

HINDI SECTION

35.1 JUNIOR HINDI TRANSLATOR

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	JUNIOR HINDI TRANSLATOR	HINDI TRANSLATOR	JUNIOR HINDI TRANSLATOR	JUNIOR HINDI TRANSLATOR
2	Number of Posts	5 posts	1 post	3 posts	
3	Classification	Group – C	Group – B	Group – B	Group – B
4	Pay Band and Grade Pay	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4200
5	Method of Recruitment	100% by Direct Recruitment	100% by Direct Recruitment	100% by Direct Recruitment	100% by transfer failing which by Direct Recruitment
6	Age limit for Direct Recruits	Upto 30 years (Relaxable for employees of AIIMS upto 40 yrs)	18-30 years	Upto 30 years	Not exceeding 30 years (Relaxable for Government Servants / Departmental candidates by 5 years)
7	Educational and other qualification required for Direct Recruits	Master's degree of a recognized University in Hindi/English with English/Hindi as a main subject at the degree level OR Master's degree of a recognized University in any subject with Hindi as a medium of instruction and examination with English as B compulsory subject at degree level; OR Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized Diploma/ Certificate Course in Translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to	Master's degree of a recognized University in Hindi/English with English/Hindi as a 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 either of the two as medium of examination and the other as a compulsory/elective subject at degree level. OR	Essential: 1. Master's degree of a recognized University in Hindi or English, with English or Hindi as a main subject at degree level; OR Master's degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level; OR Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus a recognised Diploma or certificate Course in Translation from Hindi to English and vice-versa or two year's experience of translation work from Hindi to English and voce-versa in	Essential: 1.Master's degree of a recognised University in Hindi / English with English/Hindi as a main subject at the degree level [OR] 2.Master's degree of a recognised University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level [OR] 3.Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject [AND] a)Recognised Diploma / Certificate Course in translation from Hindi to English & vice versa [OR] b)2 years' experience of translation

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		English and vice versa in Central/State Government offices, including Government of India Undertakings/ Autonomous Bodies.	Master’s degree of a recognized University in any subject other than Hindi/English with Hindi/ English medium 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, plus a recognized diploma/certificate course in Translation from Hindi to English and vice-versa or two year’s experience of translation work from Hindi to English and vice-versa in Central/ State Government offices, including Government of India Undertakings.	central or state Govt. offices, including Govt. of India undertakings.	work from Hindi to English and vice versa in Central / State Government Offices, including GoI Undertakings / Autonomous Bodies 4. Ability to use computers - Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9	In case of Recruitment by				

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	Promotion:					
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
9b	Grades from which promotion is to be made and eligibility	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
10	If a DPC exists, what is its composition	1. Dy. Director (Admn.)	Chairman	Not Applicable	Group –'B' Departmental promotion Committee consisting of	Not Applicable
		2.Hindi Officer	Member		1. Medical Supdt. –Chairman	
		3. One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		2. One Senior Prof. -Member	
		4. One Representative of	Member		3. One Prof. -Member	

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		Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.			
		5. Adan. Officer (DO)	Member – Secretary	4. DDA/Sr. Admn. Officer -Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Not Applicable	Not Applicable	Not Applicable	<p><u>TRANSFER</u></p> <p>Grade: Upper Division Clerk / Lower Division Clerk</p> <p>Eligibility: 5 years of cumulative service in the grades and possessing a Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject</p>
12	Period of probation, if any	2 years	2 years	2 years	2 years
13	Brief nature of the Job				

35.2 SENIOR HINDI TRANSLATOR

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	SENIOR HINDI TRANSLATOR		SENIOR HINDI TRANSLATOR	SENIOR HINDI TRANSLATOR
2	Number of Posts	2 posts	No Post	1 post	
3	Classification	Group – B		Group – B	Group – B
4	Pay Band and Grade Pay	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600		Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4600
5	Method of Recruitment	100 % by Promotion failing which of Deputation		By Promotion failing which by transfer on deputation, failing both by direct recruitment	100 % by Promotion failing which of Deputation
6	Age limit for Direct Recruits	Not Applicable		Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable		Not Applicable	Not Applicable
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension Rules, 1972	Not Applicable		Not Applicable	Not Applicable
9	In case of Recruitment by Promotion:	Not Applicable		Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-seniority		Not Applicable	Selection – Merit cum Seniority
9b	Grades from which promotion is to be made	Jr. Hindi Translator with 5 years of regular service in		Promotion:	Grade: Junior Hindi Translator

