

कार्यालय ज्ञापन

विषय:- राजभाषा विभाग के अधीनस्थ केंद्रीय हिंदी प्रशिक्षण संस्थान/हिंदी शिक्षण योजना में निजी सचिव, लेवल-7 (₹44,900-1,42,400) (राजपत्रित समूह 'ख') के भर्ती नियम बनाए जाने पर हितधारकों से टिप्पण/विचार/सुझाव लेना।

उपरोक्त विषय के संदर्भ में उप सचिव, भारत सरकार, राजभाषा विभाग के दिनांक- 04/07/2023 के कार्यालय ज्ञापन संख्या-14034/16/2021-रा.भा.(प्रशि.) की प्रति सभी हितधारकों के विचार/सुझाव आमंत्रित करने के लिए इसके साथ संलग्न की जा रही है।

सभी हितधारकों को यह निदेश दिए जाते हैं कि वे ड्राफ्ट भर्ती नियमों के प्रारूपों पर अपने सुझाव/अभिमत (यदि कोई है) अधोहस्ताक्षरी को इस पत्र के जारी होने के 30 दिनों के अंदर प्रस्तुत कर दें।

(नरेन्द्र कुमार प्रसाद)

उप निदेशक (टंकण/आशुलिपि) एवं कार्यालयाध्यक्ष

प्रतिलिपि:-

1. उप सचिव, भारत सरकार, राजभाषा विभाग को उनके दिनांक 04/07/2023 के कार्यालय ज्ञापन संख्या-14034/16/2021-रा.भा.(प्रशि.) के संदर्भ में सूचनार्थ।
2. संयुक्त निदेशक (टंकण/आशुलिपि) केंद्रीय हिंदी प्रशिक्षण संस्थान, नई दिल्ली।
3. संयुक्त निदेशक (भाषा), हिंदी शिक्षण योजना, मध्योत्तर, नई दिल्ली।
4. उपनिदेशक (पूर्व/पश्चिम/दक्षिण/पूर्वोत्तर/परीक्षा), हिंदी शिक्षण योजना, कोलकाता, चेन्नई, गुवाहाटी, मुंबई, नई दिल्ली।
- ✓ 5. सहायक निदेशक (टंकण/आशुलिपि) एवं वेबसाइट के लिए नोडल अधिकारी को इस अनुरोध के साथ कि इस पत्र को अनुलग्नक के साथ शीघ्र वेबसाइट पर अपलोड करने का कष्ट करें।

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

Government of India
Ministry of Home Affairs
Department of Official Language
New Delhi,, 2023.

Notification

G.S.R..... In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Private Secretary in the Central Hindi Training Institute/Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs, namely :-

1. **Short title and commencement.** These rules may be called the Ministry of Home Affairs, Department of Official Language, Central Hindi Training Institute/Hindi Teaching Scheme, Private Secretary, Recruitment Rules, 2023.

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

2. **Number of post, classification and level in the pay matrix.** The number of posts, its classification, 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 to the said post 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 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, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Savings.**__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.

SCHEDULE

| Name of the post | Number of post | Classification | Level in the Pay Matrix | Whether selection post or non-selection post | Age limit for direct recruits |
|-------------------|----------------|--|-------------------------|--|-------------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| Private Secretary | 1* (2023) | General Central Service, Group 'B' Gazetted, Ministerial | Level-7, ₹44900-142400 | Selection | Not applicable |

| | | | |
|---|---|-----------------------------|--|
| 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 |
| (7) | (8) | (9) | (10) |
| Not applicable | Not applicable | Not applicable | By promotion from Stenographer Grade-1 |

| 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 Union Public Service Commission to be consulted in making recruitment |
|---|---|---|
| (11) | (12) | (13) |
| <p>Promotion: Stenographers Grade-I, in the Level-6 (₹35400-112400) with five years regular service in the grade rendered after appointment thereto on regular basis.</p> <p>Note: 1 Vacancies caused by incumbents being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may filled on deputation from the officials of the central government holding analogous post on regular basis Level in the Level-7 (₹44,900 – 1,42,400).</p> <p>Note: 2 Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/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/eligibility service.</p> | <p>Group 'B' Departmental Promotion Committee (for considering promotion) consisting of:-</p> <p>1. Joint Secretary - Chairman Department of Official Language</p> <p>2. Director/Dy. Secretary - Member Department of Official Language</p> <p>3. Director - Member Central Hindi Training Institute</p> | <p>Consultation with Union Public Service Commission is not necessary.</p> |

[No.14034/16/2021-OL(Trg.)]

(Anil Kumar)
Deputy Secretary to
the Government of India.