Annexure - II

भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. 201-3/2003-PERS.-III
Dated, the 10th October, 2003

To

All Heads of Telecom Circles/Telephone Districts
Bharat Sanchar Nigam Limited

Sub: **Forwarding of Recruitment Rules of Junior and Senior Hindi Translators, 2003.**

I am directed to forward herewith a copy of the Recruitment Rules of Junior and Senior Hindi Translators, 2003 for information and necessary action.

2. Hindi version is also enclosed.

Yours faithfully,

10/10/2003

(RAJENDER PRASAD)
ASSTT. DIRECTOR GENERAL (PERS.-III)
TEL: 3310401

Copy to: -

1. PS to MOC&IT/MOS(C&IT)
2. CMD, BSNL, New Delhi.
3. Director (HRD)/(Operation)/(Plg.)/(Fin.)/(C&NS), BSNL.
4. Sr.DDG(Pers.)/DDG(Estt.)/DDG(Trg.)/DDG(SR), BSNL
5. Jt. DDsG(Pers.)/(TE)/(Trg.)/(DE&VP), BSNL
6. DDG (Estt)/DDG (SR)/Director (Staff)/US (SNG), DoT.
7. Company Secretary & GM (Legal)- w.r.t. Letter No. BSNL/SECTT./EXT/19Mgt/13 dated

Regd. Office : Sanchar Bhawan, 20, Ashoka Road, New Delhi - 110 001

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भारत संचार निगम लिमिटेड

(भारत सरकार का उद्यम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

कनिष्ठ एवं ज्येष्ठ हिन्दी अनुवादक के भर्ती नियम

RECRUITMENT RULES OF JUNIOR AND SENIOR HINDI TRANSLATORS

ISSUE NO. 7 - DATED: 10th October, 2003

1. **Short title and commencement** –

i) With the approval of BSNL Board, the following rules regulating the method of recruitment to the post of Junior and Senior Hindi Translators are hereby made, namely:

ii) These rules may be called the Junior and Senior Hindi Translators (Recruitment) Rules, 2003.

iii) They shall come into force on the date of their publication by the Company.

2. **Definition:** In these Rules unless the context otherwise requires,

i) **Company:** Means the Bharat Sanchar Nigam Limited (A Government of India Enterprise) having its Registered Office at Sanchar Bhawan, New Delhi.

ii) **Board:** Means the Board of Directors of the Company and includes in relation to the exercise of powers any Committee of the Board/Management or any Officer of the Undertaking to whom the Board delegates any of its power.

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3. **Application:** These Rules shall apply to the posts as specified in Column (1) of the Schedule annexed to these Rules.

4. **Number of posts, classification and scale of pay** – The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4.

5. **Method of recruitment, age limit, qualifications, etc.** – The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in column 5 to 13.

6. **Disqualification – No person, -**

a) who has entered into or contracted a marriage with a person having a spouse living, or

b) who having a spouse living, has entered into or contracted marriage with any person, shall be eligible for appointment to the said post,

Provided that the Company, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party and that there are other grounds for doing so, exempt any person from the operation of this rule.

7. **Saving** – Nothing in these rules shall affect reservations, relaxation of age limit and other concession required to be provided for the Schedules Castes, Schedules Tribes, Other Backward Classes, Ex-servicemen and other special category of persons in accordance with the orders issued by the Central Government from time to time in this regard.

8. **Initial constitution: -**

(i) All officials holding the posts of Junior and Senior Hindi Translators on regular basis in the erstwhile DOT/DTS/DTO before commencement of these rules and those who have been absorbed in Bharat Sanchar Nigam Limited shall be deemed to have been appointed as Junior and Senior Hindi Translators in BSNL.

(ii) The continuous regular service of officials referred to in sub-rule 8 (i) above before the commencement of these rules shall count for the purpose of Probation, Qualifying Service for promotion, Confirmation and Pension.

