

Dated 7<sup>th</sup> August, 2025

**OFFICE MEMORANDUM**

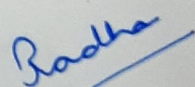
**Subject : Filling up of various posts on deputation/contractual basis in Bhartiya Bhasha Anubhag in the Department of Official Language, Ministry of Home Affairs, New Delhi.**

The services of various suitable officers are urgently required for filling up the various post on deputation/contractual basis Bhartiya Bhasha Anubhag of the Department of Official Language, Ministry of Home Affairs. The name of post, number of posts with scale of pay, the qualifications and experience required for the post and other details are given in Annexure-I. The pay of the selected officer will be regulated in accordance with the instruction contained in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup> June, 2010, as amended from time to time.

2. It is requested that the application (in duplicate) in the enclosed per forma Annexure-II) of suitable, willing and eligible officers and who can be spared immediately on selection may be sent to the undersigned within 60 days from the date of issue of the Office Memorandum or from the date of publication of this Office Memorandum in Employment News/Rozgar Samachar, whichever is later along with the following documents :-

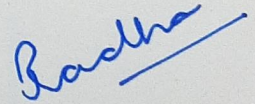
- i. Clear Photostat copies of their ACR/APAR for the last 5 years i.e. 2018-19 to 2022-2023 duly attested by Group "A" Officer.
- ii. Integrity Certificate.
- iii. Certificate confirming that no disciplinary/vigilance case is either pending or being contemplated against the officer.
- iv. A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.
- v. Cadre clearance in respect of the applicant.

3. Application received after the closing date or without the photo state copies of ACR/APAR duly attested by a Group "A" Officer or without recommendation of the concerned office or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be immediately relieved of his duties.

  
(Radha kalyal Narang)  
Director (BBA)  
Tele: 011-23438155



1. All Ministry/Department of Government of India.
2. The President's Secretariat, New Delhi
3. The Vice President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi
5. The Cabinet Secretariat, New Delhi
6. Election Commission of India, New Delhi
7. Lok Sabha/Rajya Sabha Secretariat
8. Union Public Service Commission.
9. Central Vigilance Commission.
10. Comptroller General of India, New Delhi
11. All Officers, Desks and Sections in the Ministry of Home Affairs (proper), Department of Justice and Department of J&K Affairs & Department of Official Language.
12. All Cadre Unit of Ministry of Home Affairs.
13. All State Government & UT's
14. Director(Training/Policy/Technical/Implement), Department of Official Language.
15. Director, Central Hindi Training Institute, New Delhi.
16. Director, Central Translation Bureau, New Delhi.
17. Senior Technical Director, NIC, Department of Official Language, New Delhi for placing this OM on the website of Department of Official Language.
18. Guard File.
19. Spare Copy 20



(Radha katyal Narang)  
Director (BBA)

## ANNEXURE-I

### Qualification, experience and other details required for the post of Assistant Director (Konkani), Bhartiya Bhasha Anubhag, Department of Official Language, Ministry of Home Affairs, New Delhi.

1	Name of the Post	Assistant Director (Konkani)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Konkani as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Konkani with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Konkani with Hindi medium and Konkani as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Konkani with English medium and Konkani as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Konkani to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>OR</b></p> <p>Three year's experience of teaching/ research in Hindi or English or Konkani under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p> <p><b>Desirable:</b></p> <p>Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Konkani)	For vetting and supervising the translation work Hindi to Konkani and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Assamese)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities,:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Assamese as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Assamese with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Assamese with Hindi medium and Assamese as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Assamese with English medium and Assamese as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Assamese to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Assamese under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Assamese)	For vetting and supervising the translation work Hindi to Assamese and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Bengali)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group “A” Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b>  Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :  (a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b>  (ii) With three year’s service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and  (b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b>  (i) Master’s Degree of a recognized University in Hindi with Bengali as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master’s Degree of a recognized University in Bengali with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master’s Degree of a recognized University in any subject other than Hindi or Bengali with Hindi medium and Bengali as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master’s Degree of a recognized University in any subject other than Hindi or Bengali with English medium and Bengali as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year’s experience of using/applying terminology (Terminological work) in Hindi and translation work from Bengali to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b>  Three year’s experience of teaching/ research in Hindi or English or Bengali under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Bengali)	For vetting and supervising the translation work Hindi to Bengali and vise-versa and also build the Global Translation Memory for the software.



