

ए-12018/04/2022-केहिप्रसं/ 3315

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भारत सरकार
गृह मंत्रालय, राजभाषा विभाग
केंद्रीय हिंदी प्रशिक्षण संस्थान

7वीं मंजिल, अंत्योदय भवन,
सी.जी.ओ. काम्पलेक्स, लोदी रोड,
नई दिल्ली - 110003

दिनांक:- '27 OCT 2022

सेवा में

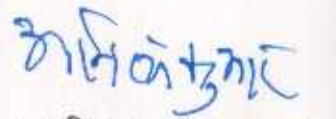
श्री नरेन्द्र कुमार प्रसाद,
सहायक निदेशक (ट/आ),
केंद्रीय हिंदी प्रशिक्षण संस्थान,
नई दिल्ली

विषय:-बेवसाइट में अपलोड करने के संबंध में।

महोदय,

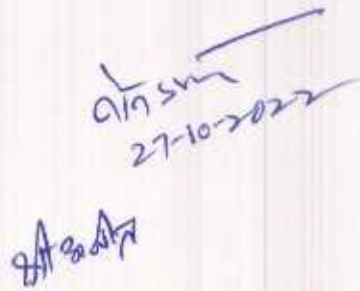
राजभाषा विभाग के दिनांक:22.10.2022 के कार्यालय ज्ञापन सं.14034/14/2022-रा.भा.(प्रशि.) के संदर्भ में केंद्रीय हिंदी प्रशिक्षण संस्थान/हिंदी शिक्षण योजना में सहायक निदेशक (हिंदी टंकण एवं हिंदी आशुत्तिपि) पद के लिए भर्ती नियम बनाए जाने पर हितधारकों से टिप्पण/विचार/सुझाव लेने हेतु संलग्न उक्त कार्यालय ज्ञापन को इस कार्यालय की बेवसाइट में अपलोड करने की कृपा करें।

भवदीय,



(अनिल कुमार)
प्रभारी निदेशक

संलग्न:-यथोपरि।


27-10-2022

फा.सं.14034/14/2022-रा.भा.(प्रशि.)

भारत सरकार
बृह मंत्रालय
राजभाषा विभाग

नई दिल्ली-110001

दिनांक- 22.10.2022.

कार्यालय जापन

विषय- केंद्रीय हिंदी प्रशिक्षण संस्थान/हिंदी शिक्षण योजना में सहायक-निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि) पद के लिए भर्ती नियम बनाए जाने पर हितधारकों से टिप्पणी/विचार/सुझाव लेना ।

केंद्रीय हिंदी प्रशिक्षण संस्थान को उपरोक्त के संदर्भ में सूचित करना है कि कार्मिक तथा प्रशिक्षण विभाग के दिनांक 13 अक्टूबर, 2015 के कार्यालय जापन संख्या एबी-14017/61/2008-स्था.(आर.आर.) के अनुसार भर्ती नियमों का निर्धारण/संशोधन करने हेतु लिए प्रारूप भर्ती नियमों को संबंधित मंत्रालय/विभाग/कार्यालय की वेबसाइट पर 30 दिनों के अंदर हितधारकों (Stake Holders) से टिप्पणियाँ आमंत्रित करने के लिए अपलोड किया जाए ।

2. अतः संस्थान को निर्देश दिए जाते हैं कि वे केंद्रीय हिंदी प्रशिक्षण संस्थान/हिंदी शिक्षण योजना में सहायक निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि) पद के प्रारूप भर्ती नियम, केंद्रीय हिंदी प्रशिक्षण संस्थान की आधिकारिक वेबसाइट पर अपलोड करवाएँ तथा सभी हित धारकों (Stake Holders) को सूचित करें कि यदि वे सहायक निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि) पद के भर्ती नियम के मसौदे पर कोई सुझाव देना चाहते हैं तो वे वेबसाइट पर अपलोड होने की तारीख से 30 दिनों के अंदर अपने सुझाव उचित माध्यम से प्रस्तुत कर सकते हैं। यदि निर्धारित अवधि के अंदर कोई टिप्पणी/सुझाव प्राप्त नहीं होते हैं तो सहायक निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि) के भर्ती नियमों पर आगे की कार्रवाई की जाएगी। सहायक निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि) के प्रारूप भर्ती नियम इस कार्यालय जापन के साथ भेजे जा रहे हैं।

3. संस्थान को ये भी निर्देश दिए जाते हैं कि सहायक निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि) के ड्राफ्ट भर्ती नियम (अधिसूचना/अनुसूची) पर स्टैक होल्डर से प्राप्त सुझाव/अभिमतों पर कार्मिक तथा प्रशिक्षण विभाग के दिशा-निर्देशों को ध्यान में रखते हुए उन पर अपने अभिमत देते हुए राजभाषा विभाग को भिजवाना सुनिश्चित करें ।


(शिव दास सरकार)

उप सचिव, भारत सरकार

सेवा में,

प्रभारी निदेशक एवं विभागाध्यक्ष
केंद्रीय हिंदी प्रशिक्षण संस्थान,
नई दिल्ली.

