

No.DGT-A-12017/1/2017-WT-Pt(3)
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training
Women Training Section

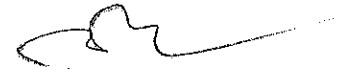
Employment Exchange Building,
Pusa Campus, New Delhi
Dated 11th June, 2018
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Office Memorandum

Subject:- Amendment of Recruitment Rules for the post of Office Superintendent, Hindi Translator, under the Women Training Scheme of the DGT, Ministry of Skill Development & Entrepreneurship for seeking Comments / views/ suggestions - regarding.

The undersigned is directed to state that as per DoP&T No.AB-14017/61/2008 – Estt.(RR) dated 13/10/2015 , the proposed Amendment of Recruitment Rules for the post of Office Superintendent, Hindi Translator under the Women Training Scheme of the DGT, Ministry of Skill Development & Entrepreneurship are hereby placed on the website of Directorate General of Training, Ministry of Skill Development & Entrepreneurship for seeking comments / views / suggestions from various stakeholders. The comments / views / suggestions may be furnished to the undersigned within a period of 30(Thirty) days from the date of this Office Memorandum.

It is, therefore, requested to make available one copy of Draft RRs to each concerned officer of your institute and to display the same on the Notice Board. A Certificate to the effect that a copy of the same has been provided to all concerned of your institute, may please be furnished to this office by 17th July,2018 positively.



(Ishwar Singh)
Director(WT & SDI)

Copy to:-

- 1) Principal, NVTI/RVTIs to be circulated to all concern and also display in the notice board.
- 2) Spare copy.

SCHEDULE FOR GROUP- B (NON GAZETTED) HINDI TRANSLATOR

Draft

Name of post	Number of post	Classification	Scale of Pay	Whether selection post or Non-selection post	Age limit for direct recruit	
(1)	(2)	(3)	(4)	(5)	(6)	
HINDI TRANSLATER	05*(2017) *Subject to variation depending on work load	General Central Service (Group 'B'- Non-Gazetted, Non-Ministerial)	Pay Level 6	selection	30 years of age and (Relaxable as per government of India rules issues time to time)	
Educational and other qualification required for direct recruits				whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation if any	Method of recruitment whether by direct Recruitment or by promotion or by deputation/ Absorption & percentage of the posts to be filled by various methods.
(7)				(8)	(9)	(10)
Master's Degree of a recognized University in Hindi/English/with English/Hindi as a compulsory elective subject or equivalent Hindi 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 other of the two as medium of examination and the other as a compulsory/elective subject at degree level. Or Master's degree of a recognized University in any subject other than Hindi/English, with Hindi/English and English/Hindi as a compulsory elective subject or as medium of examination at degree level. Or 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 and 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 Government/ State Government office including Government of India undertakings.				Not applicable	Two years.	50% Direct Recruitment/50% on deputation.

In case of recruitment by deputation/absorption grades from which deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Transfer of deputation/transfer: From among Central Government Officers holding (i) analogues posts or (ii) post in the Pay Level 6 or equivalent with 3 years regular service in the grade, or (iii) posts in the Pay Level 5 or equivalent with 8 years in the grade, and (b) Possessing educational and other qualifications prescribed for direct recruits in Column 7.</p> <p>Note 1. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputation is shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed 3 years.</p>	<p>Group 'B' Departmental Selection Committee consisting of:</p> <ol style="list-style-type: none"> 1. Director General/Joint Secretary Directorate General of Training- Chairperson 2. Director of Training(Women Training) Directorate General of Training- Member 3. Deputy Secretary/Director (Administration) MSDE New Delhi - Member 4. Deputy Secretary, MSDE, New Delhi - Member 	<p>Not Applicable</p>

SCHEDULE FOR GROUP B (NON GAZETTED)- OFFICE SUPERINTENDANT

Draft

Name of post	Number of post	Classification	Scale of Pay	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
OFFICE SUPERINTENDANT	19*(2017) *Subject to variation depending on work load	General Central Service (Group 'B' Non Gazetted, Ministerial)	Pay Level 6	Not Applicable	Not Applicable

Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation if any	Method of recruitment whether by direct Recruitment or by promotion or by deputation/ Absorption & percentage of the posts to be filled by various methods.
(7)	(8)	(9)	(10)
Not Applicable	Not applicable	Two years	By Promotion failing which by transfer/transfer on deputation

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 is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion:</p> <p>(a) Accountant from unit secretarial having 06 year regular services of the post and grade.</p> <p>(b) Steno-D/Hostel Warden/Data Entry Operator (DEO) working with 12 years services in the grade after appointment there to on a regular basis from unit secretariat and having at least 5 years working experience in establishment.</p> <p>(Note-Steno-D/Hostel Warden / Data Entry Operator shall complete the essential training provided by ISTM for training in cash and accounts, if selected.)</p> <p>Transfer: Persons from central or State government office folding analogues posts.</p> <p>Transfer on Deputation : Officer from the Central Government or State Governments:</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre/ Department</p> <p>(b) Having 5 years' working experience in establishment/cash accounts/purchase matters.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment is the same of some other organization/department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years on the closing date of the receipt of applications)</p>	<p>Group 'B' Departmental Selection Committee (for promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Director General/Joint Secretary Directorate General of Training- Chairperson 2. Director of Training(Women Occupation) Directorate General of Training - Member 3. Deputy Secretary (Administration) MSDE New Delhi - Member 4. Deputy Secretary, MSDE, New Delhi - Member 	<p>Consultation with the Union Public Service Commission necessary while pointing an officer on deputation.</p>