1	Name of the Post	Assistant Director (Gujarati)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Gujarati with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Gujarati with Hindi medium and Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Gujarati with English medium and Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Gujarati to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Gujarati under Central/State Governments/Autonomous Bodies/Statutory</p>

		<p>Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p> <p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Gujarati)	For vetting and supervising the translation work Hindi to Gujarati and vice-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Kashmiri)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b>  Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b>  (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in Kashmiri with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Kashmiri with Hindi medium and Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Kashmiri with English medium and Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Kashmiri to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b>  Three year's experience of teaching/ research in Hindi or English or Kashmiri under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Kashmiri)	For vetting and supervising the translation work Hindi to Kashmiri and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Kannada)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Kannada as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Kannada with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Kannada with Hindi medium and Kannada as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Kannada with English medium and Kannada as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Kannada to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Kannada under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>



		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Kannada)	For vetting and supervising the translation work Hindi to Kannada and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Manipuri)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Manipuri with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Manipuri with Hindi medium and Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Manipuri with English medium and Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Manipuri to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Manipuri under Central/State</p>

		<p>Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p> <p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Manipuri)	For vetting and supervising the translation work Hindi to Manipuri and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Marathi)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Marathi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Marathi with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Marathi with Hindi medium and Marathi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Marathi with English medium and Marathi as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Marathi to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Marathi under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Marathi)	For vetting and supervising the translation work Hindi to Marathi and vise-versa and also build the Global Translation Memory for the software.



1	Name of the Post	Assistant Director (Mizo)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b>  (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Mizo as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in Mizo with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Mizo with Hindi medium and Mizo as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Mizo with English medium and Mizo as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p><b>(ii)</b> Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Mizo to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b>  Three year's experience of teaching/ research in Hindi or English or Mizo under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p> <p><b>Desirable:</b></p>

		<p>Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Mizo)	For vetting and supervising the translation work Hindi to Mizo and vice-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Odia)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Odia as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in Odia with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Odia with Hindi medium and Odia as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Odia with English medium and Odia as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Odia to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b>  Three year's experience of teaching/ research in Hindi or English or Odia under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Odia)	For vetting and supervising the translation work Hindi to Odia and vice-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Punjabi)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b>  Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :  (a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b>  (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and  (b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b>  (i) Master's Degree of a recognized University in Hindi with Punjabi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in Punjabi with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Punjabi with Hindi medium and Punjabi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Punjabi with English medium and Punjabi as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Punjabi to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b>  Three year's experience of teaching/ research in Hindi or English or Punjabi under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>



		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Punjabi)	For vetting and supervising the translation work Hindi to Punjabi and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Tamil)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Tamil as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Tamil with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Tamil with Hindi medium and Tamil as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Tamil with English medium and Tamil as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Tamil to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Tamil under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Tamil)	For vetting and supervising the translation work Hindi to Tamil and vise-versa and also build the Global Translation Memory for the software.

1	Name of the Post	Assistant Director (Telugu)
2	No. of Post(s)	01(One)
3	Classification	General Central Service Group "A" Gazetted Non-Ministerial
4	Scale of Pay	Pay Matrix Level-10 (Rs.56,100-1,77,500)
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix Rs. 44,900-1,42,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Telugu as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Telugu with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Telugu with Hindi medium and Telugu as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Telugu with English medium and Telugu as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Telugu to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Telugu under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Assistant Director (Telugu)	For vetting and supervising the translation work Hindi to Telugu and vise-versa and also build the Global Translation Memory for the software.



1	Name of the Post	Senior Translation Officer (Konkani)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings,:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Konkani as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Konkani with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Konkani with Hindi medium and Konkani as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Konkani with English medium and Konkani as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Konkani to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Konkani under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p> <p><b>Desirable:</b></p>

		<p>Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Konkani) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Telugu and vice versa.

1	Name of the Post	Senior Translation Officer (Assamese)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Assamese as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Assamese with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Assamese with Hindi medium and Assamese as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Assamese with English medium and Assamese as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Assamese to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Assamese under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Assamese)	Senior Officer To carry out translation of official letters, document, order, etc. from Hindi to Assamese and vice versa.

