Recruitment Rules Formulation, Amendment & Monitoring System

13 Point Schedule – Annexure III

Year : 2019

Recruitment Rules for the Post of Junior Translation Officer(JTO), in Ministry/Department Ministry of Textiles/NHHM

(a)	Name of Post		Junior Translation Officer(JTO) Level – 6 General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.
(b)	Name of Ministry/Department	in. It	National Handicrafts and Handlooms Museum Ministry of Textiles.

(c) Reference no. in which commissions : advice on recruitment rules was conveyed

(d) Date of notification of the original :

GSR No. 174 dt 30 Mar 1995

Col	Classification	Provision in the existing rules	Revised provisions proposed	Reason for the revision proposed
1.	Name of the post	Junior Hindi Translator	Junior Translation Officer(JTO)	As per Department of Official Language Order No. 16/24/2018/O.L.(Service) dated 11 th Feb,2019
2.	Number of the post	One* (1994) *Subject to variation dependent on work load.	One* (2019) *Subject to variation dependent on work load.	No change Except year
3.	Classification	General Central Service, Group 'C' Non- Gazetted, Non- Ministerial	General Central Service, Group 'B' , Non- Gazetted, Non-Ministerial.	upgraded to Group B as the post carrying the grade pay of 4200 in PB -2 in terms of DoPT latest guidelines dt 31 Dec 2010 Para 3.4 and 7 th CPC.
4.	Pay band and grade pay or pay scale	Rs. 1400-40-1800- EB-50-2300	Level 6, Rs.35,400 – 1,12,400/-	The pay scale has been revised to equivalent scales of 5 th , 6 th and 7 th Pay Scale/Pay Matrix Table.
5.	Whether selection post or non selection post	Non-Selection	Non-Selection	No Change.
6.	Age limits for Direct Recruits	Between 18 and 25 years (relaxable in case of Govt. servants upto 40 years in	Not Exceeding thirty years. Note 1: (Relaxable for Government	Changes made as per the DoPT new guide lines dt 31 Dec 2010 Para 3.7.2 & 3.7.4.1

		case of general	Servants up to	1
¥		candidates and	GRAPHICAL PROVIDENCE TO AN A STATE	
		upto 45 years in		
		respect of SC / ST	The second s	
		candidates in	Course - Internet - Construction of the Construction	
		Anosocial metalogical and a second se	orders issued	
		and the second sec		
		the instructions /		
		orders issued by		
		the Central	Note 2: The	
		Government.	crucial date for	
			determining the	
		Note:1. In case of	age-limit shall	
		recruitment	be the closing	
		through Staff		
		Selection	of applications	
		Commission the	from	
			A CHERT CONTRACTOR OF THE OWNER	
			candidates and	
			not the closing	
		age- limit shall be		
		as advertised by	Contraction Contraction Contraction	
		the Staff Selection	Assam,	
		Commission.	Meghalaya,	
			Arunachal	
1		2. In case of		
		recruitment made		
		through	Manipur,	
		Employment	the second state of the se	
			Nagaland,	
		Exchange the	TUNDER STREET STREET	
		crucial date for	Ladakh	
			Division of	
		age-limit shall be	Jammu and	
		the last date upto	Kashmir State,	
		which the	Lahaul & Spiti	
		Employment	District and	
		Exchange is asked	Pangi sub-	
		to submit names.	division of	
		to submit names.		
			Chamba district	
			of Himachal	
			Pradesh,	
			Andaman &	
			Nicobar Islands	
			and	
			Lakshadweep).	
7.	Educational	(I) Master's	Essential :	
	and other		(I) Master's	Qualification
	C19622237045 49576 We926	1991		Qualification and
	qualifications	recognised	degree of a	
	required for	University in	recognised	recruitment rules in
	direct recruits	Hindi/Eng. With	University in	similar cases.
		English/Hindi as a	Hindi with	
		1000 CARD 1010 CARD		
		main subject at	English as a	
		degree level; Or	compulsory or	
		Master's degree	(II) Master's	
		of a recognised	degree of a	
		University in any	recognised	

