

CDR-II/801/06/2017
Government of India
Ministry of External Affairs
(CPV Division)

Patiala House Annexe,
Tilak Marg, New Delhi

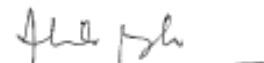
Dated 14th November, 2018.

CIRCULAR

Ministry is examining a proposal for framing/amendment of the Recruitment Rules for the posts of Hindi Translator, Senior Hindi Translator and Assistant Director in the Official Language Cadre of Central Passport Organization, a Subordinate Office under Ministry of External Affairs; in the wake of newly created 44 posts of different levels vide OM No. CDR-II/801/03/2010 dated 30th August, 2018. In this regard, draft Recruitment Rules have been prepared which have been duly approved by the Competent Authority, the same are enclosed herewith.

2. Before taking up the proposal for requisite approvals/concurrence of the DoP&T, UPSC and Ministry of Law for finalizing the Recruitment Rules, comments if any, are invited from all stakeholders on the Draft Recruitment Rules, within a period of thirty days. The objections/suggestions received from the stakeholders within the specified period shall be considered by the Ministry as per rules/requirement.

3. The comments may be furnished to the undersigned and the soft copy may be sent to socpvcadre@mea.gov.in.


(Sahib Singh)

Dy. Passport Officer (PVE, PVA & Cadre)

Encl: As above.

To

All Passport Officers

Copy to:

1. PO (XLM), MEA, Shastri Bhavan with the request to upload the Draft Recruitment Rules on MEA's website.
2. Principal Consultant and Head Technical, PMU with the request to upload the Draft Recruitment Rules on PSP Portal.
3. General Secretary, All India Passport Employees Association, Regional Passport Office, Hudco Trikoot III, Bhikaji Cama Place, New Delhi.
4. General Secretary, All India Passport Staff Association, Patna.

Ministry of External Affairs

NOTIFICATION

G.S.R. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the Ministry of External Affairs, Central Passport Organization (Group ‘C’ posts) Recruitment Rules, 2004, in so far as they relate to the post of Junior Hindi Translator- except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules for recruitment to the posts of Senior Hindi Translator and Junior Hindi Translator (Group ‘B’ non-gazetted in the Central Passport Organisation of the Ministry of External Affairs, namely “

1. Short title and commencement. – (i) These rules may be called Ministry of External Affairs, Central Passport Organization (Group ‘B’ non-gazetted Recruitment Rules, 2018.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and scale of pay.- The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in column (2) to 4 of the said Schedule annexed to these rules.

3. Method of recruitment, age limit and other qualifications, etc. – The method of recruitment, age limit, qualifications and other matters relating to the above said posts shall be as specified in columns (5) to (13) of the said schedule.

4. Posting.- The person appointed to the post of Senior Hindi Translator and Junior Hindi Translator, as the case may be, shall be liable to serve anywhere in India.

5. Disqualification. – No person,-

(a) Who, has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules in respect of any class or category of persons.

7.. Saving. - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward

Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Name of Post	No. of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
1	2	3	4	5
Junior Hindi Translator	55* (2018) * Subject to variation depending on workload	General Central Service Group 'B' Non-Gazetted Non-Ministerial	Level -6	Not Applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits
(6)	(7)
<p>30 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government).</p> <p>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 prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or</p>	<p>Educational Qualification:</p> <p>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</p> <p>OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>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 at the degree level;</p> <p>OR</p> <p>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;</p> <p>OR</p> <p>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</p>

Lakshadweep).	<p>as a compulsory or elective subject at <u>degree level</u></p> <p>AND</p> <p>Recognized Diploma or Certificate course in translation 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.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission/ Competent Authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to Scheduled Castes or 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 vacancy reserved for them.</p>
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Whether age and educational qualifications prescribed for direct recruits will <u>apply</u> in the case of <u>promotees</u>	Period of probation, if any
(8)	(9)
Not applicable	Two years for Direct Recruits

Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and per cent of the vacancies to be filled by various methods	In case of recruitment by <u>promotion/deputation/absorption</u> , grades from which <u>promotion/deputation/absorption</u> to be made
(10)	(11)
Direct Recruitment through SSC.	Not applicable

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(12)	(13)
<p>Group 'B' Departmental Promotion Committee (for confirmation):</p> <p>1. Joint Secretary and Chief Passport Officer in-charge of Central Passport Organization - Chairman</p>	Consultation with UPSC not necessary

