

Detailed Notification

01	Name of Post	Assistant Director (Official Language).
02	Number of Posts	01 (One)
03	Classification	General Central Service, Group 'A' Gazetted, Non-Ministerial
04	Pay in the Pay Matrix	Level 10 in the pay matrix (Rs. 56,100-Rs.1,77,500) corresponding to Pre-revised Pay Band-3 with Grade Pay Rs. 5400/-)
05	Period of Deputation	The period of deputation (including short term contract) including the period of deputation (including short term contract) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years.
06	Duties and Responsibilities of the Post	<ul style="list-style-type: none"> i) Translation work from English to Hindi and vice-versa and vetting thereof. ii) To acquaint the officers and staff of the concerned departments with the provisions of the O.L. Act, Government rules and orders relating to official language and Hindi Training and to help them in implementing the same. iii) To ensure proper compliance of the O.L. Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in the department. iv) To work as the Secretary of the Official Language Implementation Committee of the department and to convene its meetings from time to time, to prepare the agenda and minutes of the meetings and to co-ordinate the action taken in the meetings. v) To make suggestions from time to time for promoting the progressive use of Hindi and to liaison with the Department of Official Language through proper channel. vi) To prepare and organize Hindi workshops and to assist officers and staff in learning Hindi and using Hindi language in official business.
07	Pay and Allowances	A Deputationists shall be entitled to his/her basic pay in the Pay Level 10 (Rs. 56,100- 1,77,500) in the parent cadre drawn in his/her parent cadre/ organization and other admissible allowance as and at the rate as may be determined by the Government of India from time to time.
08	Qualifications, Experiences and Eligibility required for the post.	<p>Officials of the Central Government or State Government or Union territories or Universities or recognized research institutions or public sector undertakings or semi Government or statutory or autonomous organizations,</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department;</p> <p>or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level 8 in the pay matrix Rs. 47,600 – 1,51,100/- or equivalent in the parent cadre or department;</p> <p>or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7 in the pay matrix Rs. 44,900 – 1,42,400/- or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p>Essential:</p> <p>(i) Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>or</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>or</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as compulsory or elective subject or as the medium of examination at the degree level;</p> <p>or</p> <p>Master's Degree of 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 examination at the degree level;</p> <p>or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;</p> <p>(ii) three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or <i>vice-versa</i>, preferably of technical or scientific literature under the Central Government or State Governments or Universities or recognized research institutions or recognized educational institutions or public sector undertakings or statutory or autonomous organizations;</p> <p>Or</p> <p>Three years' of experience of teaching in Hindi and English or research in Hindi or English under the Central Government or State Governments or Universities or recognized research institutions or recognized educational institutions or public sector undertakings or statutory or autonomous organizations.</p> <p>Desirable:</p> <p>Studied one of the language other than Hindi included in the Eighth Schedule to the Constitution at 10th standard from a recognized Board.</p>

		<p>Note 1: The departmental Senior Translator in level 7 in the pay matrix Rs. 44,900 – 1,42,400/- with three years' regular service in the grade and have successfully completed the training of two-four weeks shall also be considered along with outside officials and in case, such person is selected, the post shall deemed to have filled by promotion.</p> <p>Note 2: The period of deputation (including short term contract) including the period of deputation (including short term contract) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years.</p>
09	Age	The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Sd/-
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