

	<p>टिप्पण: यदि चयन के किसी स्तर पर अनुसूचित जातियों अथवा जनजातियों के उम्मीदवारों के मामले में कर्मचारी चयन आयोग के विवेक पर अनुभव के संबंध में अर्हता(एं) शिथिलनीय हैं, कर्मचारी चयन आयोग की यह राय है कि अपेक्षित अनुभव रखने वाले इन समुदायों के पर्याप्त उम्मीदवारों के उनके लिए आरक्षित रिक्तियों को भरने के लिए उपलब्ध होने की संभावना नहीं है।</p>			
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(11)	(12)	(13)
<p>प्रोन्नति: ग्रेड में 18 (अठारह) वर्ष की नियमित सेवा के साथ वेतन मैट्रिक्स स्तर-2 (19,900-63,200 रु) में हिंदी टंकक और संगत क्षेत्र में यथा-निर्धारित 2 से 4 सप्ताह का अनिवार्य प्रशिक्षण सफलतापूर्वक पूरा कर लिया है।</p>	<p>समूह 'ख' विभागीय प्रोन्नति समिति (प्रोन्नति पर विचार करने के लिए), जिसमें सम्मिलित होंगे:</p> <ol style="list-style-type: none"> 1. निदेशक, कारपोरेट कार्य मंत्रालय : अध्यक्ष 2. उप-सचिव, कारपोरेट कार्य मंत्रालय : सदस्य 3. अवर सचिव, कारपोरेट कार्य मंत्रालय : सदस्य <p>समूह 'ख' विभागीय स्थायीकरण समिति (स्थायीकरण पर विचार करने के लिए), जिसमें सम्मिलित होंगे:</p> <ol style="list-style-type: none"> 1. निदेशक, कारपोरेट कार्य मंत्रालय : अध्यक्ष 2. उप-सचिव, कारपोरेट कार्य मंत्रालय : सदस्य 3. अवर सचिव, कारपोरेट कार्य मंत्रालय : सदस्य 	<p>संघ लोक सेवा आयोग से परामर्श आवश्यक नहीं है।</p>

[फा. सं. ए-12018/1/2018-प्रशा. II-एमसीए]

ज्ञानेश्वर कुमार सिंह, संयुक्त सचिव

MINISTRY OF CORPORATE AFFAIRS**NOTIFICATION**

New Delhi, the 6th August, 2021

G.S.R. 540(E).—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, Department of Company Affairs Offices of the Regional Directors of Registrar of Companies and Official Liquidator (Senior Hindi Translators) Recruitment Rules, 2000 and Department of Company Affairs Officers of the Regional Directors, Registrars of Companies and Official Liquidator (Junior Hindi Translators Recruitment Rules, 2000), except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment of the Official Language Cadre, of Subordinate Offices to the posts of Assistant Director, Senior Translation Officer and Junior Translation Officer 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 (Group ‘A’ and Group ‘B’ posts) Recruitment Rules, 2021.

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

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

3. **Method of recruitment, age-limit and other qualifications etc.** — The method of recruitment to the said posts, age -limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.

4. **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.

5. **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 and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or categories of persons.

6. **Saving.** — Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the candidates belonging to 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.	Level in the Pay matrix.	Whether Selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
1. Assistant Director (Official Language).	3* (2021) Subject to variation dependent on workload.	General Central Service, Group ‘A’, Gazetted, Non-Ministerial.	Level-10 in the pay matrix (Rs.56,100-1,77,500).	Selection post.

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 promotees.	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 exceeding thirty-five Years. Note 1: Relaxable for Government servants upto five years in	Qualification: Essential: A(i): Masters degree from a recognised University in Hindi with English as a compulsory or elective subject or as medium of examination at degree level; or	Not applicable.	One year for direct recruits and promotees.	Thirty-three percent. by promotion failing which by deputation. Sixty-seven percent. by deputation failing which by direct recruitment.

<p>accordance with instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age-limit shall be as advertised by the Union Public Service Commission.</p>	<p>(ii) Masters degree from a recognised University in English with Hindi as a compulsory or elective subject or as medium of examination at degree level; or</p> <p>(iii) Masters degree from 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 examination at the degree level; or</p> <p>(iv) Master's degree from 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 examination at the degree level; or</p> <p>(v) Masters degree from recognised 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.</p> <p>Experience:</p> <p>B (i): Three years experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central or State Governments or Autonomous Body or Statutory Organisations or Public Sector Undertakings or Universities or recognized research or educational institutions; or</p> <p>(ii) Three years experience of teaching in Hindi and English or research in Hindi or English under Central or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.</p> <p>Desirable Qualification:</p> <p>Studied one of the languages other than Hindi included in the 8th Schedule to the Constitution at 10th level from a recognised Board.</p>			
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In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/ absorption to be made.

