OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA
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Circular No. 05- Staff Apptt. IV/2018
No. 08 -Staff Appt. II)/ 89-2016

26 FEB 2018

To

1. **All the Heads of Department in IA&AD (as per mailing list except overseas Audit offices)**
2. **Pr. Director (Commercial) – Local**
3. **Pr. Director (Rajbhasha)**
4. **Director (P) – Local.**

Subject: - Scheme for filling up Hindi posts in IA&AD.

Sir/Madam,

In supersession of this office letter No. 672-N III/21-91/Vol. II dated 06.05.1991 on the subject cited above, revised guidelines to fill up the posts in Official Language Cadre are as under:

1. **Junior Translator and Senior Translator:** Posts of Junior Translator and Senior Translator would be filled up in accordance with the Indian Audit and Accounts Department (Junior Translator) and (Senior Translator) Recruitment Rules.

2. **Hindi Officer:** Posts of Hindi Officer (Selection post) would be filled up as under:

(A) Method of recruitment: By promotion, failing which by deputation.

(i) Promotion: Senior Translators in Level 7 (Rs. 44,900-1,42,400) of Pay Matrix with 3 years regular service in the grade and have successfully completed the training of 02 weeks as prescribed by the Department.

Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors 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.

(ii) Deputation: Officers from the Central/State Governments/UTs:-

(a) (i) holding analogous posts on regular basis in the parent cadre/department; or

(ii) with 3 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 7 (Rs. 44,900-1,42,400) of Pay Matrix; and

(b) Possessing the following educational qualifications and experience:

(i) Educational 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 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 a 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.

(ii) Experience: 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

Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/ Autonomous Body/Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.

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

Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

3. DPCs for promotion from Junior Translator to Senior Translator and from Senior Translator to Hindi Officer of the officials in Rajbhasha cadre, for both All India cadre as well as local cadre, will be convened at Headquarters Office.

4. Please acknowledge the receipt of this letter.

Yours faithfully,

(V S Venkatanathan)
Asstt. Comptroller and Auditor General (N)