

Recruitment Rules for the post of Junior Hindi Translator at NIB, NOIDA

1.	Name of the post	Junior Hindi Translator
2.	No. of post	1*(one) *Subject to variation depending on workload.
3.	Classification	Group 'B', Non-Ministerial.
4.	Scale of pay	Level-6 in the pay matrix (Rs. 35,400 -1,12,400).
5.	Whether selection post or Non-Selection post	Not Applicable
6.	Age limit for direct recruitment	Not exceeding thirty years of age (relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission or competent authority.
7.	Educational and other qualifications, required for direct recruitment	Essential Qualification Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree from a recognized University in English with Hindi as a 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 and English as a 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 English medium and Hindi as a 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 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 of translation work

		<p>from Hindi to English and vice-versa in Central or State Government Office, including Government of India undertakings.</p> <p>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</p> <p>Note 2: The qualifications regarding experience 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 belonging to the 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 vacancies reserved for them.</p>
8.	Whether age & qualification prescribed for Direct Recruitments will apply in the case of promotes	Not Applicable
9.	Period of probation	2 Years.
10.	Method of recruitment whether by direct or promotion or by deputation/ transfer & percentage to be filled by various methods grade from which promotion/ deputation transfer to be made.	100 per cent. by direct recruitment failing which by deputation.
11.	In case of recruitment by promotion/ deputation transfer grade from which promotion/deputation transfer to be made.	<p>Deputation:</p> <p>Officers from Government or Semi Government Organisations or Universities or Autonomous Bodies or Public Sector Undertakings.</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with six years' service rendered after appointment to the post on a regular basis in level- 5 (Rs. 29200-92300) in pay matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years' service rendered after appointment to the post on a regular basis in level- 4 (Rs. 25500- 81100) in pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the qualifications and experience prescribed for direct recruits under Column (7).</p>

12.	If a Department promotion committee exists what is its composition	As per NIB Bye-laws
13.	Duties	All the work pertaining to implementation of Official Language Policy of the Government of India. Translation from English to Hindi and vice versa. It includes translation of Annual Report, Monographs, all documents mentioned in Section 3(3) of the Official Languages Act, 1963, budget documents etc. Preparation of periodical reports with regard to progressive use of Hindi for onward transmission to Ministries/Depts. Any other duty to be allocated by NIB.