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	and eligibility	the grade.		<p>From against Junior Hindi Translators with 5 year's regular service in the grade:</p> <p>Transfer on deputation : from amongst Central Government Officer.</p> <p>A)1. holding analogous posts on a regular basis OR</p> <p>2. posts in the pay-scale of Rs. 1400-2300 2600 or equivalent with five year's regular service in the grade and</p> <p>B) Possessing educational qualifications laid down in column 8 for direct recruits.</p>	<p>Eligibility:</p> <p>(i) 5 years of regular service in the grade</p> <p>(ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognised academy/institute, for upgrading their skills for the post to which they are being considered for promotion</p> <p>Benchmark: The minimum assessment of ACRs – Very Good</p>
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; However a promotion should possess the qualifications prescribed for direct recruitment to the post of the Sr. Hindi Translator.		Not Applicable	
10	If a DPC exists, what is its composition	1. Dy. Director (Admn.)	Chairman	Group –'B' Departmental promotion Committee consisting of	
		2.HINDI Officer	Member	1. Medical Supdt. –Chairman	
		3.One Representative of SC/ST to be nominated by the Director from persons of an appropriate	Member	2. One Senior Prof. -Member	

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		status working at AIIMS or some other organisation.				
		4. One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		3. One Prof. -Member	
		5. Admn. Officer	Member		4. DDA/Sr. Admn. Officer -Member	
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation	Officers of the Central, State/Union territory-government in Officers of the central Statutory Authorities Society private sector undertakings Buildings (a)(i) Analogues Posts on regular basis; or. (ii) Posts on the pay state of Rs. 1400- 2300 with 5 years of regular service in the grade; and (2) Possessing the following educational Qualifications			Not Applicable	Not Applicable

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		<p>and experience OR</p> <p>i) Master’s Degree of a recognising University in the subject with Hindi as the Medium of Instruction and examination with English as a Compulsory subject at Degree levels. AND</p> <p>ii)) Recognized Diploma Certificate Course in translation from Hindi to English and Vice-Versa of two Year’s experience of translation work from Hindi to English and Vice-Versa in Central/State Government Offices, Including Government of India, Undertakings Autonomous Bodies.</p> <p>(Period of Deputation in all not ordinarily excess 3 Years.)</p>			
12	Period of probation, if any	2 Years		2 Years	Nil
13	Brief nature of the Job				

35.3 HINDI OFFICER

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
1	Name of the Post	HINDI OFFICER	HINDI OFFICER	HINDI OFFICER	HINDI OFFICER *
2	Number of Posts	1 post	1 post	1 post	
3	Classification	Group – B	Group – B	Group – B	Group ‘A’
4	Pay Band and Grade Pay	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs. 4800 *	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs.5 400	Pay Band: 2 (Rs. 9300-34800) Grade Pay: Rs.5 400	PB-3 (Rs.15600-39100) Grade Pay Rs.5400
5	Method of Recruitment	100 % by Promotion failing which Deputation	100% By direct recruitment.	Promotion/Deputation	100 % by Promotion failing which Deputation
6	Age limit for Direct Recruits	Not Applicable	Upto 35 years (relaxable for employees of PGIMER upto 40 years).	Not Applicable	Not Applicable
7	Educational and other qualification required for Direct Recruits	Not Applicable	Essential 1. Master’s degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. OR Master’s degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. OR Master’s degree of a recognized University or equivalent in any subject with Hindi and English as subject at the degree level. OR	Not Applicable	Not Applicable

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
			<p>Bachelor's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level.</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level.</p> <p>2. Five years experience of terminological work in Hindi and/or translation work from English to Hindi or vice versa, preferably of technical or scientific literature..</p> <p>OR</p> <p>Five years experience of teaching, research, writing or journalism in Hindi.</p> <p>Desirable</p> <p>i) Knowledge of Sanskrit or a Modern Indian Language or both.</p> <p>ii) Administrative experience.</p> <p>iii) Experience of organizing Hindi classes or workshops for noting and drafting.</p>		
8	Whether benefit of added Years of service admissible under rule 30 of the CCS pension	Not Applicable	Not Applicable	Not Applicable	Not Applicable

