

**INDIAN COUNCIL OF MEDICAL RESEARCH
(ICMR)**

Recruitment Rules For Hindi Cadre Posts

New Delhi

2013

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PREFACE

It was felt necessary to review the existing recruitment rules and guidelines to formulate a comprehensive set of rules covering all the aspects of recruitment and selection for posts under Hindi cadre. Keeping this in view a document entitled Hindi Cadre Rules-2013 has been finalized, The designations and scales for various posts prescribed are based on the scales and designation available in the RRs of Department of Official Language, Ministry of Home Affairs. These shall be automatically stand changed from time to time as amended by Department of Official Language.

These rules replaces earlier notified rules circulated vide letter No.16/58/95-Admn.II (Part.I) dated 31.5.2000. It is hoped that these rules will address the long standing demand of Hindi Cadre and enable all concerned to remove difficulties faced hitherto in resolving outstanding issues relating to recruitment and promotion of Hindi staff of the cadre.

Senior DDG (Admin)

ICMR, NEW DELHI

RECRUITMENT RULES FOR ADMINISTRATIVE CADRE POSTS IN ICMR

In exercise of powers conferred under the Rules & Regulations and Bye-laws of the ICMR, the Director General ICMR formulates the following Recruitment Rules for Hindi Cadre posts in ICMR.

1. Short Title & Commencement

- (1) These Rules shall be called "Hindi Cadre Rules 2013"
- (2) They shall come into force on the date of their publication.

2. Definitions

In these rules unless the context otherwise requires:

- a) "Appendix" means the Appendix appended to these rules
- b) "Appointing Authority" means the Sr. Dy. Director General (Admin) in the case of Group B&C posts (PB-2, Rs. 9300-34800 with Grade pay from Rs. 4200 4600) of Hqrs. Office and Director or Director-in-Charge of the Institutes/Centres as the case may be, and DG, ICMR in the case of all Group A posts (PB-3 & 4 Rs. 15600-39100 with Grade pay from Rs. 5400 to 6600).
- c) "Authorized cadre strength" in relation to a cadre, means the strength of duty posts in that cadre against which regular appointment may be made.
- d) "Cadre" means the ICMR Administrative Finance & Accounts Cadre.
- e) "Council" means the Indian Council of Medical Research
- f) "DG, ICMR" means the Director General of Indian Council of Medical Research
- g) "Director" means the Director/Director-in-charge of the Institute/Centre
- h) "Duty post" means any post permanent or temporary included in the Schedule
- i) "Government" means the Department of Health Research in the Government of India
- j) "Institutes / Centres" means the permanent Institutes and Centres of the Council.
- k) "Hindi Cadre" means the groups of posts mentioned under rule 3 of these rules.
- l) "Scheduled Castes and Scheduled Tribes" have the same meaning as assigned to them in clause (24) and (25) respectively of Article 366 of the Constitution of India.
- m) "Schedule" means the schedules appended to these rules

3. Composition of the Cadre

The Composition of Hindi Cadre Posts would be as under: -

Table-1

Hindi Posts

Group	Post /Grade	Residency Period in years for promotion to next grade pay	Pay Scale (5 th CPC) Rs.	Pay Scale (6 th CPC) under Part –A Rs.		
				Pay Band	Pay Scale	Grade Pay
B	Jr. Translator	5	Rs. 6500-10,500	PB -2	9300-34800	4200
B	Sr. Translator	3	Rs. 7450-11,500	PB -2	9300-34800	4600
A	Asstt. Director (OL)	5	8000-13500	PB-3	15600-39100	5400
A	Dy Director (OL)		10000-15,200	PB-3	15600-39100	6600

4. Method of recruitment and eligibility

Recruitment to various grades of the cadre shall be made in accordance with the Schedule. For Direct Recruitment to the post of Junior Translator, the paper for written examination shall be set up by DG, ICMR or his nominee.

5. Authorized cadre strength of the Grades

The authorized cadre strength of various grades of the cadre on the date of commencement of the rules shall be as specified in the Schedule.

