

SCHEDULE

Name of post	Number of posts	Classification	Level in Pay Matrix	Whether Selection post Selection or Non-Selection post	Age limit for Direct Recruitment	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Senior Translator	79*(2018) *Subject to variation dependent on workload	General Central Service, Group "B", Non-Gazetted/ Non-Ministerial	Level-7 in the Pay Matrix (44900-142400)	Selection	Not Applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Period of probation, if any	Field of Selection - Method of recruitment whether by direct recruitment or by promotion/ deputation/absorption and percentage of posts to be filled by various methods	In case of direct recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/ absorption to be made
8	9	10	11
Not applicable	Not Applicable	By promotion, failing which by deputation.	Promotion: Junior Translators in Level – 6 in the Pay Matrix (Rs. 35,400-1,12,400) with 5 years regular service in the grade and successfully completed the training of two weeks in the National Academy of Customs and Narcotics.

			<p>Note: Where juniors who have completed their qualifying or 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 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>Deputation: Officers from the Central Governments: - (a) (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with 5 years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level – 6 in the Pay Matrix (Rs. 35,400-1,12,400) or equivalent in the parent cadre or Departments; and (b) Possessing the following educational qualifications and experience: 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 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 compulsory or elective subject or as the medium of examination at the degree level;</p>
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			<p style="text-align: center;">Or</p> <p>Master Degree from 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> <p style="text-align: center;">And</p> <p>Recognised diploma or certificate course in translation from Hindi to English and vice versa or three years' experience or translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertakings.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>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 Organization 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 56 years as on the closing date of receipt of applications.</p>
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If Departmental Promotion Committee exist, what is its composition	Circumstances in which UPSC is to be Consulted in making recruitment
12	13
<p>Group 'B' Departmental Promotion Committee (For promotion): (i) The Principal /Additional Director General of DGPM – Chairman (ii) The Additional/ Joint Director of DGHRD – Member (iii) The Deputy Director of DGPM – Member Note: Where none of the member at serial No. (i) to (iii) above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.</p>	Not applicable

Name of post	Number of posts	Classification	Pay band and grade pay/pay scale	Whether Selection post Selection or Non-Selection post	Age limit for Direct Recruitment	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Junior Translator	158*(2018) *Subject to variation dependent on workload	General Central Service, Group "B", Non-Gazetted/ Non-Ministerial	Level – 6 in the Pay Matrix (Rs. 35,400-1,12,400)	Not applicable	Not exceeding 30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) 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 Lakshadweep).	Essential: Master's degree from a recognised 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 recognised 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 recognised 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 from a recognised 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 from a recognised University in any subject other than Hindi or English, with Hindi and English as

					<p>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</p> <p>Diploma or Certificate course from any recognised Board or institute 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 or Competent Authority for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the SSC or 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.</p>
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Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Period of probation, if any	Field of Selection - Method of recruitment whether by direct recruitment or by promotion/deputation/absorption and percentage of posts to be filled by various methods	In case of direct recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/ absorption to be made
8	9	10	11
Not applicable	Two Years	Direct recruitment Note “Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of Central Government”.	Not applicable

If Departmental Promotion Committee exist, what is its composition	Circumstances in which UPSC is to be Consulted in making recruitment
12	13
<p>Group ‘B’ Departmental Promotion Committee (For considering confirmation):</p> <p>(i) The Principal /Additional Director General of DGPM – Chairman</p> <p>(ii) The Additional/ Joint Director of DGHRD – Member</p> <p>(iii) The Deputy Director of DGPM – Member</p> <p>Note: Where none of the member at serial No. (i) to (iii) above belongs to the Schedule Castes or the Schedule Tribes, a Group ‘A’ officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.</p>	Not applicable