

Schedule

| Name of Post. | Number of post | Classification | Level in the pay matrix | Whether selection post or non-selection post | Age limit for direct recruits | Educational and other qualifications required for direct recruits. |
|---|--|---|--|--|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Senior Translator | 1 (ONE)* (2017) *Subject to variation dependant on work-load | General Central Service (Group 'B') Non -Gazetted. Non-Ministerial | Level 7 in the pay matrix Rs. 44,900 – 1,42,400/- | Selection | Not Applicable | Not Applicable |
| Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees | Period of probation, if any | Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods. | 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 the composition? | Circumstances in which the Union Public Service Commission is to be consulted to making recruitment. |
| 8 | 9 | 10 | 11 | | 12 | 13 |
| No | One year for promotees | By Promotion | <p><u>Promotion</u> From amongst Junior. Translators in Level 6 in the Pay Matrix Rs. 35,400 – 1, 12, 400/- with 5 years regular service in the grade and have successfully completed the training of four weeks as prescribed.</p> <p>Note 1 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> | | <p><u>DPC FOR PROMOTION/ CONFIRMATION</u></p> <ol style="list-style-type: none"> 1. Director General - Chairman 2. Director - Member 3. Deputy Director (Admin)- Member Secretary. | Not Applicable. |

(Subhajit Roy)
Deputy Director/ Head of office