

**ANNEXURE – I**

**Recruitment Rule for the post of Deputy Director (Administration) in D.G.C.I. & S.**

<b>Name of Post.</b>	<b>No. of post</b>	<b>Classification</b>	<b>Level in the Pay Matrix</b>	<b>Whether selection post or non-selection post</b>	<b>Age limit for direct recruits</b>	<b>Educational and other qualifications required for direct recruits.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Deputy Director (Admin).	1 * (2016)	General Central Service Group 'A' Gazetted, Ministerial.	LEVEL 11 in the pay matrix Rs. 15600 – 39100/-	Not Applicable.	Not Applicable.	Not Applicable.
<b>Whether age &amp; educational qualifications prescribed for direct recruits will apply in the case of promotees.</b>	<b>Period of probation, if any</b>	<b>Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.</b>	<b>In case of Recruitment by Promotion/ Deputation /Transfer, grades from which Promotion/ Deputation/ Transfer to be made.</b>		<b>If a Departmental Promotion Committee exists what is the composition?</b>	<b>Circumstances in which the Union Public Service Commission is to be consulted to making recruitment</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>		<b>12</b>	<b>13</b>
Not Applicable.	Not Applicable.	By Deputation (Including Short Term Contract).	<u>Deputation (ISTC):</u> Officers under the Central /State Govt. i) holding analogous post in the respective grade or ii) 5 Yrs. Regular service in the Pay Band 3 in the scale of Rs.15600 – 39100 with Grade Pay of Rs.5400 corresponding to Level 10 in the Pay Matrix or equivalent or iii) 6 Yrs. Regular service in the Pay Band 2 in the scale of Rs.9300 – 34800 with Grade Pay of Rs.4800 corresponding to Level 8 in the Pay Matrix or equivalent and (2) Having 5 years experience in Administration, Establishment and Accounts matters.  Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department shall ordinarily not exceed 3 yrs.		Not Applicable.	Selection on each occasion shall be made in Consultation with UPSC.

\*Subject to variation depending on work load

**RECRUITMENT RULES FOR THE POST OF JUNIOR TRANSLATOR IN DGCI&S, KOLKATA**

Name of the 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
JUNIOR TRANSLATOR	4(FOUR) *(2016)  * Subject to variation depending upon workload	General Central Service Group 'B' Non – Gazetted, Non-Ministerial.	LEVEL 6 in the pay matrix Rs. 9300-34800/-	Not applicable	30 years (Relaxable for Government servants up-to 5 years in accordance with the instructions or orders issued by the Central Govt.)  Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribe for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir state, Lahul and Spiti District and Pangi, Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	Master's degree of 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 of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at degree level ; OR Master's degree of 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 in the degree level ; OR Master's degree of 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 a examination at the degree level OR Master's degree of 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 the degree level : AND Recognised Diploma or Certificate Course in translation work from Hindi to English & 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 Undertaking. Note1: Qualifications are relaxable at the discretion of Staff Selection Commission / Competent Authority in the case of candidates well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in case of candidates belonging to Scheduled Castes/ Scheduled Tribes if at any stage of selection the SSC/ 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.

**RECRUITMENT RULES FOR THE POST OF JUNIOR TRANSLATOR IN DGCI&S, KOLKATA** (Contd .....)

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 the percentage of 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 its composition?	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable	2 years	Direct Recruitment  Note: "Vacancies caused by the incumbent being away on deputation basis or long leave or under other circumstances for duration of one year or more may be filled on deputation basis from Officers of Central Government:- (a)holding analogous posts on regular basis in the parent cadre/department and (b) Possessing the qualifications and experience prescribed for direct recruits under col.7".	Not Applicable	<u>DEPARTMENT CONFIRMATION COMMITTEE</u>  1. Director General/ Head of the Department - Chairman 2. Director – Member 3. Deputy Director (Admin)/ or an officer entrusted to do the work of DD (Admin)- Member.	Consultation with UPSC not necessary.

(R.C. Suklabaidya)  
Deputy Director/ Head of Office