i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.

(ii) Diploma or Certificate course in translation from Hindi to English and vice-versa from any a recognised Institute or University or two years experience of translation from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking.

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2: The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and the Scheduled Tribes if, at any stage of selection, the Union Public Service Commission 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.

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Schedule VI

The circumstances of consultation with Union Public Service Commission for appointment to various grades of Central Secretariat Official Language Service (Group 'A' and 'B' Posts).

S. N.	Name of the Post	Levels in Pay Matrix (Pre-revised Pay Band and Grade Pay)	Circumstances of consultation with UPSC
(1)	(2)	(3)	(4)
1.	Director Grade I	Level-13 (pre-revised PB-4 Rs. 37400-67000/-, GP of Rs.8700/-)	Consultation with UPSC is not necessary
2.	Joint Director Grade II	Level-12 (pre-revised PB-3 Rs. 15600-39100/-, GP of Rs.7600/-)	Consultation with UPSC is not necessary
3.	Deputy Director Grade III	Level-11 (pre-revised PB-3 Rs. 15600-39100/, GP of Rs.6600/-)	Consultation with UPSC is not necessary
4.	Assistant Director Grade IV	Level-10 (pre-revised PB-3 Rs. 15600-39100/, GP of Rs.5400/-)	Consultation with UPSC is necessary for filling up the posts
5.	Senior Translation Officer Grade V	Level-7 (pre-revised PB-2 Rs. 9300-34800/-, GP of Rs.4600/-)	Consultation with UPSC is not necessary
6.	Junior Translation Officer Grade VI	Level-6 (pre-revised PB-2 Rs. 9300-34800/-, GP of Rs.4200/-)	Consultation with UPSC is not necessary

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Schedule VII
[See rule 7(4)]

Minimum educational and other qualifications, experience and age limit for direct recruitment to Grade-VI (Junior Translation Officer) of Central Secretariat Official Language Service (Group 'B' Posts).

(a) Age Limit: Not exceeding 30 Years (relaxable for Govt. Servants upto five years for Government Servants

Note – The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.

(b) Essential educational qualifications:

(i) Master's degree of a recognized University in Hindi or English with English or 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 or English medium and English or 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 medium of examination and the other as a compulsory or elective subject at the degree level.

And

(ii) Recognised Degree or Diploma or Certificate course in translation from Hindi to English and vice-versa from a recognised University/Institute.

Desirable :

(i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.

(ii) Two years experience of translation 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 in case of candidates otherwise well qualified.

Note 2: The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to Scheduled Castes and the Scheduled Tribes if, at any stage of selection, the Staff Selection Commission 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.

[F. No. 1/1/2016-OL(S)]

DR. BIPIN BEHARI,
Joint Secretary to the Government of India

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