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[To be published in Part-II, Section 3, Sub-section(i) of the Gazette of India]

Government of India
Ministry of Home Affairs
Department of Official Language
New Delhi, dated....., 2022.

Notification

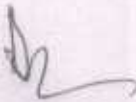
G.S.R..... In exercise of the powers-conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Home Affairs, Department of Official Language, Central Hindi Training Institute/Hindi Teaching Scheme, Assistant Director (Hindi Typewriting and Hindi Stenography) Recruitment Rules, 2014 except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Assistant Director (Hindi Typewriting and Hindi Stenography) in the Central Hindi Training Institute / Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs, namely :-

1. **Short title and commencement.** (i) These rules may be called the Ministry of Home Affairs, Department of Official Language, Central Hindi Training Institute / Hindi Teaching Scheme, Assistant Director (Hindi Typewriting and Hindi Stenography) Recruitment Rules, 2022.

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

2. **Number of post, classification and Pay Level in the Pay Matrix.** The number of posts, its classification, pay level in the 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, qualifications, etc.** The method of recruitment, 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 a 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 any of 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 party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

5. **Powers to relax.**—Where the Central Government is of the opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing and in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving.**—Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

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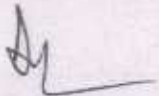
SCHEDULE

5

Name of the Post	Number of Post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or Non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Assistant Director (Hindi Typewriting and Hindi Stenography)	35* (2022) * (Subject to variation dependent on workload)	General Central Service, Group 'A', Gazetted, Non-Ministerial	Level 10 (₹56,100-1,77,500)	Not applicable	Not exceeding 35 years. (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note 1: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory Ladakh, Jammu and Kashmir State, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshweep).

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Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
7	8
<p>Essential :</p> <p>(i) Bachelor's degree from a recognised University with Hindi as one of the compulsory subject or with Hindi Medium; or Bachelor's degree from a recognised University with Hindi as one of the compulsory subjects at 10 + 2 level.</p> <p>(ii) Proficiency in Hindi Stenography with speed of 100 words per minute in Hindi shorthand and 40 words per minute in Hindi typewriting correspond to 12,000 KDPH (Key depressions per hour) on an average of 5 key depression for each word.</p> <p>(iii) One year diploma or certificate course in Hindi typewriting and Hindi stenography conducted by Industrial Training Institute under the aegis of National Council for Vocational Training (NCVT) or State Government or Union Territories.</p> <p>(iv) Five years experience in working as Hindi Stenographer including Hindi Typewriting in the central / state Government office or its PSUs / Corporations /Banks etc. or Two years experience in imparting training of Hindi stenography including Hindi typewriting in Centre / State Govt. training institution / industrial training institute.</p> <p>Desirable :</p> <p>(i) Working knowledge of computer including word processing and softwares relating to Hindi Typewriting.</p>	Not applicable



Period of probation If any	Method of recruitment : Direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods
9	10
Two years for direct recruits.	<p>100 % By Direct Recruitment through Union Public Service Commission.</p> <p>Vacancies caused by the incumbents being away on transfer or on deputation or long illness or study leave or under other circumstances for a duration of one year or more shall be filled on deputation basis from the officers of Central Government.</p> <p>(a) Holding analogous posts on regular basis in the parent cadre or department; or Having Five years regular service in the grade rendered after appointment thereto on regular basis in the pay level-7 (₹44,900 – 1,42,400) or above in parent cadre or department.</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column-7.</p> <p>Note: The Departmental officers in the feeder category 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. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.)</p>



In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Unions Public Service Commission is to be consulted in making recruitment.
11	12	13
Not applicable	Group 'A' Departmental Promotion Committee (For confirmation only) consisting of:- 1 Joint Secretary (OL) - Chairman Department of Official Language 2 Director - Member Department of Official Language. 3 Director - Member Central Hindi Training Institute	Consultation with Union Public Service Commission is necessary for filling up the posts.

