

SCHEDULE

Name of Post	No. of Post	Classification	LEVEL in the PAY MATRIX	Whether selection or Non-Selection Post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Senior Translation Officer	01	General Central Service Group – B (Non-Gazetted) (Non-Ministerial)	LEVEL – 07 (44900 – 142400) in the Pay Matrix	Selection.	Not Applicable

Educational & other qualifications required for Direct Recruits	Whether Age & Educational Qualifications prescribed for Direct Recruits 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 & percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ Deputation/ Absorption grades from which Promotion/ Deputation/ Absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(7)	(8)	(9)	(10)	(11)	(12)	(13)

Not Applicable	Age = No Educational Qualification = Yes	Not Applicable	By Promotion	Promotion : Junior Translation Officer in level 6 (Rs.35400-112400/-) in pay matrix with five years' regular service in the grade in the department and having successfully completed mandatory institutional Training of six weeks in all aspects of Official Language as may be prescribed by the competent authority.	Group – B DPC (for considering cases of promotion) Composition : 1. Joint Secretary, Chairman Ministry of Culture, New Delhi 2. Director / Deputy Secretary, Member Ministry of Culture, New Delhi 3. Director Member Anthropological Survey of India.	Consultation with the UPSC is not necessary
----------------	--	-------------------	--------------	--	---	---

SCHEDULE

Name of Post	No. of Post	Classification	LEVEL in the PAY MATRIX	Whether selection or Non-Selection Post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Junior Translation Officer	8	General Central Service, Group-B Non Gazetted	LEVEL – 06 (35400 – 112400) in the Pay Matrix	Not applicable.	Not exceeding 30 years (Relaxable for Government Servants up to five years in accordance with instruction or order issued by the Central Government from time to time in this regard)

Educational & other qualifications required for Direct Recruits	Whether Age & Educational Qualifications prescribed for Direct Recruits 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 & percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ Deputation/ Absorption grades from which Promotion/ Deputation/ Absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(7)	(8)	(9)	(10)	(11)	(12)	(13)

<p>Essential Educational Qualification :</p> <p>Master's degree from a recognized University in Hindi with English as a compulsory subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree from a recognized University in English with Hindi as compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>OR</p> <p>Master's degree from a recognized 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;</p> <p>AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central Government or State Government office, including Government of India Undertaking.</p> <p>Note1: Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience are relaxable at the discretion of Staff Selection Commission in the case of candidates belonging to Scheduled Castes and the Scheduled Tribes if, at any stage of selection, the Staff Selection Commission 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 vacancies reserved for them.</p>	<p>Not applicable.</p>	<p>2 years.</p>	<p>Direct Recruitment</p> <p>Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled up on deputation basis from officers of Central Government;</p> <p>(a)(i) analogous posts or regular basis in the parent cadre or department or</p> <p>(ii) having six years' service in the grade rendered after appointment thereto on regular basis in level 5 (Rs.29200-92300) or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the educational qualifications prescribed for direct recruitment to this post.</p>	<p>Not applicable.</p>	<p>Departmental Promotion Committee for Confirmation :-</p> <p>1. Director, Anthropological Survey of India - Chairman</p> <p>2. Under Secretary, Ministry of Culture- Member</p> <p>3. Head of Office, Anthropological Survey of India, Kolakta - Member</p>	
--	------------------------	-----------------	--	------------------------	---	--

ANNEXURE III

FORM TO BE FILLED BY THE MINISTRY / DEPT. WHILE FORWARDING PROPOSALS TO THE MINISTRY OF HOME AFFAIRS AND THE UNION PUBLIC SERVICE COMMISSION FOR AMENDING APPROVED RECRUITMENT RULES.

1. a) Name of the Post : Hindi Officer
b) Name of the Ministry / Department Ministry of Culture (Department of Culture)

2. Reference No. in which Commission's advice on recruitment rules was conveyed.

3. Date of Notification of the original rules and subsequent amendments (Copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced) : Ministry of Education and Youth Services Notification No.1-20/64-S.III dated the 11th July, 1969 (Copy enclosed)

