

फा.सं. 14034/19/2022-रा.भा.(प्रशि)

1534
10.05.2023

भारत सरकार

गृह मंत्रालय

राजभाषा विभाग

एनडीसीसी-2 भवन, नई दिल्ली-01

दिनांक 05.05.2023

कार्यालय जापन

विषय:- राजभाषा विभाग के अधीनस्थ केंद्रीय हिंदी प्रशिक्षण संस्थान/हिंदी शिक्षण योजना में अवर श्रेणी लिपिक, लेवल-2 (₹19,900-63,200) (अराजपत्रित समूह 'ग') के मौजूदा भर्ती नियम 2013 में संशोधन किए जाने पर हितधारकों से टिप्पण/विचार/सुझाव लेना।

केंद्रीय हिंदी प्रशिक्षण संस्थान को उपरोक्त विषय 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(आरआर) के अनुसार भर्ती नियमों का निर्धारण/संशोधन करने के लिए प्रारूप भर्ती नियमों को संबंधित मंत्रालय/विभाग/कार्यालय की वेबसाइट पर 30 दिनों के अंदर हितधारकों (Stakeholders) से टिप्पणियां आमंत्रित करने के लिए अपलोड किया जाए।

2. अतः संस्थान को निदेश दिए जाते हैं कि केंद्रीय हिंदी प्रशिक्षण संस्थान/हिंदी शिक्षण योजना में अवर श्रेणी लिपिक पद के ड्राफ्ट भर्ती नियम, केंद्रीय हिंदी प्रशिक्षण संस्थान की अधिकारिक वेबसाइट पर अपलोड करवाएं तथा सभी हितधारकों (Stakeholders) को सूचित करें कि यदि वे अवर श्रेणी लिपिक पद के भर्ती नियमों 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 अवर श्रेणी लिपिक पद के भर्ती नियमों पर आगे की कार्रवाई की जाएगी। अवर श्रेणी लिपिक पद के ड्राफ्ट भर्ती नियम इस कार्यालय जापन के साथ भेजे जा रहे हैं।

3. संस्थान को ये भी निदेश दिए जाते हैं कि अवर श्रेणी लिपिक पद के ड्राफ्ट भर्ती नियमों (अधिसूचना/अनुसूची) पर स्टैक होल्डर से सुझाव/अभिमत 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।

3/5/23

21/5/23
10/5/23

र.रा.व.
(सरोज मेरी खालखो)

अवर सचिव, भारत सरकार

सेवा में,
निदेशक

केंद्रीय हिंदी प्रशिक्षण संस्थान
नई दिल्ली - 110003

10/5/23
श्रीमती किश

[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....., 2023.

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, Lower Division Clerk Recruitment Rules, 2013 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 posts of Lower Division Clerk 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, Lower Division Clerk, Recruitment (Amendment) Rules, 2023.

(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 so doing, 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 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 or Non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Lower Division Clerk	40*(2022) *Subject to variation dependent on work load.	General Central Service Group 'C' Non-Gazetted, Ministerial	Level-2 (₹19900 – 63200)	Non-Selection	Between 18 to 27 years of age (Relaxable for Government servants upto 40 years in case of general candidates and upto 45 years in case of candidates belonging to Scheduled Castes and Scheduled Tribes 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 fixed by the Staff Selection Commission.

Educational and other qualification 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	Mode 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
<p>(i) 12th standard pass or equivalent from a recognised Board or University or equivalent.</p> <p>(ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer.</p> <p>(35 words per minute and 30 words per minute corresponding to 10500 key depressions per hour or 9000 key depressions per hour on an average of 5 key depressions for each word.)</p>	Not applicable	Two years for direct recruits	<p>(i) 85 percent by Direct recruitment through Staff Selection Commission.</p> <p>(ii) 10 percent of the vacancies shall be filled up from amongst the Group 'C' staff in the pay level-1 (₹18000-56900) who possess 12th standard pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of a department qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the Scheduled Castes or Scheduled Tribes.)</p> <p>Note : If more of such employees than the number of vacancies available under clause (ii) qualify at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at later examination.</p> <p>(iii) 5 percent of vacancies shall be filled by promotion on seniority-cum-fitness basis from Group 'C' employees who have three years regular service in Level-1 (₹18000-56900) in the Pay Matrix.</p> <p>Note 1 : 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 alongwith their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: Upon appointment to the post the officers shall be required to undergo suitable training as may be prescribed by the Competent Authority.</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 Union Public Service Commission to be consulted in making recruitment :
11	12	13
5 percent of vacancies shall be filled by promotion on seniority-cum-fitness basis from Group 'C' employees who have three years regular service in Level-1 (₹18000-56900) in the Pay Matrix.	<p>Group 'C' Departmental promotion committee (for considering promotion/confirmation) consisting of :</p> <p>In Central Hindi Training Institute, Hindi Teaching Scheme (North Central Region)</p> <p>1. Director, Central Hindi Training Institute - Chairman</p> <p>2. Under Secretary, Department of Official Language Member</p> <p>3. Any other Gazetted Officer (belonging to Scheduled Caste/Scheduled Tribe)/ to be nominated by Director, Central Hindi Training Institute from CHTI Headquarters - - Member</p> <p>In Hindi Teaching Scheme (Regional Offices outside North Central Region)</p> <p>1. Joint Director/Deputy Director (Head of Office, as the case may be) - Chairman</p> <p>2. Assistant Director (in the region nominated By Head of Office) - Member</p> <p>3. Any other Gazetted Officer (belonging to Scheduled Caste/Scheduled Tribe)/ to be nominated by Director, Central Hindi Training Institute from CHTI Headquarters - - Member</p>	Not applicable

File No. 14034/19/2022-रा.भा.(प्रशि.)

(ANIL KUMAR)
DEPUTY SECRETARY (TRG.)