

फा.सं. 04-05/2024-प्रशा.

भारत सरकार

Government of India

केंद्रीय अनुवाद ब्यूरो

CENTRAL TRANSLATION BUREAU

राजभाषा विभाग : गृह मंत्रालय

Deptt. of Official Language : Ministry of Home Affairs

पं. दीन दयाल अंत्योदय भवन, 8वां तल, लोदी रोड,

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दिनांक : 21 जनवरी, 2025

### कार्यालय ज्ञापन

**विषय : राजभाषा विभाग के अधीनस्थ कार्यालय केंद्रीय अनुवाद ब्यूरो के प्रशासनिक अधिकारी के भर्ती नियम, 2019 में संशोधन करने के संबंध में ।**

उपर्युक्त विषय के संबंध में राजभाषा विभाग के का.ज्ञा. सं. 13011/13/2024-रा.भा.(के.अनु.ब्यूरो), दिनांक 20.01.2025 द्वारा केंद्रीय अनुवाद ब्यूरो के प्रशासनिक अधिकारी के ड्राफ्ट भर्ती नियम (अधिसूचना/अनुसूची) को ब्यूरो के सभी हितधारकों को सूचित करने तथा ब्यूरो की वेबसाइट पर अपलोड करने का निदेश दिया गया है ।

सभी हितधारकों से अनुरोध है कि वे इस कार्यालय ज्ञापन के जारी होने की तारीख से 30 दिनों के अंदर अपने सुझाव, यदि कोई हों, तो उचित माध्यम से प्रस्तुत कर सकते हैं । निर्धारित अवधि के पश्चात किसी भी सुझाव पर विचार नहीं किया जाएगा तथा तदनुसार ड्राफ्ट भर्ती नियम को अंतिम रूप देने की कार्रवाई की जाएगी ।

( दिनेश कुमार झा )

प्रशासनिक अधिकारी

### प्रतिलिपि :

1. सभी संबंधित हितधारक
2. श्री केवल कृष्ण, परामर्शदाता, राजभाषा विभाग, नई दिल्ली को इस अनुरोध के साथ कि वे इस कार्यालय ज्ञापन को ब्यूरो की वेबसाइट पर अपलोड करने की कृपा करें ।

[To be published in part-II, Section-3, Sub-section(i) of Gazette of India]  
Government of India  
Central Translation Bureau  
Department of Official Language  
Ministry of Home Affairs

**Notification**

**G.S.R.** -In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Ministry of Home Affairs, Department of Official Language, Central Translation Bureau (Administrative Officer, Group 'B') Recruitment Rules, 2019, except as in respect of things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of **Administrative Officer** in the Central Translation Bureau, Department of Official Language, Ministry of Home Affairs, namely:

**1. Short title and commencement.** (i) These rules may be called the Ministry of Home Affairs, Department of Official Language, Central Translation Bureau Group 'A' posts, Recruitment Rules, 2025.

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

**2. Number of posts, classification and pay level in the pay matrix-** The number of the said posts, its classification, level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the aforesaid Schedule.

**3. Method of recruitment, age limit and other qualifications etc.-** The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 13 of the aforesaid Schedule.

**4. 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 into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the Central 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.

**5. Power to relax.-** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and 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.

**6. Saving.-** 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, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

Name of Post	Number of Posts	Classification	Pay Band and Grade or Pay or Pay Scale	Whether selection post or non-selection post	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
1	2	3	4	5	6	7	8	9
Administrative Officer	01*(one) *(2025) Subject to variation dependent on workload	General Central Services 'A' Group Gazetted Ministerial	Level 11 in the revised pay matrix (Rs. 67,700-2,08,700)	Selection	N.A.	N.A.	N.A.	Two years

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts 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?	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
10	11	12	13
By promotion failing which by deputation.	<b>Promotion:</b> 1. Section Officer in Level-7 in the pay matrix (Rs. 44,900-1,42,400) with nine years regular service in the grade and with two to four weeks mandatory training in administrative and financial matters from Institute of Secretariat Training and Management (ISTM).	Group 'A' Departmental Promotion Committee (For considering promotion) consisting of: (i) Chairman/ Member, UPSC: Chairman (ii) Joint Secretary, Department of Official Language: Member, (iii) Director, Central Translation Bureau: Member	Consultation with UPSC necessary for any relaxation/ amendment of the provisions of the rules.

considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/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/eligibility service.

**Deputation:-**

2. Officers under the Central Government or State Government or Union territories:-

(a) (i) Holding analogous post on regular basis in the parent cadre/ department; OR

(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-10 (Rs. 56,100-1,77,500) in the revised pay matrix

OR

with seven years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-9 (Rs. 53,100-1,67,800) in the revised pay matrix

OR

with eight years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-8 (Rs. 47,600-1,51,100) in the revised pay matrix OR equivalent in the parent cadre/ department; and

(b) Possessing the following educational qualifications and experience;

(i) Bachelor's Degree from a recognized University or equivalent;

confirmation) Consisting of:-  
(i) Director, Central Translation Bureau: Chairman  
(ii) Deputy Secretary, Department of Official Language: Member,  
(iii) Joint Director, Central Translation Bureau: Member

(ii) should have studied Hindi as a subject at matriculation level; and

(iii) five years' experience in administration, establishment, budget and accounts work.

**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, deputationist shall not be eligible for consideration for appointment by promotion.

**Note 2:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall ordinarily not exceed three years.

**Note 3:** The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application.