Column Number	Provision in the approved rules	Revised provisions proposed		Reasons for revision proposed
01.	Name of Post	Hindi Officer		Senior Translation Officer As per the RR of CSOLS (Gaz Notification No.CG-DL-E-13112021-231103 dated 12.11.2021)
02.	Number of Post	01	01	Revived by the Ministry of Finance, Deptt. of Expenditure vide ID No. 3158040/2023/E.coord.I dated 8.5.2023
03.	Classification	General Central Service, Group B Non-Gazetted Non Ministerial	General Central Service, Group B Non-Gazetted Non Ministerial	
04.	LEVEL in the PAY MATRIX / Pay Scale	Rs.550-25-750-EB-30-900	Pay Level 07 (44900 – 142400) in the Pay Matrix	As per the RR of CSOLS (Gaz Notification No.CG-DL-E-13112021-231103 dated 12.11.2021)
05.	Whether selection post or non-selection post	Selection	Selection	No Change
06.	Age limit for direct recruits	Not Exceeding 30 Years (Relaxable for Government Servant) Note : The Crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (other than those in the Union Territories of Andaman and Nicobar Islands and Lakshadweep)	Not Applicable	Since the mode of recruitment by promotion
07.	Educational & other qualifications required for Direct Recruits	Essential : (i) Masters's Degree of a recognized University or equivalent in Hindi with English as a subject or in English with Hindi as a subject at degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi and English as elective subjects at degree level OR Master's Degree of a recognized University or equivalent in any subject with Hindi medium at English as a subject at degree level. (ii) 2 years' experience of terminological work in Hindi or Translation work from English to Hindi and from Hindi to English Note : 1. Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. Note : 2. The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Union Public Service Commission 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 vacancies reserved for them. Desirable : (i) Administrative experience (ii) Knowledge of Sanskriti and other Indian Language.	Not Applicable	Since the mode of recruitment by promotion
08.	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotees	No	Age = No Educational Qualification = Yes	Since the mode of recruitment by promotion
09.	Period of probation, if any.	2 years	Not Applicable	Since the mode of recruitment by promotion
10.	Method of recruitment whether by Direct Recruit or by Promotion or by Deputation / Absorption & % of the vacancies to be filled by various methods.	By promotion failing which by transfer on deputation and failing both by direct recruitment.	By Promotion	As per the R.R. of CSOLS (Gaz Notification No.CG-DL-E-13112021-231103 dated 12.11.2021)

11.	In case of recruitment by promotion / Deputation / Absorption grades from which Promotion / Deputation / Absorption to be made.	<p>Promotion: Hindi Translator with 5 years' service in the grade rendered after appointment thereto on a regular basis.</p> <p>Transfer on deputation: Officer under the Central Government holding analogous posts or with 5 years' service in posts in the scale of Rs.425-700/- or equivalent and possessing the educational qualifications and experience laid down for direct recruits.</p> <p>(Period of deputation shall ordinarily not exceed 3 years)</p>	<p>Promotion :</p> <p>Junior Translation Officer in level 6 (Rs.35400-112400/-) in pay matrix with five years' regular service in the grade in the department and having successfully completed mandatory institutional Training of six weeks in all aspects of Official Language as may be prescribed by the competent authority.</p>	As per the R.R. of CSOLs (Gaz Notification No.CG-DL-E-13112021-231103 dated 12.11.2021)
12.	If a Departmental Promotion Committee exists what is its composition	<p>Group 'B' Departmental Promotion Committee :</p> <ol style="list-style-type: none"> 1. Joint Secretary or Joint Educational Adviser, Department of Culture – Chairman 2. Director, Anthropological Survey of India – Member 3. Deputy Secretary or Deputy Educational Adviser, Department of Culture – Member 4. Under Secretary or Assistant Educational Adviser, Department of Culture – Member 	<p>Group – B DPC (for considering cases of promotion)</p> <p>Composition :</p> <ol style="list-style-type: none"> 1. Joint Secretary, Chairman Ministry of Culture, New Delhi 2. Director / Deputy Secretary, Member Ministry of Culture, New Delhi 3. Director Member Anthropological Survey of India. 	
13.	Circumstances in which UPSC to be Consulted in making recruitment.	<p>Consultation with the Union Public Service Commission necessary while making direct recruitment.</p>	<p>Consultation with the UPSC is not necessary</p>	<p>Since the post is Group B (Gazetted)</p>

Name, address and telephone Nos. of the Ministry's Representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Dated:
Place :

(PROF.B.V.SHARMA)
DIRECTOR

ANNEXURE III

FORM TO BE FILLED BY THE MINISTRY / DEPT. WHILE FORWARDING PROPOSALS TO THE MINISTRY OF HOME AFFAIRS AND THE UNION PUBLIC SERVICE COMMISSION FOR AMENDING APPROVED RECRUITMENT RULES.

1. a) Name of the Post : Junior Translator
b) Name of the Ministry / Department Ministry of Culture (Department of Culture)
2. Reference No. in which Commission's advice on recruitment rules was conveyed : UPSC letter No.F.3/5A(3)/61-RR dated 13.12.1966
3. Date of Notification of the original rules and subsequent amendments (Copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced) : Ministry of Education Notification No.1-20/64-S.III dated the 3rd April, 1967 (Copy enclosed)