6. Initial Constitution of the Cadre

(1) All Group A, B&C Hindi Staff working in the Council on the date of commencement of these rules shall be deemed to have been appointed to the relevant Hindi posts described in rule 3 based on the option given by them, in the scales of pay corresponding to those which they were holding on

regular basis on the date of the initial constitution as shown in the above table. DG, ICMR shall have the authority to modify, alter or make additions or deletions in the table.

(2) To the extent the sanctioned strength of various grades in the cadre is not filled at the time of initial constitution, it shall be filled in accordance with rule 7.

7. Recruitment after initial constitution of the cadre

On completion of the initial constitution of the Cadre by the appointment of existing persons in accordance with Rule 6, all subsequent posts shall be filled in the manner provided in the Schedule.

8. Probation

(1) Every direct recruit and a Promotee from one Pay Band or Grade Pay to another Pay Band or Grade Pay and if it involves change of group after the commencement of these rules shall be on probation for a period of two years from the date of appointment

(2) The period of probation may be extended but the total period of extension of the probation period shall not, save where it is necessary by reason of any Departmental or legal proceedings pending against the person, exceed one year.

(3) During the period of probation the members of the Cadre may be required to undergo such training and pass such tests as the DG, ICMR may prescribe.

9. Seniority

(1) Persons appointed to a Pay Band and Grade Pay on initial constitution of the Cadre shall count their seniority from the date of their regular appointment to the earlier scale and shall be senior to those appointed under Rule 7 after constitution of the cadre. Combined inter-se seniority shall be maintained on all India basis for Group "A" posts to effect promotions.

(2) Direct recruitment shall be Zone wise. Persons recommended and appointed under Rule 7 shall rank inter-se in the order of their appointment to the Pay Band and Grade Pay. Further

Provided that where quotas have been prescribed for various modes of recruitment, the inter-se seniority of the persons appointed to the Pay Band and Grade Pay shall be in accordance with the ratio prescribed for each mode of recruitment.

Provided further that a person recommended for appointment to a Pay Band or Grade Pay refuses at any time to be appointed to that grade for reasons acceptable to the appointing authority, shall on his appointment to the Pay Band & Grade Pay any time thereafter, be placed immediately after the person who was last appointed to the Pay Band & Grade Pay.

10. Liability of officers to serve in India or / and abroad

All employees appointed or deemed to be appointed shall be liable to serve anywhere in India or / and abroad.

11. Posts not covered under the rules

Group 'D' posts shall not form part of these rules.

12. 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 other person,
- Shall be eligible for appointment in the Council:

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

13. Power to relax

Where the DG, ICMR is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing relax any of the provisions of these rules in respect of any class or category of person.

14. Saving

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons like OBC in accordance with the orders issued by the Central Government from time to time in this regard.

15. Interpretation

Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the DG, ICMR, whose decisions shall be final.

16. Power to remove difficulties

If any difficulty arises in giving effect to the provisions of these rules, the DG, ICMR may make such provisions or issue such instructions with regard to the provisions of these rules, as may appear to be necessary or expedient for removal of the difficulty in implementing these rules.

SCHEDULE

HINDI POSTS

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI
RECRUITMENT RULES FOR HINDI POSTS

1	Name of the Post	Jr. Translator
2	No. of Posts	8 (Subject to variation depending on work load)
3	Classification	Group B , Ministerial, Non-Gazetted
4	Scale of Pay	Rs. 6500-10500 (5 th CPC), PB-2, Rs.9300-34800 GP-4200 (6 th CPC)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection by merit
6	Age limit for Direct Recruits	18-28 years, Relaxable for SC/ST/PH/OBC/ Govt./ ICMR employee in accordance with the instructions Issued by DOPT from time to time
7	Educational and other qualifications required for direct recruits	<p>Essential Qualifications</p> <p>Master's degree of a recognized University in Hindi/English with English/Hindi as a main any subject at the degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level:</p> <p style="text-align: center;">Or</p> <p>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.</p> <p>Desirable Qualifications</p> <p>i) Knowledge of typing on computers in Hindi ii) Working experience in Scientific/Biomedical Organizations.</p>
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotee	NA
9	Period of Probation, if any	Two years for Directly recruited
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by DR* failing which by transfer on deputation//transfer

