

RECRUITMENT RULES FOR THE POST OF ASSTT, MANAGER (OFFICIAL LANGUAGE)

(As approved by the Board in their 247 Meeting held on 26.06.2013)

1	Name of Post	:	Asstt.Manager (Official Language)
2	Classification	:	Group 'A' (E-1)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs.16,400-40,500 (IDA)
5	Age limit for direct recruitment	:	Not exceeding 35** years as on 1st Jan of Recruitment year.
6	Educational and other Qualifications for direct recruitment.		<u>Essential Qualifications & Experience :</u> <u>Education Qualification(s):</u> Post Graduate or its equivalent in Hindi with English as one of the Subject at Degree level OR Post Graduate or its equivalent in English with Hindi as one subject at Degree level from the Recognized University with minimum 55% marks (Desirable 60%). Knowledge of any one language other than Hindi included in the 8 th Schedule of Constitution of India which should have been passed at the Matriculation or its equivalent examination from a recognized Board of Examination. Degree or Diploma in Translation from English to Hindi or from Hindi to English from a recognized University. Knowledge of computer in Hindi or English. <u>Experience:</u> 2 years post qualification experience of working in Rajbhasha Deptt. of a large organization in Govt./Public Sector at Supervisory level. Those working in Govt. should have 2 years experience in the next below scale i.e. Rs.12,600-29,500 and above or 5 years experience in the scale of pay of Rs.10,900-31,500 or equivalent in related field.
7	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment.	:	100% by direct recruitment.

*** Not applicable for existing Departmental Candidates**

**** { 1. Age Relaxation as per Govt. Rules
2. No age bar for Departmental Candidates }**