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SCHEDULE

JUNIOR HINDI TRANSLATOR

Name of Post	Number of Posts	Classification	Scale of Pay	Whether selection by merit or selection – cum-seniority or non-selection-post	Age limit for Direct Recruits	Whether benefit of added years of service admissible	Educational and other qualification required for Direct Recruits
1	2	3	4	5	6	7	8
Junior Hindi Translator	534* (As on 31.3.2003) *(Subject to variation dependent on workload)	Non-Executive	Rs. 7100-200-10100/- (IDA)	Non-selection	Between 18 and 30 Years. (Relaxable for Company employees up to 35 years in accordance with orders issued on the subject from time to time.).	Not applicable	a) Master's Degree of a recognized University in Hindi/English with English/Hindi as a main subject at the degree level or b) Master's degree of a recognized University in any subject with Hindi as the medium of instruction with English as a compulsory subject at degree level or c) Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized Diploma/ 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/State Government offices, including Government of India Undertakings

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Whether age and educational qualification 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 posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/ transfer to be made	If an Internal Promotion Committee exists, what is its composition (For considering confirmation of direct recruits).
9	10	11	12	13
Age – No Educational qualification – Yes, except the condition of Diploma/ Certificate of translation or experience of 2 years as prescribed in category (c) of Column 8 shall not be applicable to internal candidates.	Two years for direct recruits	100% through Limited Internal Competitive Examination (LICE) from amongst the non-Executives working in BSNL who are in the pay scale of Rs. 6550-185-9325/- (IDA) or below with 3 years' regular service in the grade(s), failing which by direct recruitment. The upper Age limit for appearing in the Limited Internal Competitive Examination shall be 45 years for General candidates, 50 years in respect of Scheduled Caste/Scheduled Tribes candidates and 48 years in respect of OBC candidates. **Note-1:** The appointees to the post of Junior Hindi Translator shall be required to undergo following training successfully within a period of 2 years from the date of appointment as Junior Hindi Translator, failing which their annual increments shall not be drawn:- (c) Translation work from Hindi to English and vice-versa from Central Translation Bureau, and (d) In-service Computer familiarization training with particular orientation towards use of popular Hindi Software e.g. GIST I.S.M.2000, AKSHAR, APS Corporate 2000 ++, etc., during the period of probation. **Note-2:** The seniority of the officials will be determined with reference to the marks obtained in the LICE. **Note 3:** The crucial date for reckoning the date for eligibility and counting of service for appearing in the Limited Internal Competitive Examination shall be 1st July of the Recruitment Year.	Not applicable	i) An officer of JAG of I.T.S. - Chairman ii) An officer of STS of Group 'A' - Member. iii) An officer of STS of Group 'A' - Member. Note: The cadre of Junior Hindi Translator shall be a Circle Cadre. The Dy. General Manager in-charge of Administration of the concerned circle shall be the Appointing Authority.

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SCHEDULE

SENIOR HINDI TRANSLATOR

Name of Post	Number of Posts	Classification	Scale of Pay	Whether selection by merit or selection – cum-seniority or non-selection-post	Age limit for Direct Recruits	Whether benefit of added years of service admissible	Educational and other qualification required for Direct Recruits
1	2	3	4	5	6	7	8
Senior Hindi Translator	49* (As on) 31.3.2003 * (Subject to ariation ependent on orkload)	Non-Executive	Rs.7800-225-11175 (IDA)	Non-Selection	Between 18 and 30 years (Relaxable for internal candidates in accordance with orders issued on the subject.	Not applicable	Not applicable

and educational qualification 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 posts to be filled by various methods	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made	If a Departmental Promotional Committee exists, what is its composition.
9	10	11	12	13
Not applicable	Two years	100% by promotion	From amongst Junior Hindi Translators with 4 years regular service in the grade Note 1: The appointees to the post of Senior Hindi Translator shall be required to undergo following trainings successfully, if not already undergone such training earlier, within a period of 2 years from the date of appointment as Senior Hindi Translator, failing which annual increments shall not be drawn. (a) Translation work from Hindi to English and vice-versa from Central Translation Bureau, and (b) In-service computer familiarization training with particular orientation towards use of popular Hindi Software e.g. GIST I.S.M. 2000, AKSHAR, APS Corporate 2000 ++, etc., during the period of probation.	Internal Promotion Committee consisting of the following officers:- i) An officer of JAG of I.T.S. - Chairman ii) An officer of STS of Group 'A' - Member. iii) An officer of STS of Group 'A' - Member. Note: The cadre of Senior Hindi Translator shall be a Circle Cadre. The Dy. General Manager in-charge of Administration of the Circle concerned shall be the Appointing Authority.

No. 201-3/2003-PERS-III

(RAJENDER PRASAD)
ASSTT. DIRECTOR GENERAL (PERS.-III)

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