11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	For deputation/transfer from Govt./Autonomous organizations the requirements are given below : (i) Holding analogous posts; or (ii) Posts in the scale of Rs. 5200-20200+GP Rs. 2400 with 10 years regular service in the grade; and (iii) Possessing qualifications as mentioned in col. 7 for DR; (iv) Failing both by DR (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization /deptt. Shall ordinarily not exceed 3 years.)
12	Circumstances in which UPSC is to consulted	Not Applicable
13	If a Selection /D.P.C. exists what is its composition	Appointing Authority: Director / Director-in-Charge of institutes / Centres and Sr.DDG(A) or their nominee- Chairman Two External Members: Asst Director equivalent from Central Govt. offices/Orgns or Academic Institute Internal Member: AO equivalent from other ICMR institute/centre Member Representative from SC/ST category

*Selection through DR shall be on the basis of written test comprising of general comprising of general scientific knowledge in health care and translation from English to Hindi and vice versa.

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|----|-----------------|---------|
| 1. | Hqrs. Office | 3 posts |
| 2. | NIMR | 1 Post |
| 3. | RMRIMS, Patna | 1 Post |
| 4. | DMRC, Jodhpur | 1 Post |
| 5. | RMRC, Jabalpur | 1 Post |
| 6. | NIOH, Ahmedabad | 1 Post |

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI
RECRUITMENT RULES FOR HINDI POSTS

1	Name of the Post	Sr. Translator
2	No. of Posts	One (Subject to variation depending on work load)
3	Classification	Group B , Ministerial, Non-Gazetted
4	Scale of Pay	Rs. 7450-11500 (5 th CPC) , PB-2 Rs.9300-34800 GP 4600 (6 th CPC)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection
6	Age limit for Direct Recruits	18-28 years, Relax able for SC/ST/PH/OBC/ Govt./ ICMR employee in accordance with the instructions Issued by DOPT from time to time.
7	Educational and other qualifications required for direct recruits	<p>i) Master's degree of a recognized University in Hindi/English, with English/Hindi as a compulsory/elective subject or as medium of examination at degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized University in any subject other than Hindi/English, with Hindi/English medium, and English/Hindi as a compulsory/elective subject or as medium of examination at degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized University in any subject other than Hindi/English, with Hindi and English as compulsory/elective subject or either of the two as medium of examination and the other as a compulsory/elective subject at degree level.</p> <p style="text-align: center;">and</p> <p>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.</p> <p>ii) Five years experience in Translational work from English to Hindi and vice versa preferably in a Scientific Govt./Autonomous Organizations.</p> <p>Desirable Qualifications</p> <p>i) Knowledge of typing on computers in Hindi</p> <p>ii) Working experience in Scientific/Biomedical Organizations.</p>
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotee	Age – No, Educational Qualifications – Yes as mentioned in Col. 7 for the post of Junior Translator
9	Period of Probation, if any	Two years for Directly recruited

10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by Promotion failing which by transfer on deputation.
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	By promotion from amongst Jr. Translator with 5 years regular service in GP Rs.4200. For deputation/transfer from Govt./Autonomous organizations the requirements are given below : (i)Holding analogous posts; or (ii)Posts in the scale of Rs. 9300-34800+GP Rs. 4200 with 5 years regular service in the grade; and (iii)Possessing qualifications as mentioned in col. 7 for DR; (iv)Failing both by DR (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization /deptt. Shall ordinarily not exceed 3 years.)
	Circumstances in which UPSC is to be consulted	Not Applicable
13	If a Selection /D.P.C. exists what is its composition	Appointing Authority: Director / Director-in-Charge of institutes / Centres and Sr.DDG(A) or their nominee- Chairman Two External Members: Asst Director equivalent from Central Govt. offices/Orgns or Academic Institute Internal Member: AO equivalent from other ICMR institute/centre Member Representative from SC/ST category

1. NJIL&OMD, Agra

1 Post

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI
RECRUITMENT RULES FOR HINDI POSTS