	Column Number	Provision in the approved rules	Revised provisions proposed		Reasons for revision proposed
01.	Name of Post	Hindi Translator	Junior Translation Officer		As per the R.R. of CSOLS (Gaz Notification No.CG-DL-E-13112021-231103 dated 12.11.2021). But Ministry vide their letter No.12-25/2006-A&A dated 03.10.2011 change the nomenclature as Junior Translator.
02.	Number of Post	8* (1989) * subject to variation dependent on workload	8		Four posts which were considered abolished, Ministry of finance, Deptt. of Expenditure created 04 posts of Junior Translator vide ID No. 3158040/2023/E.co ord.I dated 8.5.2023
4	Classification	General Central Services, Group-C, Non Gazetted, Non-Ministrerial	General Central Service, Group-B Non Gazetted		As per the R.R. of CSOLS (Gaz Notification No.CG-DL-E-13112021-231103 dated 12.11.2021).
04.	LEVEL in the PAY MATRIX / Pay Scale	Rs.1400-4—1800-Rs.50-2300/-	LEVEL – 06 (35400 – 112400) in the Pay Matrix	As per the R.R. of CSOLS (Gaz Notification No.CG-DL-E-13112021-231103 dated 12.11.2021). But Ministry vide their letter No.12-25/2006-A&A dated 03.10.2011 change the nomenclature as Junior Translator and revised the Pay from Grade pay 2800/- (Pay Level 5) to Grade Pay 4200/- (Pay level 6).	
05.	Whether selection post or non-selection post	Not Applicable	Not Applicable	No Change	
06.	Age limit for direct recruits	28 years (Relaxable for government servants upto 5 years in accordance with the instruction or orders issued by the Central Government) Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir state Lahaul and Spiti district and pangli sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep)	Not exceeding 30 years (Relaxable for Government Servants up to five years in accordance with instruction or order issued by the Central Government from time to time in this regard)		Changed as per the R.R. of CSOLS (Gaz Notification No.CG-DL-E-13112021-231103 dated 12.11.2021).
07.	Educational & other qualifications required for Direct Recruits	Master's degree of recognized University in Hindi/English with English/Hindi as compulsory/elective subject or as medium of examination at degree level. OR Master's degree of a recognized University in any subject other than Hindi/English with Hindi and English as compulsory/elective subjects or	Essential Educational Qualification : Master's degree from a recognized University in Hindi with English as a compulsory subject or as the medium of examination at the degree level; OR Master's degree from a recognized University in English with Hindi as compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium		Changed as per the R.R. of CSOLS (Gaz Notification No.CG-DL-E-13112021-231103 dated 12.11.2021).

	<p>either of the two as medium of examination and the other as compulsory/ elective subject at degree level.</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi/English with Hindi/English medium and English/Hindi as compulsory/elective subject or as medium of examination at degree level.</p> <p>OR</p> <p>Bachelor's degree of a recognized University, with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject, plus a recognized Diploma/Certificate course in Translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central/State Government officer including Government of India Undertaking.</p> <p>Note 1 : Qualification are relaxable at the discretion of the staff selection commission in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the staff selection commission competent authority in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes if at any stage of selection the staff Selection Commission/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 till up the vacancy reserved for them.</p>	<p>and English as a compulsory or elective subject or as the medium of an examination at the degree level;</p> <p>OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>OR</p> <p>Master's degree from a recognized 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;</p> <p>AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central Government or State Government office, including Government of India Undertaking.</p> <p>Note1: Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience are relaxable at the discretion of Staff Selection Commission in the case of candidates belonging to Scheduled Castes and the Scheduled Tribes if, at any stage of selection, the Staff Selection Commission 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 vacancies reserved for them.</p>	
08.	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotees	Not Application	Not Applicable
09.	Period of probation, if any.	Two years	Two years
10.	Method of recruitment whether by Direct Recruit or by Promotion or by Deputation / Absorption & % of the vacancies to be filled by various methods.	By transfer/ transfer on deputation failing which by direct recruitment	<p>Direct Recruitment</p> <p>Note : Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled up on deputation basis from officers of Central Government;</p> <p>(a)(i) analogous posts or regular basis in the parent cadre or department or</p> <p>(ii) having six years' service in the grade rendered after appointment thereto on regular basis in level 5 (Rs.29200-92300) or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the educational qualifications prescribed for direct recruitment to this post.</p>
11.	In case of recruitment by promotion / Deputation / Absorption grades from which Promotion / Deputation / Absorption to be made.	<p>Transfer on deputation/transfer :</p> <p>From amongst Central Government Officers holding :</p> <p>(a) (i) analogous posts or</p> <p>(ii) Posts in the pay scale of Rs.1200-2040 or equivalent with 3 years' regular service in the grade, or</p> <p>(iii) regular service in the grade, and</p> <p>(b) Possessing educational</p>	<p>Not Applicable</p> <p>Changed as per the R.R. of CSOLS (Gaz Notification No.CG-DL-E-13112021-231103 dated 12.11.2021).</p>

		and other qualification laid down in Col.8 for direct recruits.		
12.	If a Departmental Promotion Committee exists what is its composition	Group C Departmental Promotion Committee consisting of :- Director General - Chairman Anthropological Survey of India Deputy Educational Adviser/Deputy Secretary, Deptt. of Culture – Member Senior Administrative Officer, Anthropological Survey of India - Member	Departmental Promotion Committee for Confirmation :- Director, Anthropological Survey of India - Chairman Under Secretary, Ministry of Culture- Member Head of Office, Anthropological Survey of India, Kolakta - Member	
13.	Circumstances in which UPSC to be Consulted in making recruitment.	Not applicable.	Consultation with UPSC is not necessary	Since the posts are Gr.B non gazette.

Name, address and telephone Nos. of the Ministry's Representatives with whom these proposals may be discussed, if necessary, for clarification/early decision.

Dated:
Place :

(PROF. B.V.SHARMA)
DIRECTOR