



NATIONAL INSTITUTE OF BIOLOGICALS

Ministry of Health and Family Welfare, Govt. of India

Noida

F. No.A.2-74/2022-NIB

Dated: 14-05-2024

CIRCULAR

Sub: Proposal for amendments in the recruitment rules for the post of Junior Hindi Translator & Laboratory Technician, NIB.

A draft copy of proposed amendments in Recruitment Rules for the above-mentioned posts is enclosed here for information. Objections / comments, if any, may be addressed to the Administration Division, NIB latest by 25.05.2024.

2. It may kindly be noted that proposal for amendments in the subject recruitment rules for the post of Junior Hindi Translator & Laboratory Technician is under active consideration of Ministry. Accordingly, the said draft of Recruitment Rules is subject to approval as conveyed by the Ministry.
3. Objections / comments, if any, received within the specified period as mentioned above, will be considered by the Institute and if the same are not received, it will be presumed that there is no objections/comments in the matter.
4. This issues with the approval of Director, NIB

Yours faithfully,

W.Z. Quazi
14.05.24

(W.Z. Quazi)

Deputy Director (Administration)

Encl: As above.

To

All Individual
(As per list)

Copy to:

- (i) PS to Director, NIB
- (ii) Notice Board
- (iii) Office Copy

Junior Hindi Translator			
S.No	Particulars	Existing	Proposal for amendment
1.	Name of the post	Junior Hindi Translator	Junior Translation Officer
2.	No. of post	1(one)	No change
3.	Classification	Group 'B' Ministerial	No change
4.	Scale of pay	Rs.9300-34800+G.Pay Rs.4200 Revised Rs.35400-112400 Pay Matrix Level-6	No change
5.	Whether selection post or Non-Selection post	Selection for DR	No change
6.	Age limit for direct recruitment	Not exceeding 30 years Relaxable as per DOPT guidelines	No change
7.	Educational and other qualifications, required for direct recruitment	<p><u>Essential Qualification</u></p> <p>a) Master's degree with 60% marks from a recognized University in Hindi/ English as main subject at degree level or</p> <p>b) Master's degree with 60% marks from a recognized University in any subject with English/Hindi as medium of instruction and Hindi/English as compulsory subject at degree level or Bachelor degree with Hindi and English as main subjects and either of two subjects as medium of examination and other as main subject plus recognised Diploma/ Certificate course in translation from Hindi to English and vice versa.</p> <p><u>Experience</u> Two years' experience of scientific terminology work in Hindi or translation work from Hindi to English or vice versa preferably in scientific organization of Govt. of India.</p>	<p><u>Essential Qualification</u></p> <p>Candidates must have any of following academic qualification:</p> <ul style="list-style-type: none"> • 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

			<ul style="list-style-type: none"> 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 or State Government Office, including Government of India undertakings.
8.	Whether age & qualification prescribed for Direct Recruitments will apply in the case of promotes	Not applicable	No change
9.	Period of probation	2 years	No change
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% by Direct Recruitment	No change
11.	In case of recruitment by promotion/ deputation transfer grade from which promotion/deputation transfer to be made.	Not applicable	No change
12.	If a Department promotion committee exists what is its composition	As per NIB Bye-laws	No change
13.	Duties	Translation of annual report, monograph and other official documents including budget documents. Any other duty allocated by NIB.	All the work pertaining to implementation of Official Language Policy of the Govt. 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.

Laboratory Technician

Col. No.	Particulars	Existing provision	Proposed Amendments
1	Name of the post	Laboratory Technician	No change
2	No. of Post	10*	No change
3	Classification	*(2016) Subject to variation dependent on workload Group 'B' (Non-Gazetted)	No change
4	Scale of Pay	Pay Band +Grade Pay PB 2 Rs 9,300-34,800+ Grade Pay Rs 4,200	No change
5	Whether Selection post or Non-selection post	Not applicable	No change
6	Age limit for direct recruitment	Not exceeding 30 years	No change
7	Educational and other qualification required for direct recruitment	Essential: i. B.Sc (Biology) with Zoology & Chemistry as subjects from a recognized University ii. Diploma in Medical Laboratory Technology form a recognized institute iii. One year practical experience in Medical / Biologicals Laboratory	Essential: i. Science Graduate with Diploma in MLT or B.Sc. (Medical Technology) from a recognized University ii. One-year practical experience in Medical / Biologicals Laboratory
	Whether age & qualifications prescribed for Direct Recruitments will apply in the case of Promotes	Not Applicable	No change
9	Period of probation	Two years	No change
10	Method of recruitment whether by direct or promotion or by deputation/ transfer & percentage to be filled by various methods	Direct Recruitment.	75% by Direct Recruitment & 25% by Promotion from the feeder post i.e Laboratory Assistant
11	In case of recruitment by promotion / deputation transfer grade from which promotion / deputation transfer to be made.	Not Applicable	Laboratory Assistant with 10 years of Regular Service in the Grade and possessing educational qualification prescribed for Direct Recruitment of Lab Technician.
12	If a Departmental Promotion Committee exists what is its composition	Not Applicable (DPC for considering confirmation as per Bye-laws of NIB)	i) Director or his nominee ii) Two officers from the concerned and / or allied Department nominated by the Director iii) Deputy Director (Admn) or nominee
13	Nature of Duties	To carry out Laboratory testing of products required for testing and certifying their quality as per prescribed standards under the direction of Scientist and any other work assigned by the competent authority from time to time.	No change