2. Deputy Secretary/Under Secretary in-charge of Administration of the Central Passport Organization – Member

3. Assistant Passport Officer/Deputy Passport Officer of the Central Passport Organization – Member

Name of Post	No. of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
1	2	3	4	5
Senior Hindi Translator	9* (2018) * Subject to variation depending on workload	General Central Service Group 'B' Non-Gazetted Non-Ministerial	Level -7	Selection

Age limit	Educational and other qualifications required for direct recruits
(6)	(7)
Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(8)	(9)
Not applicable	Nil

Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and per cent 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
10	11
100 % by promotion failing which by deputation	<p>Promotion :</p> <p>From amongst Junior Hindi Translators in Level -6 in Pay matrix with 5 years regular service in the grade and have successfully completed the mid career training.</p> <p>Note : Where juniors in the grade of Junior Hindi Translator who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would 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</p>

probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation: Officers from the Central/ State Government/ Union Territory Administrations :

(a)(i) holding analogous posts on regular basis in the parent Cadre or Department; or

(ii) with five years' service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Level-6 of the Pay Matrix or equivalent in the parent Cadre or Department; and possessing the educational qualifications and other qualifications laid down as under

Essential:

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 the 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 at 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 subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

	<p>AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or three years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission/ Competent Authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to Scheduled Castes or 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 vacancy reserved for them.</p> <p>The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(12)	(13)
<p>Group 'B' Departmental Promotion Committee :</p> <p>1. Joint Secretary and Chief Passport Officer in-charge of Central Passport Organization - Chairman</p> <p>2. Deputy Secretary/Under Secretary in-charge of Administration of the Central Passport Organization – Member</p> <p>3. Assistant Passport Officer/Deputy Passport Officer of the Central Passport Organization – Member</p>	<p>Not Applicable</p>

No.CDR.II/801/06/2017

(Arun Kumar Chatterjee)
Joint Secretary (PSP) &
Chief Passport Officer

Ministry of External Affairs
NOTIFICATION

G.S.R. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President hereby makes the following rules for recruitment to the post of Assistant Director (Official Language) (Group A) Gazetted Post in the Central Passport Organisation of the Ministry of External Affairs, namely “

1. Short title and commencement. – (i) These rules may be called the Ministry of External Affairs, Central Passport Organization (Group 'A' Gazetted) Official Language Officers Recruitment Rules, 2018.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and Pay Level in the Pay Matrix . - The number of the said posts, their classification and the Pay Level in the Pay Matrix attached thereto shall be as specified in column (2) to 4 of the said Schedule annexed to these rules.

3. Method of recruitment, age limit and other qualifications, etc. – The method of recruitment, age limit, qualifications and other matters relating to the above said posts shall be as specified in columns (5) to (13) of the said schedule.

4. Posting.- The person appointed to the post of Assistant Director (Official Language), shall be liable to serve anywhere in India.

5. Disqualification. – No person,-

(a) Who, has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules in respect of any class or category of persons.

7. Saving. - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Name of Post	No. of posts	Classification	Level in the Pay Matrix	Whether selection or non-selection post
(1)	(2)	(3)	(4)	(5)
1. Assistant Director (Official Language)	3* (2018) (Subject to variation depending on workload)	General Central Service Group 'A' Gazetted, Non-Ministerial	Level-10	Selection

Age limit	Educational and other qualifications required for direct recruits
6	7
Not applicable	Not applicable

Whether age and 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 per cent of the vacancies to be filled by various methods
8	9	10
No	Not Applicable	100% by Promotion, failing which by deputation

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 Union Public Service Commission to be consulted in making recruitment
11	12	13
Promotion: Senior Hindi translator (Level-8) of the Central Passport Organization with three years' regular service in the grade failing which eight years combined service in the grade of Senior Hindi Translator and Junior Hindi Translator	Group 'A' Departmental Promotion Committee (for considering promotion): 1. Chairman/Member, Union Public Service Commission - Chairman	Consultation with Union Public Service Commission for promotion is necessary.

with minimum two years of regular service in the grade of Senior Hindi Translator.

Note : Where juniors in the grade of Senior Hindi Translator who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would 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 for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation :

Officers under the Central Government or State Government or Union Territory Administrations -

(a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or

(ii) with two years' service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Level-8 of the Pay Matrix or equivalent in the parent Cadre or Department; and

(iii) Qualification: 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 the degree

2. Secretary/Additional Secretary In charge of PSP Division in the Ministry of External Affairs - Member

3. Joint Secretary (PSP) and Chief Passport Officer - Member

4. Director/Deputy Secretary in the PSP Division, MEA

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 a examination at 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 degree level;AND

Recognized Diploma or Certificate course in translation 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

(iii) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or

educational institutions; OR

Desirable:

Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized Board in case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption to be made.

Note 1 : The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2 : Period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.