

No.A-12018/01/2018-Ad.II
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhawan,
New Delhi -110 001, dated: 14th February, 2019

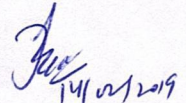
OFFICE MEMORANDUM

Subject: Inviting comments of all stakeholders on the re-designation and draft amended Recruitment Rules of Official Language Cadre posts i.e. Junior Translator, Senior Translator and Assistant Director (OL) in the subordinate offices of the Ministry of Corporate Affairs- regarding.

The undersigned is directed to refer to the Department of Personnel and Training's OM No. A8.14017/61/2008-Estt. (RR) dated the 13th October, 2015 regarding inviting comments of all stakeholders on the draft Recruitment Rules framed/amended by the respective Department/ Ministry.

2. Accordingly, the draft amended Recruitment Rules for the Official Language Cadre posts i.e. Junior Translator, Senior Translator and Assistant Director (OL) in the subordinate offices of the Ministry of Corporate Affairs are available on Ministry's website with a request to all stakeholders to expedite their comments/ objections or suggestions on the aforesaid draft Rules, in writing and within a period of 30 days from publication of these draft Rules on the website of the MCA, to the Ministry for facilitating further action in the matter.

Encl: As stated


(Ravi Vazirani)

Under Secretary to the Government of India

To:

1. All RDs/ROCs/OLs through Ministry's website.
2. E. Gov. Cell for placing on Ministry's website under 'News and Important updates and 'Employees corner → Recruitment Rules'.

Ministry of Corporate Affairs
NOTIFICATION

New Delhi, the-----2019

G.S.R.----().- in exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Company Affairs, Subordinate Offices, Hindi Officer Recruitment Rules, 1992, Senior Hindi Translator and Junior Hindi Translator Recruitment Rules, 2000, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules for regulating the method of recruitment of the post of Assistant Director(Official Language) (General Central Service, Group 'A' Gazetted) , Non Ministerial), Senior Translator and Junior Translator (Group ' B' Non Gazetted) in the offices of the Regional Directors, Registrar of Companies, Official Liquidator and Registrar of Companies-cum- Official Liquidator in the Ministry of Corporate Affairs, namely —

1. **Short title and commencement-** (1) These rules may be called the Ministry of Corporate Affairs, Official Language Cadre of Subordinate Offices, Recruitment Rules, 2019.

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

(3) They rules shall apply to the posts specified in the Schedules annexed to these rules.

2. **Initial constitution.**- all the posts of Hindi Officer, Senior Hindi Translator and Junior Hindi Translator mentioned in the existing recruitment rules are hereby re-designated as Assistant Director(Official Language) (General Central Service, Group 'A' Gazetted) , Non Ministerial), Senior Translator and Junior Translator (Group ' B' Non Gazetted), respectively, under these rules and the services rendered by such persons in the posts before commencement of these rules shall be taken into account as regular service for the purpose of seniority and promotion ect. The seniority of such officers shall be maintained on All India basis and will be fixed as per orders or instructions on seniority issued by the Central Government from time to time.

3. **Number of posts, classification and scale of pay.**—The number of posts, its classification and the scale of pay attached thereto shall be as specified in columns (2) to(4) of the Schedule annexed to these rules.

4. **Method of recruitment, age limit and other qualifications.**—The method of recruitment, to the said post, age limits, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

5. Disqualification.—No person,—

- (a) who has entered into or contracted a marriage with a person having 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 post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the 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 and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or categories of persons.

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

SCHEDULE

Name of Post	Number of Post	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Assistant Director (Official Language)	3*(2019) Subject to variation dependent on workload	General Central Service Group 'A' Gazetted, Non Ministerial	Pay Matrix Level-10 (Rs.56100-177500)	Selection

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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.
(6)	(7)	(8)	(9)	(10)
Not Applicable	Not Applicable	Not Applicable	Nil	By promotion failing which by deputation

In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made.
(11)
<p>PROMOTION:- Senior Translator, in Pay Matrix Level-7 (Rs. 44900-142400) with 3(three) years regular service in the grade and successful completion of training of 2-4 weeks and qualifying of examination as prescribe by the Administrative Ministry or Department in all aspects of Official Language and qualifying the examination as prescribed the Administrative Ministry or Department before promotion or after appointment within a period of one year of promotion.</p> <p>The above mentioned training and examination shall be conducted by any institute as prescribed by the Administrative Ministry or Department.</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 02 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>DEPUTATION:- Officers under the Central/ State Governments/UTs:-:- (a) (i) Holding analogous post on regular basis in the parent cadre/department; or</p>

(ii) Senior Translator with three years' service rendered after appointment thereto on a regular basis in posts Pay Matrix Level-7 (Rs. 44900-142400); and

(b) Possessing the following educational qualifications and experience:-

Essential:

(i) Master's degree of a recognized University in Hindi with English as a subject at the degree level: **OR**

Master's degree of a recognized University in any subject with Hindi and English as a subject at the degree level;

OR

Master's degree of a recognized University in any subject with Hindi and English as a subject at the degree level;

OR

Master's degree of a recognized University in any subject with Hindi Medium and English as a subject at the degree level; **OR**

Master's degree of a recognized University in any subject with English medium and Hindi as a subject at the degree level ;**OR**

Five years' experience of a terminology work in Hindi and of translation work from English to Hindi or vice versa, preferably of technical or scientific literature.