1	Name of the Post	Senior Translation Officer (Bengali)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Bengali as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Bengali with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Bengali with Hindi medium and Bengali as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Bengali with English medium and Bengali as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Bengali to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Bengali under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Bengali) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Bengali and vice versa.

1	Name of the Post	Senior Translation Officer (Gujarati)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>:</p> <p>(c) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(d) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Gujarati with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Gujarati with Hindi medium and Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Gujarati with English medium and Gujarati as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Gujarati to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Gujarati under Central/State</p>

		<p>Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p> <p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Gujarati) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Gujarati and vice versa.



1	Name of the Post	Senior Translation Officer (Kashmiri)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Kashmiri with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Kashmiri with Hindi medium and Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Kashmiri with English medium and Kashmiri as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Kashmiri to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Kashmiri under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Kashmiri) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Kashmiri and vice versa.

1	Name of the Post	Senior Translation Officer (Kannada)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Kannada as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Kannada with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Kannada with Hindi medium and Kannada as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Kannada with English medium and Kannada as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Kannada to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Kannada under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Kannada) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Kannada and vice versa.

1	Name of the Post	Senior Translation Officer (Malayalam)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with Malayalam as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Malayalam with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Malayalam with Hindi medium and Malayalam as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Malayalam with English medium and Malayalam as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(ii) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Malayalam to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Malayalam under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Malayalam) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Malayalam and vice versa.

1	Name of the Post	Senior Translation Officer (Manipuri)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Manipuri with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Manipuri with Hindi medium and Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Manipuri with English medium and Manipuri as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Manipuri to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Manipuri under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Manipuri) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Manipuri and vice versa.



1	Name of the Post	Senior Translation Officer (Marathi)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Marathi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Marathi with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Marathi with Hindi medium and Marathi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Marathi with English medium and Marathi as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Marathi to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Marathi under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Marathi) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Marathi and vice versa.

1	Name of the Post	Senior Translation Officer (Mizo)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(b) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b>  (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.  <b>Essential:</b>  (iii) Master's Degree of a recognized University in Hindi with Mizo as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in Mizo with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Mizo with Hindi medium and Mizo as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Mizo with English medium and Mizo as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Mizo to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b>  Three year's experience of teaching/ research in Hindi or English or Mizo under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p> <p><b>Desirable:</b></p>

		<p>Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Mizo) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Mizo and vice versa.

1	Name of the Post	Senior Translation Officer (Odia)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Odia as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in Odia with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Odia with Hindi medium and Odia as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Odia with English medium and Odia as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Odia to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b>  Three year's experience of teaching/ research in Hindi or English or Odia under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Odia) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Odia and vice versa.

1	Name of the Post	Senior Translation Officer (Punjabi)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Punjabi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Punjabi with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Punjabi with Hindi medium and Punjabi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Punjabi with English medium and Punjabi as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Punjabi to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Punjabi under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Punjabi) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Punjabi and vice versa.



1	Name of the Post	Senior Translation Officer (Tamil)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(c) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and (d) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Tamil as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in Tamil with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Tamil with Hindi medium and Tamil as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or Tamil with English medium and Tamil as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Tamil to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b> Three year's experience of teaching/ research in Hindi or English or Tamil under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Tamil) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Tamil and vice versa.

1	Name of the Post	Senior Translation Officer (Telugu)
2	No. of Post(s)	02(two)
3	Classification	General Central Services Group 'B' Non Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, universities :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; <b>OR</b> (ii) With three year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400-1,12,400/- or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(iii) Master's Degree of a recognized University in Hindi with Telugu as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in Telugu with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Telugu with Hindi medium and Telugu as a compulsory or elective subject or as the medium of examination at the Degree level, <b>OR</b>  Master's Degree of a recognized University in any subject other than Hindi or Telugu with English medium and Telugu as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p>(iv) Three year's experience of using/applying terminology (Terminological work) in Hindi and translation work from Telugu to Hindi or vice-versa preferably of technical or scientific literature under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions. <b>OR</b>  Three year's experience of teaching/ research in Hindi or English or Telugu under Central/State Governments/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings / Universities or recognized Research or Educational Institutions.</p>

		<p><b>Desirable:</b> Studies one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10<sup>th</sup> level from a recognized board.</p> <p><b>Contractual :</b></p> <p>Retired government officials with analogous post or equivalent having educational qualification as mentioned for deputation and adequate knowledge in the concerned field. Maximum age not more than 65 at the time of closing date of the application. The pay and allowance will be government as per DoE OM no 3-25/ 2020-E.III dated 09<sup>th</sup> December, 2020.</p>
7	Duties of Translation (Telugu) Senior Officer	To carry out translation of official letters, document, order, etc. from Hindi to Telugu and vice versa.

