


### Recruitment Rules for the post of Hindi Cum Record Officer in Narmada Control Authority

Name of post	Number of Post	Classification	Pay Band and Grade Pay	Whether selection post or non-selection post	Whether benefits of added years of service admissible under Rule-30 of CCS (Pension) Rules, 1972	Age limit for direct recruitment	Educational & other qualifications required for direct recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Hindi Cum Record Officer	1* (2010) *Subject to variation dependent on workload.	Group B Ministerial	(Pay Band-2) Rs.9300-34800 and Grade Pay of Rs.4800/- / (Pay Band -3) Rs. 15600-39100 and Grade Pay of Rs.5400/- Departmental Hindi Cum Record Officer on completion of 4 years in the Grade Pay of Rs.4800/-.	Selection	Not Applicable.	Not Applicable.	Not Applicable.

Whether age and educational qualifications prescribed for direct recruitment 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 posts to be filled by various methods.	In case of recruitment by promotion / deputation/absorption, grades from which promotion/deputation/absorption to be made.	If Departmental Promotion Committee exists, what is its composition	Circum- in which Union Public Service Commission is to be consulted
(9)	(10)	(11)	(12)	(13)	(14)
Not applicable	Two years	By promotion, failing which by Deputation (including short term contract)	<b>For Promotion :</b> Hindi Translator in the Pay Band -2 of Rs.9300-34800 and Grade Pay of Rs.4,200/- with 6 years regular service . <b>For Deputation (including Short Term Contract):</b> Officers of the departments of the Central	Executive Member, - <b>Chairman</b> NCA Secretary, NCA - <b>Member</b> Commissioner (PR), - <b>Member</b> MoWR 	Not Applicable.

Government/ State Governments / Public Sector Undertakings / State Electricity Boards / Autonomous bodies and below 56 years of age on the last date of submission of application:

I. a) holding analogous post on regular basis;

**OR**

b) holding post carrying pay in the Pay Band -2 of Rs.9300-34800 and Grade Pay of Rs.4600/- or equivalent with minimum 2 years regular service;

**OR**

c) holding post carrying in the Pay Band -2 of Rs.9300-34800 and Grade Pay of Rs.4200/- or equivalent with minimum 6 years regular service;

**AND**

II. Possessing the following qualifications and experience :

**Essential Qualifications :**

Master's degree of a recognized University in English / Hindi with Hindi/ English as a compulsory and elective subject at degree level

**Desirable :**

Degree/Diploma in Library Science or equivalent

**Experience :**

Experience in the field of Hindi translation/ maintenance of documents/implementation of Office Language Act.