subject with Hindi	University in	
and English as	English with	
main subjects at	Hindi as a	
degree level;	compulsory or	
Or	elective	
Master's degree of	subject or as	
a recognised	the medium of	
University in any	examination at	
subject with	the degree	
Hindi/English	level	
medium and	Or	
English/Hindi as	Master's	
main subject at	degree of a	
degree level or	recognised	
Master's Degree in		
Hindi / English or		
in an other subject	12	
with Hindi / English		
(c)	English, with	
English / Hindi as		
a main subject or		
as medium of		
Examination at		
degree level; Or	subject or as	
Bachelor's degree		
with Hindi and	an examination	
English as main		
subjects or either	level; Or	
of two as medium	Master's	
of Examination	Degree of a	
and the other as a	recognized	
main subject	University in	
possessing	any subject	
recognised	other than	
Diploma/Certificate	Hindi or	
course in	English, with	
translation from	English	
Hindi to English	medium and	
and vice versa or	Hindi as a	
two years'	compulsory or	
experience of	elective subject	
translation work	or as the	
from Hindi to	medium of an	
English and vice	examination at	
versa in	the degree	
Central/State	level; Or	
Government	Master's	
offices, including	Degree of a	
Government of	recognized	

India	University in	
undertakings.	any subject	
Note: 1.	other than	
Qualifications are	Hindi or	
relaxable at the	English, with	
discretion of the	Hindi and	
Staff Selection	English as	
Commission in	Carter Strategy Contraction	
case of candidates		
otherwise well	100000000000000000000000000000000000000	
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	two as a	
Note: 2 The	(C27) 55	
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regarding	and the other	
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Competent	0892 28 28	
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of candidates from	P-ND	
these	offices,	
communities	including	
possessing the	Government of	
requisite	India	
experience are	undertakings.	
not likely to be		
available to fill up		
the vacancy		
reserved for them.	are relaxable at	
	the discretion	
	of the Staff	
	Selection	
	Commission or	

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requisite experience are not likely to be				128 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	
experience are not likely to be					
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up the vacancy reserved for	
them.	

wo years for direct cruits / direct recruitmen iling which by ansfer or	recruits t {(Deputation (ISTC)} or Absorption failing	No change Method has changed due
cruits / direct recruitmen iling which by	recruits t {(Deputation (ISTC)} or Absorption failing	Method has
iling which by	or Absorption failing	Company Constant Constants
putation/transfer	recruitment 100%.	to change in mode of appointment
		as per DoPT guidelines.

11.	In case of	Recordence de la company	Deputation
	recruitment	deputation/transfer	(ISTC)/Transfer
	by	: Officer under	Officers under the
	promotion/	Central	Government and non-
	deputation /	Government; (a)	Govt. bodies e.g.,
	Absorption,	(i) holding	
	grades from	analogous post; or	
	which	(ii) with five years'	Recognized Research
	promotion/	regular service in	Institution :-
	deputation	the pay scale of	
	to be made.	Rs.1200-2040 or	(a) (i) holding
		(iii) with thirteen	analogous posts on
		years' regular	regular basis in the
		service in the pay	
		scale of Rs. 950-	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

