

RECRUITMENT RULES FOR THE POST OF JUNIOR EXECUTIVE (OL)

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

1	Name of Post	:	JE (OL)
2	Classification	:	Group 'B' (S-8)
3	Scale of Pay Existing	:	10900-31500 (IDA)
4	Whether Selection Post or Non-selection Post	:	Selection
5	Educational and other Qualifications required for Direct Recruits□	:	Not Applicable
6	Method of Recruitment	:	100% by promotion of the employees in related field working in the next below pay scale having following specification:- PG degree in (Hindi/English) with Diploma in Translation from English to Hindi and vice versa from recognized Institution : 3 years Graduates (Hindi/English) with Diploma in Translation from English to Hindi and vice versa from recognized Institution : 4 years Graduates : 7 years
7	Period of Probation	:	One year - extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment	:	100% Promotion

RECRUITMENT RULES FOR THE POST OF HINDI TRANSLATOR

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

1	Name of Post	:	Hindi Translator
2	Classification	:	Group 'C' (S-7)
3	Scale of Pay Existing	:	9600-27000 (IDA)
4	Whether Selection Post or Non-selection Post	:	Selection
5	Educational and other Qualifications required for Direct Recruits□	:	Not Applicable
6	Method of Recruitment	:	100% by promotion of the employees in related field working in the next below pay scale having following specification:- PG degree in (Hindi/English) with Diploma in Translation from English to Hindi and vice versa from recognized Institution : 3 years Graduates (Hindi/English) with Diploma in Translation from English to Hindi and vice versa from recognized Institution : 4 years Graduates : 7 years
7	Period of Probation	:	One year – extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment	:	100% by promotion

RECRUITMENT RULES FOR THE POST OF JUNIOR HINDI TRANSLATOR

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

1	Name of Post	:	Junior Hindi Translator
2	Classification	:	Group 'C' (S-6)
3	Scale of Pay Existing	:	9360-25700 (IDA)
4	Whether Selection Post or Non-selection Post	:	Selection
5	Age limit for Direct Recruits	:	30** years as on 1st January of the year in which the recruitment is being made.
6	Educational and other Qualifications required for Direct Recruits□	:	<u>Essential Educational 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> 3 years post qualification experience of working in Rajbhasha Deptt. of a large organization in Govt./Public Sector.
8	Period of Probation	:	One year - extendable by maximum period of one more year, if considered necessary.
9	Method of Recruitment Whether by Direct Recruitment or by Promotion or Transfer/ Deputation and percentage of the vacancies to be filled by various methods	:	100 % Direct Recruitment

*** Not applicable for existing Departmental Candidates**

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