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		AIIMS	PGIMER	JIPMER	
	Rules, 1972				
9	In case of Recruitment by Promotion:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9a	Whether by seniority-cum fitness i.e., 'non selection', or by 'Merit-cum-seniority' i.e., 'selection'	Merit-cum-Seniority	Not Applicable	Not Applicable	Selection – Merit cum Seniority
9b	Grades from which promotion is to be made and eligibility	Sr. Hindi Translator with 3 years of regular service in the grade	Not Applicable	Promotion/Deputation: A)1. holding analogous posts on regular basis; OR 2. with three years service in the pay scale of Rs. 5500-9000/- OR 3. with six years service in the pay scale of Rs. 5000-8000/- and B) Possessing the following. Essential: 1. Master's Degree in Hindi with English as a subject at the Degree level (OR) Master's degree in English with Hindi as a subject at the degree level (OR) Master's degree in any subject with Hindi and English as a subject at the degree level (OR) Master's degree in any subject with Hindi medium and English as a subject at the degree level. (OR) Master's degree in any subject with English medium and hindi as a subject at the degree level. 2. Five years experience of terminological work in Hindi or translation work from English to Hindi or vice versa, preferably of technical or scientific literature OR Five years experience of teaching, research, writing or journalism in Hindi.	Grade: Senior Hindi Translator Eligibility: (i) 3 years regular service in the grade (ii) Must have, in the feeder post, undergone once in every two years a short-term training course/orientation programme, 'in-service' or at any recognized academy/institute, for upgrading their skills for the post to which they are being considered for promotion Benchmark: The minimum assessment of ACRs – Very Good

S No	Description	“As is” Recruitment Rules			Recommendation of Coordination Committee
		AIIMS	PGIMER	JIPMER	
9c	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable; However a promotion should possess at least the qualifications prescribed for direct recruitment to the post of the Hindi Translator.	Not Applicable	Not Applicable	Not Applicable
10	If a DPC exists, what is its composition	(1) Dean/Chief of Centre	Chairman		
		(2) Dy. director (Admn.)	Member		
		(3) One Representative of SC/ST to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		
		(4) One Representative of Minority Communities, to be nominated by the Director from persons of an appropriate status working at AIIMS or some other organisation.	Member		

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		AIIMS	PGIMER	JIPMER	
		(5) Chief/Sr. Admn. Officer	Member		
11	In case of Deputation, Grades and Sources from which deputation is to be made and period of deputation		Not Applicable	Not Applicable	<p>Officers of the Centre, State, Union territory- Officers of the Statutory Authorities, Society Public sector undertakings.</p> <p>1. Holding analogous posts on regular basis; OR</p> <p>2. With three years’ service in the pay scale of Rs. 5500-9000/- (pre revised) OR</p> <p>3. with six years service in the pay scale of Rs. 5000-8000/- (pre revised) and</p> <p>B) Possessing the following. Essential:</p> <p>1. Master’s Degree in Hindi with English as a subject at the Degree level (OR) Master's degree in English with Hindi as a subject at the degree level (OR) Master's degree in any subject with Hindi and English as a subject at the degree level (OR) Master's degree in any subject with Hindi medium and English as a subject at the degree level. (OR) Master's degree in any subject with English medium and Hindi as a subject at the degree level.</p> <p>2. Five years experience of terminological work in Hindi or</p>

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		AIIMS	PGIMER	JIPMER	
					translation work from English to Hindi or vice versa, preferably of technical or scientific literature OR Five years experience of teaching, research, writing or journalism in Hindi.
12	Period of probation, if any		Two Years	Not Applicable	Nil
13	Brief nature of the Job				

Note:-

1. During the discussions in the Coordination Committee, it was reiterated that the posts relating to implementation of Official Language have to be provided in each institutes, in compliance with the instructions issued by Department of Official Language (राजभाषा विभाग).
2. The three Institutes are located in Union Territories and fall in 'क' category and the posts in three Institutes should be on the same pattern.
3. *The post of Hindi officer is presently in PB-2 (Rs9300-34800) with GP of Rs.5400 in PGIMER & JIPMER whereas this post is in PB-2 with GP of Rs.4800 in AIIMS. As per Ministry of Finance (Department Of Expenditure), Implementation Cell O.M No. 1/1/2008-IC dated 24th November 2008 the recommended scale of pay for Assistant Director (OL) which is comparable to the post of Hindi Officer in the Institutes is PB-3 (Rs.15600-39100) with GP of Rs.5400.