		1500/	N .	
		1500/- and (b		
		possessing educational	(ii) with at least Six	
			years service in the	
		qualifications and	Junes rendered aller	
		experience	appointment thereto on	
		prescribed for	o service in poolo	
7		direct recruitments	of Level 5 or equivalent	
		in column 7.	and possessing the	
		- restar	qualification and	
		For Ex-	procoribed	
		serviceman:	for Direct Recruits under	
		Transfer on	column 7.	
		deputaion/re-		
		employment : The		
		armed forces		
		personnel due to	have earlier worked at	
		retire or who are to	runululul	
		be transferred to	i fulfulooffi3	
		reserve within a	acputation	
		period of one year	for a period of minimum	
		and having the	2 years on analogous	
		requisite	post.	
		experience and		
		educational	Note: The maximum	
	0	qualification	age limit for	
	1	prescribed for	appointment by	
		direct recruits shall	Deputation (ISTC) /	
		also be	Absorption shall be not	
		considered. Such	exceeding 56 years as	
10		persons would be	on the closing date of	
		given deputation	the receipt of	
		erms upto the	applications.	
4		late on which they	Notes Standard.	
		ire due for release		
		rom the Armed		
		orces and		
		nereafter may be		
		ontinued on re-		
	1000	mployment.		
		lote:(Period of		
		eputation		
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		nmediately		
		receding this		
		ppointment in the		
	Sa	ame or some		

		other oraganisation/dep artment of the Central Govt., shall ordinarily not exceed three years. Maximum age limit for appointment by transfer on deputation shall be, not exceding 56 years as one the closing date of receipt of application.		
12.	If a Department al Promotion Committee (DPC) exists, what is its composition	Group 'C' DPC (i) Sr. Director (M)- Chairman; ii) Any Officer from O/o DC(HL) of the level of ADC/JDC to be nominated by the DC(HL) – Member iii)Deputy Director of NHHM to be nominated by the Chairman – Member; iv) Any SC/ST member of suitable rank to be nominated by Sr Director wherever required. – Member	Departmental Promotion Committee (For considering Promotion) consisting of:- 1. Senior Director (M)- Chairman 2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the DC(HC) – Member 3. Dy. Director NHHM to be nominated by Chairman - Member 4. Any SC/ST member of suitable rank to be nominated by chairman, wherever required. Departmental Confirmation Committee (for considering confirmation) consisting of: 1. Senior Director (M)- Chairman 2. Any Officer from O/o DC(HC) of the level of	As the post is classified to Gp B, the composition of DPC/DCC is also changed. The Departmental Confirmation Committee has been suggested as advised by DOPT in similar case.

			nominated by the DC(HC) – Member 3. Dy. Director of NHHM to be nominated by Chairman - Member	
13.	Circumstan ces in which Union Public Service Commissio n to be consulted in making recruitment	Not applicable	Not necessary	As the post is now group 'B' non-gazetted, non-ministerial.

Name, numbers represent proposals necessary	may	the with wh	Ministry's om these cussed. If	D. Rama Krishna Rao Admin & Security Officer/HoO NHHM (Crafts Museum) Bhairon Marg, Pragati Maidan New Delhi -110001 aso-nhhm@gov.in,Tele:011-23371353 /
decision	, tor	clarificatio	on / early	9509442163

F No. 1/49(1)/2011-12/NHHM

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(Sohan Kumar Jha) Sr. Director (NHHM)

Recruitment Rules Formulation, Amendment & Monitoring System

13 Point Schedule – Annexure I

Year : 2019 Recruitment Rules for the Post of Junior Translation Officer(JTO), in Ministry/Department Ministry of Textiles/NHHM

Name of Post	No. of Posts	Classification	Pay Level in the Pay Matrix	Whether Selection Post/ Non Selection Post
1	2	3	4	5
Junior Translation Officer(JTO)	One* (2019) *Subject to variation dependent on work load.	General Central Service, Group 'B' , Non- Gazetted, Non-Ministerial	Level-6 in the pay matrix (Rs.35,400 – 1,12,400/-)	Selection
Age limit for Direct Recruits	Educational and other Qualification required for direct recruits	Whether Age and Educational Qualification prescribed for direct recruitment will apply in the case of promotees	Period of Probation if any	Method of Recruitment, Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
6	7	8	9	10
Not Exceeding thirty years. Note 1: (Relaxable for Government Servants up to 5 years in accordance with the instructions or orders issued by the Central Government). Note 2: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing	Essential : (I)Master's degree of a recognised University in Hindi with English as a compulsory or (II)Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination	Not applicable	2 years for direct recruits	{(Deputation (ISTC) or Absorption}, failing which by direct recruitment 100%.
date prescribed for those in Assam, Meghalaya, Arunachal	at the degree level Or Master's degree of a			