1	Name of the Post	Assistant Director (OL)
2	No. of Posts	3 (Subject to variation depending on work load)
3	Classification	Group A, Ministerial
4	Scale of Pay	Rs. 8000-13500 (5 th CPC) PB-3, Rs.15600-39100 + GP Rs. 5400 (6 th CPC Part-A)
5	Whether Selection-cum-seniority or selection by merit or non-selection	Selection
6	Age limit for Direct Recruits	Not exceeding 35 years. Relax-able for SC/ST/PH/OBC/ Govt./ ICMR employee in accordance with the instructions or orders issued by DOPT from time to time.
7	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(1) Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. Or Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. or Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level. Or Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level. Or Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p style="text-align: center;">with</p> <p>(ii) 5 years experience of terminological work in Hindi and/or translation work from English to Hindi or vica-versa, preferably of technical or scientific reports/literature. or 5 years experience of teaching, research, writing or journalism in Hindi</p> <p>Desirable:</p> <p>i) Knowledge of typing on computer in Hindi. ii) Additional working experience in Scientific/Biomedical Organisations.</p>
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotee	Age- No, qualification-Yes
9	Period of Probation, if any	Two years for Directly Promoted

10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	<p>100% by promotion</p> <p>(a) From amongst Sr. Hindi Translator (GP Rs.4600) with 3 years regular service in GP Rs. 4600.</p> <p style="text-align: center;">Or</p> <p>(b) From amongst Jr. Translator (GP Rs.4200) with 8 years regular service, and</p> <p>(c) Possessing educational qualifications and experience laid down for direct recruits under Col.7</p> <p>Deputation:</p> <p>i) Holding analogous posts; or</p> <p>ii) 3 years regular service as Sr. Translator (GP Rs.4600)</p> <p>iii) 8 years regular service as Jr. Translator (GP Rs.4200)</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization /deptt. Shall ordinarily not exceed 3 years.)</p>
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	100% by promotion from Senior Translator/Junior Translator with 3/8 years regular service respectively in the grade failing which by transfer on deputation/ transfer failing both by DR
12	Circumstances in which UPSC is to be consulted	Not Applicable
13	If a Selection /D.P.C. exists what is its composition	<p>Appointing Authority: Director General ICMR or his nominee- Chairman</p> <p>Two External Members: Asst Director equivalent from Central Govt. offices/Orgns or Academic Institute</p> <p>Member: AO equivalent from other ICMR institute/centre</p> <p>Member: Representative from SC/ST Category</p>

1. Hqrs. Office - 1 Post
2. NIMR, Delhi - 1 Post
3. NJIL&OMD, Agra - 1 post

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI

RECRUITMENT RULES FOR Hindi POSTS

1	Name of the Post	Dy Director (OL)
2	No. of Posts	One (Subject to variation depending on work load)
3	Classification	Group A , Ministerial
4	Scale of Pay	Rs. 10000-15200 (5 th CPC) PB-3-Rs.15600-39100 + GP Rs. 6600 (6 th CPC Part-A)
5	Whether Selection-cum-seniority or election by merit or non-selection	Selection
6	Age limit for Direct Recruits	NA
7	Educational and other qualifications required for direct recruits	NA
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotee	No
9	Period of Probation, if any	NA
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by promotion failing which by deputation.
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	(a) By promotion of Asst Director (OL) of ICMR in PB-3, Rs. 15600-39100+ GP Rs. 5400 having rendered five years regular service in the grade. (b) Failing (a) above by deputation of officers of Govt./Autonomous organizations holding; (i) Analogous post on regular basis in the parent cadre Or (ii) Working as Asst Dir (OL) PB-3, Rs. 15600-39100+ GP Rs. 5400 with at least five years regular service in the Assistant Director (OL)
12	Circumstances in which UPSC is to be consulted	Not Applicable
13	If a Selection /D.P.C. exists what is its composition	Appointing Authority Director General, ICMR or his nominee- Chairman Two External Members Deputy Director equivalent from Central Govt. offices/Orgns or Academic Institute Member ADG (Adm) or equivalent from other ICMR institute/centre Member Representative from SC/ST category

1. Hqrs. Office - 1 Post