(11)

Promotion:

Senior Translator or Senior Translation Officer in pay matrix level-7 in the pay matrix (Rs 44,900-1,42,400)-with three years of regular service in the grade and having successfully completed the training of two to four weeks in all aspects of Official Language and qualifying of the examination as prescribed by the Ministry of Corporate Affairs before promotion or within a period of one year of promotion.

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 two 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 or State Governments or Union territories administration:-

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

(ii) with three years service in the grade rendered after appointment thereto on a regular basis in posts in pay matrix level-7 in the pay matrix (Rs. 44,900-1,42,400) in the parent cadre or department ; and

(b) possessing the educational qualifications and experience prescribed for direct recruits under column (7).

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/absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: The 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 not be exceeding fifty six years as on the closing date of receipt of applications).

If 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</i> (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> 1. <i>Chairman or member of the Union - Chairman Public Service Commission</i> 2. <i>Joint Secretary, Ministry of Corporate - Member Affairs</i> 3. <i>Director or Deputy Secretary, Ministry - Member of Corporate Affairs</i> <p><i>Group 'A' Departmental Confirmation Committee</i> (for considering confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. <i>Additional Secretary or Joint Secretary, Ministry of Corporate Affairs</i> 2. <i>Director or Deputy Secretary, - Member Ministry of Corporate Affairs</i> 3. <i>Joint Director or Deputy Secretary, - Member Ministry of Corporate Affairs</i> 	<p>Consultation with Union Public Service Commission is necessary for appointment to the post on each occasion</p>

(1)	(2)	(3)	(4)	(5)
2. Senior Translation Officer.	2* (2021) Subject to variation dependent on workload.	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial.	Level-7 in the pay matrix (Rs.44,900-1,42,400).	Selection post.

(6)	(7)	(8)	(9)	(10)
Not applicable.	Not applicable.	Not applicable.	Not applicable.	Hundred percent. by promotion.

(11)	(12)	(13)
<p>PROMOTION:</p> <p>Junior Translation Officer in level-6 in the pay matrix (Rs. 35400-112400) with five years regular service in the grade and having successfully completed the training of two weeks in all aspects of Official Language, and qualifying the examination as prescribed by the Ministry of Corporate Affairs before promotion or within a period of one year of promotion.</p> <p>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 two 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><i>Group 'B' Departmental Promotion Committee</i> (for considering promotion) consisting of -</p> <ol style="list-style-type: none"> <i>Director/Deputy Secretary, Ministry of Corporate Affairs</i> - <i>Chairman</i> <i>Under Secretary, Ministry of Corporate Affairs</i> - <i>Member</i> <i>An Officer belonging to SC/ST category not below the rank of Under Secretary, to the Government of India</i> - <i>Member</i> 	<p>Consultation with Union Public Service Commission is not necessary.</p>

(1)	(2)	(3)	(4)	(5)
3. Junior Translation Officer.	16* (2021) 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).	Selection post.

(6)	(7)	(8)	(9)	(10)
<p>Not exceeding 30 Years.</p> <p>Note:1- Relaxable for Government servant's upto five years in accordance with instructions or orders issued by the Central Government.</p> <p>Note:2- The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.</p>	<p>Qualification:</p> <p>Essential:</p> <p>A (i) Master degree from a recognised University in Hindi with English as a compulsory or elective subject or as medium of examination at degree level; or</p> <p>(ii) Master degree from a recognised University in English with Hindi as a compulsory or elective subject or as medium of examination at degree level; or</p> <p>(iii) Master 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 examination at the degree level; or</p> <p>(iv) Master 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 examination at the degree level; or</p> <p>(v) Master degree from a recognised 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</p> <p>(B) Diploma or certificate course in translation from Hindi to English and vice-versa from a recognised institution 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: The qualification(s) regarding experience is relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission 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>	Not applicable.	Two years for direct recruits and both promotes.	Ninety-four percent. by direct recruitment. Six percent. by promotion failing which by direct recruitment.

(11)	(12)	(13)
<p>PROMOTION :</p> <p>Hindi Typist in level-2 in the pay matrix (Rs. 19,900 - 63,200) with eighteen years regular service in the grade and having successfully completed mandatory training of two to four weeks duration in the relevant area.</p>	<p><i>Group 'B' Departmental Promotion Committee</i> (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> 1. <i>Director, Ministry of Corporate Affairs</i> - <i>Chairman</i> 2. <i>Deputy Secretary, Ministry of Corporate Affairs</i> - <i>Member</i> 3. <i>Under Secretary, Ministry of Corporate Affairs</i> - <i>Member</i> <p><i>Group 'B' Departmental Confirmation Committee</i> (for considering confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. <i>Director, Ministry of Corporate Affairs</i> - <i>Chairman</i> 2. <i>Deputy Secretary, Ministry of Corporate Affairs</i> - <i>Member</i> 3. <i>Under Secretary, Ministry of Corporate Affairs</i> - <i>Member</i> 	<p>Consultation with Union Public Service Commission is not necessary.</p>

[F. No. A-12018/1/2018-Ad.II-MCA]

GYANESHWAR KUMAR SINGH, Jt. Secy.