

File No. 13011/20/2021-OL(CTB)
GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA
DEPARTMENT OF OFFICIAL LANGUAGE/RAJBHASHA VIBHAG

4th floor, NDCC-II Building, Jai Singh Road,
New Delhi-01,

Dated 27 August, 2025

OFFICE MEMORANDUM

01 SEP 2025

Subject: Filling up of 03(Three) Posts of Joint Director, Pay Level-12, ₹78,800-2,09,200 (pre-revised PB-3, ₹15,600-39,100+7600) on deputation basis in Translation Training Centre under the Central Translation Bureau, a subordinate office of Department of Official Language, Ministry of Home Affairs, Government of India.

The services of three suitable officers are urgently required for filling up the post of Joint Director in Translation Training Centre i.e. Mumbai, Bengaluru and Kolkata on deputation basis in the Central Translation Bureau, a subordinate office of the Department of Official Language, Ministry of Home Affairs in the revised pay scale i.e. Pay Level-12 ₹78,800-2,09,200 (Pre revised pay scale of PB-3 ₹15,600-39,100 + 7600 Grade Pay). The qualification and experience required for the posts and other details are given in **Annexure-I**. The pay of the selected officer will be regulated in accordance with the instruction contained in the Department of Personnel & Training's Office Memorandum No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010, and as amended from time to time.

2. It is requested that the application (in duplicate) in the enclosed performa (**Annexure-II**) of the suitable, willing and eligible officers and who can be spared immediately on selection may be sent to the undersigned within 60 days from the date of issue of this Office Memorandum or from the date of publication of this Office Memorandum in Employment News/Rozgar Samachar, whichever is later along with the following documents: -

- i. Clear Photostat copies of the ACR/APAR for the last 05 years that is 2019-20 to 2023-24 duly attested by a Group "A" Gazetted Officer;
- ii. Integrity Certificate;
- iii. Certificate confirming that no disciplinary/Vigilance case is either pending or being contemplated against the officer;
- iv. A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years;
- v. Cadre clearance in respect of the applicant.

3. Application received after the closing date or without the photostate copies of ACR/APAR duly attested by a Group 'A' officer or without recommendation of the concerned

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office or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be immediately relieved of his duties.

Encl.: As above

Anil Kumar
(Anil Kumar)

Deputy Secretary to the Govt. of India

Dated 27 August, 2025

File No. 13011/20/2021-OL(Trg)

1. All Ministry/Departments of Government of India.
2. The President's Secretariat, New Delhi
3. The Vice President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. Election Commission of India, New Delhi.
7. Lok Sabha/Rajya Sabha Secretariat.
8. Union Public Service Commission.
9. Central Vigilance Commission.
10. Comptroller General of India, New Delhi.
11. All officers, Desks and Sections in the Ministry of Home Affairs (proper), Dept. Of Justice and Deptt. of J&K Affairs & Deptt. of Official Language.
12. All Cadre Unit of Ministry of Home Affairs.
13. All State Government & UTs.
14. Director (Training/Policy/Technical/Implement), Department of Official Language.
15. Director, Central Hindi Training Institute, New Delhi.
16. Director, Central Translation Bureau, New Delhi
17. Senior Technical Director, NIC, Department of Official Language, New Delhi for placing this OM on the website of Department of Official Language.
18. Guard File
19. Spare copy 10

Anil Kumar
(Anil Kumar)

Deputy Secretary to the Govt. of India

Qualification, experience and other details required for the post of Joint Director in Central Translation Bureau, Department of Official Language, Ministry of Home Affairs, New Delhi.

1	Name of the post	Joint Director
2	No. of Post(s)	03 (Three)
3	Classification	General Central Service Group 'A', Gazetted, Non-Ministerial.
4	Scale of Pay	Pay Matrix Level-12 ₹78,800-2,09,200 (Pre-revised pay scale of PB-3, ₹15,600-39,100 + ₹7600 Grade Pay)
5	Period of deputation & age limit.	<p>The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.</p> <p>The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.</p>
6	Eligibility	<p>Deputation:</p> <p>I. Officers from the Central/State Government/Union Territories: -</p> <p>(a)(i) Holding analogous posts on regular basis in the parent cadre/department; OR</p> <p>(ii) with five years' service in the grade after appointment thereto on a regular basis in posts in the Pay Level-11 of the Pay Matrix ₹67,700-2,08,700/- or equivalent in the parent cadre/ department;</p> <p>And</p> <p>(b) possessing the following educational qualifications and experience namely:</p> <p>Essential:</p> <p>(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 the Degree level,</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory subject or elective subject or as the medium of examination at the Degree level,</p> <p style="text-align: center;">OR</p>