1	Name of the Post	Assistant Section Officer
2	No. of Post(s)	02(Two)
3	Classification	General Central Services Group 'B' Non-Gazetted Non-Ministerial
4	Scale of Pay	Level-7 pay matrix Rs. 44,900-1,42,400/-
5	Period of Deputation & age limit.	<p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p><b>Deputation:</b> Officers under the Central Government/State Government/Union Territories/ Banks/undertakings, Universities, Institutions :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department;</p> <p style="text-align: center;">OR</p> <p>(ii) With two year's service in the grade rendered after appointment thereto on a regular basis in Level-6 of the pay matrix Rs. 35,400/-1,12,400 or equivalent in the parent cadre/department; or Five years service in the grade rendered after appointment thereto on a regular basis in Level-5 of the pay matrix Rs. 29200-92300/ or equivalent in the parent cadre/department; or 8 years service in the grade rendered after appointment threto on a regular basis in the level -4 of the pay matrix Rs 25500-81100 or equivalent in the parent cadre/department, and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p><b>Essential:</b></p> <p>(i) Bachelor Degree of a recognized University .</p> <p>(ii) Possessing five year's experience of Administration and budget.</p> <p>(iii) Having knowledge of co-ordination work.</p> <p><b>Note 1:</b> The Departmental officers in the feeder categories who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.</p>
7	Duties of Assistant Section Officer	<p>As defined by DOPT Assistant Section Officer works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or the Branch Officer or higher officers have given clear instructions, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:</p> <p>(i) to see whether all facts open to check have been correctly stated;</p> <p>(ii) to point out any mistakes or incorrect statement of the facts;</p>

		<p>(iii) to draw attention, where necessary, to precedents or</p> <p>Rules and Regulations on the subject;</p> <p>(iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;</p> <p>(v) to bring out clearly the question under consideration and suggest a course of action wherever possible</p>
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**BIO DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters) (Mob. No. and Email ID)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service ii) Date of retirement under Central/State	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular.	Qualifications/Experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 <b>Note :</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications, elective/main subject and subsidiary subjects may be indicated by the candidates.</p>	

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.						
6.1 <b>Note</b> : Borrowing Departments are to provide their specific comments/views confirming the relevant essential qualification/work experience possessed by the Candidate (as indicated in the Bio data) with reference to the post applied.						
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.						
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties(in detail) highlighting experience required for the post applied for	
<b>* Important</b> : Pay-band and Grade Pay under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :						
Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme.			From	To	
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.						
9. In case the present employment is held on deputation/contract basis, Please state-						
a) The date of initial appointment	b) Period of appointment on deputation/contract		c) Name of the parent office/organization to which the applicant belongs.		d) Name of the post and pay of the post held in substantive capacity in the parent organization.	
9.1 <b>Note</b> : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.						
9.2 <b>Note:</b> Information under Column 9 ( c ) & ( d ) above must be given in all cases where a person is holding a post on deputation outside the						



cadre/organization but still maintaining a lien in his parent cadre/organization.		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basic Pay in the Pay Band	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay Scale, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment.	Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet if the space is insufficient)		
16. B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure unvolving official recognition		

(vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (officers under Central/State Governments are only eligible for “Absorption”. Candidates of non-Government Organizations are eligible only for Short Term Contract)  # (The option of ‘STC’/Absorption/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”).	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld.

Signature of the Candidate

Address with Email ID.....

Date  
Place:

### **CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt .....
- ii) His/ Her integrity is certified.
- iii) His/ Her ACR/APAR Dossier in original is enclosed/photocopies of the ACR/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned  
(Employer/Cadre Controlling Authority with Seal)