

North Block, New Delhi.
Dated 10th June, 2022

OFFICE MEMORANDUM

Subject: Amendment of Recruitment Rules for the post of Proof Reader in Department of Official Language, Ministry of Home Affairs-reg.

The undersigned is directed to state that it is proposed to amend the Proof Reader, Department of Official Language, Ministry of Home Affairs, Recruitment (Amendment) Rules, 2016, as per the provisions given in para 3 hereunder.

2. It is requested that comments of all stakeholders, if any, on the proposed amendments may be forwarded to Under Secretary (Ad-V), Ministry of Home Affairs, Room No. 81-D, North Block, New Delhi-110001, latest by 10th July, 2022. Amendment to RRs for the post of Proof Reader would be finalized after taking into account the comments so received.

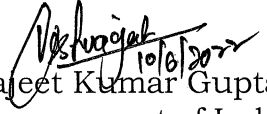
3. Following amendments are proposed in the existing RRs for the post of Proof Reader:

S. No.	Existing Provisions	Revised provisions proposed	Reason/s for the revision proposed
1.	<u>Name of the post:-</u> Proof Reader	<u>Name of the post:-</u> Proof Reader	No Change
2.	<u>Number of posts:-</u> 01*(2010) *subject to variation dependent on workload	<u>Number of posts:-</u> 01* (2022) *subject to variation dependent on workload	- Change in the year of amendment of RRs
3.	<u>Classification:-</u> General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	<u>Classification:-</u> General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	No Change
4.	<u>Level in the Pay Matrix:-</u> Level-5 in the Pay Matrix	<u>Level in the Pay Matrix:-</u> Level-5 (₹29,200-92,300)	No Change
5.	<u>Whether Selection post or Non-Selection post:-</u> Not Applicable	<u>Whether Selection post or Non-Selection post:-</u> Not Applicable	No Change

<p>6.</p>	<p><u>Age limit for direct recruits:-</u> Between 18 and 25 years. (Relaxable upto 35 years for Govt. servants up to 5 years in accordance with the instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman & Nicobar Islands or Lakshadweep). In case of appointment through Employment Exchange, the crucial date for determining the age-limit shall be the last date upto which the Employment Exchanges are asked to submit the names.</p>	<p><u>Age limit for direct recruits:-</u> Between 18 and 27 years. (Relaxable upto 35 years for Government servants in accordance with the instructions or orders issued by the Central Government from time to time.) Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands or Lakshadweep). In case of recruitment on direct recruitment basis through SSC, the crucial date for determining the age-limit shall be as advertised by SSC.</p>	<p>- Age-limit is being amended as per Column 6 of DoP&T's OM No. AB. 14017/13/2 013-Estt. (RR) dated 31st March, 2015</p>
<p>7.</p>	<p><u>Whether benefits of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972:-</u> No</p>	<p>Deleted</p>	<p>- As per new Model RRs of DoP&T</p>
<p>8.</p>	<p><u>Educational and other qualifications required for direct recruits:-</u> Essential: A Degree with English and Hindi as subjects from a recognised University or equivalent & conversant with the art of Proof reading. Desirable: (i) Practical experience in the field; (ii) Knowledge of Sanskrit; (iii) Completed the 3 months training course in translation work conducted by the Central Translation Bureau. Note:1 Qualifications are relaxable at the discretion of the Staff Selection Commission/ Competent Authority in case of candidates otherwise well qualified. Note:2 The Qualifications regarding experience is/are relaxable at the discretion of the Staff Selection Commission/ Competent Authority, for reasons to be recorded in writing in case of candidates belonging to the SCs or STs, if at any stage of selection the Staff Selection Commission/ 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>	<p><u>Educational and other qualifications required for direct recruits:-</u> Essential: A Degree with English and Hindi as subjects from a recognised University or equivalent; AND Diploma in printing technology/ book publishing/ proof reading from an Institute approved by AICTE/Government/ Semi Government. Note. Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority in case of candidates otherwise well qualified.</p>	<p>- Amendments have been made on functional requirement basis in consultation with Department of Official Language.</p>

9.	<u>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees:-</u> Not applicable	<u>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees:-</u> Not applicable	No Change
10.	<u>Period of Probation, if any:-</u> 2 years (for direct recruits only)	<u>Period of Probation, if any:-</u> 2 years (for direct recruits only)	No Change
11.	Method of recruitment: <u>Whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.</u> Transfer on Deputation/ Transfer failing which by direct recruitment.	<u>Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods.</u> Deputation/ Absorption failing which by direct recruitment.	Replacement of "Transfer on Deputation" by "Deputation" and "Transfer" by "Absorption" as per DoP&T's OM No. AB-14017/2 /97-Estt(RR) dated 25.05.1998.
12.	<u>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.</u> Transfer on Deputation/ Transfer: Officers of the Central Government: (a)(i) Holding analogous posts or with five years regular service in a post in Level-4 in the Pay Matrix; AND (ii) Possessing the qualifications and experience prescribed for direct recruits in column (8). (iii) (The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department /organisation shall ordinarily not exceed 3 years).	<u>In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.</u> On Deputation/ Absorption: Officers under the Central Government or a State Government or a Union Territory or Public Sector Undertaking or Recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organizations: (a)(i) Holding analogous posts on regular basis in the parent cadre or department; OR (ii) with five years' regular service in a post in Level-4 in the Pay Matrix or equivalent in the parent cadre or department; AND (b) Possessing the educational qualifications and experience prescribed for direct recruits under column (8). Note 1: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department/ organization shall ordinarily not exceed 03 years. Note 2: The maximum age-limit for appointment by deputation/ absorption shall be "Not exceeding fifty six years" as on the closing date of receipt of applications.	- "Officers under State Government or a Union Territory or Public Sector Undertaking or Recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organizations" have been added along with "officers from Central Government" to widen the scope of recruitment.

13.	<u>If a Departmental Promotion Committee exists, what is its composition:-</u> Group 'C' Departmental Promotion Committee (for considering Confirmation): 1. Deputy Secretary/Director, MHA (in-charge of Admn.): Chairman 2. Director (Research), Department of Official Language: Member 3. An Under Secretary preferably from SC or ST community to be nominated later: Member 4. Under Secretary (in-charge of Admn.), MHA: Member	<u>If a Departmental Promotion Committee exists, what is the composition:-</u> Group 'C' Departmental Promotion Committee (for considering Confirmation): 1. Deputy Secretary/Director, MHA (in-charge of Admn.): Chairman 2. Director (Research), Department of Official Language: Member 3. Under Secretary (in-charge of Admn.), MHA: Member	- As per DoP&T OM No. 22011/5/86-Estt(D) dated 10.04.1989.
14.	<u>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</u> Not applicable	<u>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</u> Not applicable	No change


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To

1. All stakeholders for sending their comments to this Ministry.
2. SO (IT) for uploading on e-office portal and on the website of the Ministry.