Pradesh,	recognised		
Mizoram,	University in		
Manipur,	any subject		
Nagaland,	other than		
	The restriction states		
Tripura, Sikkim,	2000		
Ladakh Division	English, with		
of Jammu and	Hindi		
Kashmir State,	medium and		
Lahaul & Spiti	English as a		
District and	compulsory		
Pangi sub-	or elective		
division of	subject or as		
Chamba district	the medium		
of Himachal	of an		
Pradesh,	examination		
Andaman &	at the degree		
[15] Mail and Constraint and Constraint (1997).			
Nicobar Islands	level; Or		
and	Master's		
Lakshadweep)	Degree of a		
	recognized		
	University in		
	any subject		
	other than		
	Hindi or		
	English, with		
	English		
	medium and		
	Hindi as a		
	CL CATALOGICA SALAR AND		
	compulsory		
	or elective		
	subject or as		
	the medium		
	of an		
	examination		
	at the degree		
	level; Or		
	Master's		
	Degree of a		
	recognized		6
	University in		
	any subject		
	other than		
	Hindi or		
	English, with		
	Hindi and		
	English as		
	compulsory		
	or elective		
	subjects or		
	either of the		
	two as a		
	medium of		
	examination		
	and the other		
	as a		
	compulsory		

	or elective		
	subject at degree level; AND Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or two years' experience or translation work from Hindi to English and vice versa in Central or State Government offices, including Government		
	of India		
	undertakings.		
	Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.		
	Note 2: The qualifications regarding experience are relaxable at the discretion of		

the Staff	
Selection	
Committee or	
Competent	
Authority, for	
reasons to	
be recorded	
in writing, in	
the case of	
candidates	
belonging to	
Scheduled	
Castes or the	
Scheduled	
Tribes, if at	
any stage of	
selection, the	
Staff	
Selection	
Commission	
or	
Competent	
Authority is	
of the opinion	
that sufficient	
number of	
candidates	
from these	
communities	
possessing	
the requisite	
experience	
are not likely	
to be	
available to	
fill up the	
vacancy	
reserved for	
them.	

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Deputation (ISTC)/Transfer: Officers under the Government and non-Govt. bodies e.g., Autonomous or statutory PSU, University or Recognized Research Institution :-

(a) (i) holding analogous posts on regular basis in the parent cadre / department , or

(ii) with at least **Six** years service in the grade rendered after appointment thereto on a regular basis in posts of Level 5 or equivalent and possessing the qualification and experience prescribed for Direct Recruits under column 7.

Absorption. Officers of the Central Govt who have earlier worked at National Handicrafts and Handlooms Museum on deputation for a period of minimum 2 years on analogous post. Note: The maximum age limit for appointment by Deputation (ISTC) / Absorption shall be not exceeding 56 years as on the closing date of the receipt of applications. **Notes Standard.**

If a departmental Promotion Committee exists, what is its composition	Circumstances in which UPSC to be consulted in making recruitment		
12	13		
Departmental Promotion Committee (For considering Promotion) consisting of:- 1. Senior Director (M)-Chairman 2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the DC(HC) – Member 3. Dy. Director NHHM to be nominated by Chairman - Member 4. Any SC/ST member of suitable rank to be nominated by chairman, wherever required. Departmental Confirmation Committee (for considering confirmation) consisting of: 1. Senior Director (M)-Chairman 2. Any Officer from O/o DC(HC) of the level of Director(HC) to be nominated by the DC(HC) – Member 3. Dy. Director of NHHM to be nominated by Chairman - Member	Not necessary		

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(Sohan Kumar Jha) Sr.Director (NHHM)