(ii) 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/ Statuary Organization/ 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/ Statuary Organization/ PSUs/ Universities or recognized research or educational institutions.

Note: 1 The departmental officers in the feeder category who are in the direct lines of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputations 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 of 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 fifty-six years' as on the closing date of receipt of applications.

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(12)	(13)
<p><i>Group 'A' Departmental Promotion Committee(DPC) (for considering Promotion):-</i></p> <p>1. Chairman or Member of the UPSC- Chairman</p> <p>2. Director/Deputy Secretary, Ministry of Corporate Affairs- Member</p> <p>3. An Officer belonging to SC/ST category not below the level of Under Secretary to the Govt. of India- Member</p>	Consultation with UPSC is necessary for appointment to the post on each occasion.

Name of Post	Number of Post	Classification	Pay Band and Grade Pay/Pay Scale	Whether Selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Senior Translator	2* (2019) Subject to Variation dependent on workload	General Central Service Group 'B' Non-Gazetted Ministerial	Pay Matrix Level-7 (Rs.44,900-142400)	Selection
Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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
(6)	(7)	(8)	(9)	(10)
Not Applicable	Not Applicable	No	No	By promotion falling which by deputation

In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made

(11)

PROMOTION:- Junior Translator, in Pay Matrix Level-6 (Rs. 35400-112400/-) with 5 years regular service in the grade and successful completion of training of 2-4 weeks and qualifying of examination as prescribe by the Administrative Ministry or Department in all aspects of Official Language and qualifying the examination as prescribed the Administrative Ministry or Department.

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 02 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.

DEPUTATION:

Officers from the Central/ State Governments/UTs:-

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

(ii) Senior Translator with three years' service rendered after appointment thereto on a regular basis in posts in Pay Matrix Level-7 (Rs. 44900-142400); and

(b) Possessing the following educational qualifications and experience:-

Essential :

(i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at 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 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 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 a compulsory or elective subject or either of the two as medium of examination and the other as a compulsory or elective subject at degree level.

(ii) 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 deputatnists 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 organization /department of the Central/ State Governments 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.

Note 3 : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into on grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

if a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(12)	(13)
<p><i>Group 'B' Non- Gazetted Ministerial Departmental Promotion Committee(DPC) (for considering Promotion):-</i></p> <p>1. <i>Director/Deputy Secretary, Ministry of Corporate Affairs - Chairman</i></p> <p>2. <i>Under Secretary Ministry of Corporate Affairs- Member</i></p> <p>3. <i>An Officer belonging to SC/ST category not below the level of Under Secretary, to the Govt. of India- Member</i></p>	Not applicable

Name of Post	Number of Post	Classification
(1)	(2)	(3)
Junior Translator	16* (2019) *Subject to variation dependent on workload	General Central Service Group 'B' Non-Gazetted Ministerial

Level in the Pay Matrix	Whether Selection post or non-selection post.	Age limit for direct recruits.
(4)	(5)	(6)
Level- 6 (Rs. 35400-112400)	Not applicable	<p>30 years (Relaxable for Govt. servants up to 5 years in accordance With the instructions or orders issued by the Central Govt.)</p> <p>Note: The crucial date of determining the age limit shall be the closing date for receipt of applications from the candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Aurnachal Pradesh, Mizoram Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep).</p>

Educational and other qualifications required for direct recruits

(7)

Master's degree of a recognized University in Hindi with English as a compulsory elective subject or as medium of examination at degree level; **OR**

Master's degree of a recognized University in English with Hind as a compulsory or elective subject or as medium of examination at degree level; **OR**

Master's degree of recognized University in any subject other than Hindi or English, with Hind medium and English as a compulsory or elective subject or as the medium of examination at the degree level ; **OR**

Master's degree of 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 examination at the degree level ; **OR**

Master's degree of recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or

either of the two as 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 and 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 Under taking.

Note 1 : Qualification are relaxable at the discretion of the Staff Selection Commission/ Competent Authority in the case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is relaxable at the discretion of the SSC/ Competent Authority in the case of the candidates belonging to Scheduled Castes or Scheduled Tribes or Other Backward Classes 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.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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
(8)	(9)	(10)
Not applicable	Two years	15 (fifteen) posts by direct recruitment, and 1(One) post by promotion, failing which by direct recruitment. Mandatory training and examination. (i) Successful completion of training in Official Language, and qualifying of examination as prescribed by the Administrative Ministry or Department within two years or before confirmation and promotion. (ii) The above mentioned training and examination shall be conducted by any institute as may be prescribed by the Administrative Ministry or department.

		<p>Note 1:“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:- (i) holding analogous posts on regular basis; and (b) Possessing the educational and qualification as specified in column(7): Note 2: Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date or receipt of applications</p>
--	--	--

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)
<p>PROMOTION Hindi typist in level 2 in the Pay Matrix (Rs 19900-63200) with ten years regular service in the grade and possessing essential qualification as under: <i>Bachelor's degree of recognized University with Hindi & English as Compulsory/ elective subject or either of the two as medium of examination.</i></p>	<p>Group 'B' Non Gazetted Departmental Committee(for confirmation) confirmation considering 1. <i>Director/Deputy Secretary, Ministry of Corporate Affairs - Chairman</i> 2. <i>Under Secretary, Ministry of Corporate Affairs- Member</i> 3. <i>An Officer belonging to SC/ST category not below the rank of Under Secretary, to the Govt. of India- Member</i></p>	<p>Consultation with Union Public Service Commission not necessary.</p>