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		<p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory subject or elective subject or as the medium of examination at the Degree level,</p> <p>OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory subject or elective subject or as the medium of examination at the Degree level,</p> <p>OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi and English as compulsory subject 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>OR</p> <p>(ii) Ten 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 Government/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings/Universities or recognized Research or Educational Institutions.</p> <p>OR</p> <p>Ten Years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Government/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings/Universities or recognized Research or Educational Institutions.</p> <p>Desirable: Study of one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized Board.</p> <p>Note 1: The Departmental officers in the feeder categories who are in the 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.</p>
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Qualification, experience and other details required for the post of Joint Director in Central Translation Bureau, Department of Official Language, Ministry of Home Affairs, New Delhi.

1	Name of the post	Joint Director
2	No. of Post(s)	03 (Three)
3	Classification	General Central Service Group 'A', Gazetted, Non-Ministerial.
4	Scale of Pay	Pay Matrix Level-12 ₹78,800-2,09,200 (Pre-revised pay scale of PB-3, ₹15,600-39,100 + 7600 ₹ Grade Pay)
5	Period of deputation & age limit.	The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.
6	Eligibility	<p>Deputation:</p> <p>I. Officers from the Central/State Government/Union Territories: -</p> <p>(a)(i) Holding analogous posts on regular basis in the parent cadre/department; OR</p> <p>(ii) with five years' service in the grade after appointment thereto on a regular basis in posts in the Pay Level-11 of the Pay Matrix ₹67,700-2,08,700/- or equivalent in the parent cadre/ department;</p> <p>And</p> <p>(b) possessing the following educational qualifications and experience namely:</p> <p>Essential:</p> <p>(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 the Degree level,</p> <p>OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory subject or elective subject or as the medium of examination at the Degree level,</p> <p>OR</p>

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	<p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory subject or elective subject or as the medium of examination at the Degree level,</p>
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OR

	<p>Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory subject or elective subject or as the medium of examination at the Degree level,</p>
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OR

	<p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi and English as compulsory subject 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>
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OR

	<p>(ii) Ten 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 Government/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings/Universities or recognized Research or Educational Institutions.</p>
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OR

	<p>Ten Years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Government/Autonomous Bodies/Statutory Organizations/Public Sector Undertakings/Universities or recognized Research or Educational Institutions.</p>
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Desirable: Study of one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognized Board.

Note 1: The Departmental officers in the feeder categories who are in the 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.

7	Duty of Joint Director	He will be in charge of the Evaluation and Training Division of the Bureau. He will evaluate the Hindi transition work done by the Translators working in various Ministries and Departments provide guidelines for translation technique, and to improve the quality of Hindi translation. He will responsible for running Training courses in translation technique for Hindi Translator, to prepare training material and associate literature. He will also provide guidance to the officers of the Translation Division.
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ANNEXURE-II

BIO DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) (Mob. No. and E-mail Id)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service ii) Date of retirement under Central/State	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular.	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1) This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2) In the case of Degree and Post Graduate Qualifications, elective/main subject and subsidiary subjects may be indicated by the candidate.</p>	

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant essential qualification/work experience possessed by the Candidate (as indicated in the Bio data with reference to the post applied for.)	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme.	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.	
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9. In case the present employment is held on deputation/contract basis, Please state:-			
a) The date of initial appointment	b) period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity Certificate.</p> <p>9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	

14. Total emoluments per month now drawn		
Basic Pay in the Pay Band	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scale, the latest salary slip issued by the Organisation showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness relief/other etc.(with details)	Pay/Interim Allowances break-up
16.(a) Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet if the space is insufficient)		
16.(b) Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (officers under the Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
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# (The option of 'STC'/Absorption/ 'Re-employment' is available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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18. Whether belongs to SC/ST	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld.

Signature of the Candidate
Address with Mobile no. & Email-

Date:

Place:

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CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii) His/ Her integrity is certified.
- iii) His /Her ACR/APAR Dossier in original is enclosed/photocopies of the ACR/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iv). No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)