

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान  
National Institute of Fashion Technology  
स्थापना-II विभाग, निफ्ट मुख्यालय  
Establishment-II Department, NIFT Head Office,  
हौज़ खास, नई दिल्ली  
Hauz Khas, New Delhi

1253(2)/NIFT/HO/Estt-II/BOG-Action Taken/2019

28.02.2020


OFFICE MEMORANDUM

Subject: Re-designation of Junior Hindi Translator and Revision in Recruitment Rules of the post.

Reference: OM No.1202(12)/NIFT/HO/Estt/Recrt Rules-Jr. Hindi Translator/2018 dated 09.08.2018 (enclosed)

The Board of Governors of NIFT in its 48<sup>th</sup> meeting held on 13.01.2020 has approved the following amendments:

- (i) Re-designation of Junior Hindi Translator as Junior Translation Officer.
- (ii) Elimination of phrase '*full time*' (relating to required course/qualification) from clause-5.1(Qualification, Experience and Age Limit for Direct Recruitment) of the NIFT Rules for recruitment to the post as notified vide OM dated 09.08.2018 referred above.

  
(सैयद अशरफ)/(Syed Ashraf)  
ओएसडी(स्थापना)/OSD(Estt)

संलग्नक/Encl.: उपरोक्त/as above

प्रतिलिपि/Copy to:-

1. Director(Admn), NIFT-HO
2. CVO-NIFT-HO
3. Dean(A), NIFT-HO
4. Director(F&A), NIFT-HO
5. Director(NRC)/(IT), NIFT-HO – with request to upload this OM on NIFT website.
6. Director, All NIFT Campuses :
7. Joint Director, All NIFT Campuses
8. PS to DG-NIFT
9. Guard File

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**Establishment Department- Head Office**  
**New Delhi**

No.1202(12)/NIFT/HO/Estt/Recit Rules-Jr. Hindi Translator/2018


9<sup>th</sup> August, 2018

**OFFICE MEMORANDUM**

**Sub: Recruitment Rules for the post of Junior Hindi Translator.**

The Board of Governors in its 42<sup>nd</sup> meeting held on 26<sup>th</sup> April, 2018 had approved the creation of 16 posts of Junior Hindi Translator in the Grade Pay of Rs.4200 / Level-6.

2. The Recruitment Rules for the post of Junior Hindi Translator as approved by the Board in its 43<sup>rd</sup> meeting held on 9<sup>th</sup> July, 2018 are enclosed for information.

  
09/08/18  
(Simesh Verma)  
Registrar  
M

Encl: as above

Copy to:

1. CVO, NIFT
2. Director-Admn (I/c), NIFT HO
3. Campus Director, All NIFT Campuses
4. Dean (A), NIFT
5. Director (F&A)
6. Director (NRC/IT), NIFT - with request to upload the RRs on NIFT website
7. PS to DG, NIFT

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान  
स्थापना विभाग - मुख्यालय  
नई दिल्ली

No.1202(12)/NIFT/HO/Estt/Recit Rules-Jr. Hindi Translator/2018


9 अगस्त, 2018

कार्यालय जापन

विषय: जूनियर हिंदी अनुवादक के पद के लिए भर्ती नियम।

बोर्ड ऑफ गवर्नर्स, निफ्ट ने 26 अप्रैल, 2018 को आयोजित 42वीं बैठक में जूनियर हिंदी अनुवादक, ग्रेड पे ₹4200 / स्तर-6 के 16 पदों की उत्पत्ति को मंजूरी दे दी थी।

2. 9 जुलाई, 2018 को आयोजित 43वीं बैठक में बोर्ड द्वारा अनुमोदित जूनियर हिंदी अनुवादक के पद के लिए भर्ती नियम जानकारी के लिए संलग्न हैं।

  
09/08/18  
(सिमेश वर्मा)  
रजिस्ट्रार

संलग्न: ऊपरोक्त अनुसार

प्रतिलिपि:

1. मुख्य सतर्कता अधिकारी, निफ्ट
2. निदेशक-प्रशासन (प्रभारी), निफ्ट मुख्यालय
3. कैंपस निदेशक, सभी निफ्ट कैंपस
4. डीन (ए), निफ्ट
5. निदेशक (वित्त एवं लेखा), निफ्ट
6. निदेशक (एनआरसी / आईटी), निफ्ट - निफ्ट वेबसाइट पर भर्ती नियम अपलोड करने के अनुरोध के साथ
7. महानिदेशक, निफ्ट के निजी सचिव

**NIFT RULES 2018 FOR RECRUITMENT OF JUNIOR HINDI TRANSLATORS**  
**IN NIFT**

In exercise of powers conferred under Section 25(2) of NIFT Act 2006, the BOG of NIFT formulated the following rules for Junior Hindi Translator in NIFT.

**1. Short title for commencement:**

These Rules shall be called "NIFT Rules, 2018 for Recruitment of Junior Hindi Translator" and shall come into force with effect from the date of notification.

**2. Scope / application:**

These Rules shall be applicable for recruitment of Junior Hindi Translator.

**3. Definition:**

- (a) "Appointing Authority" means the authority as specified in Act or the Statutes.
- (b) "Board" means the Board of Governors of the Institute.
- (c) "Chairperson" means the Chairperson of the Institute.
- (d) "DG-NIFT" means the Director-General of the Institute.
- (e) "Expert" means Experts approved by BOG for selection Panel / DPC.

**4. Classification of Posts and Cadre Strength : Group 'B'**

4.1 The grades/ scales of pay of Junior Hindi Translator covered under these Rules shall be such as may be determined by NIFT from time to time. The existing grade / scale of pay of Junior Hindi Translator is Rs.9300-34800/- + Grade Pay Rs.4200/- / Level-6 of pay matrix.

**4.2 Cadre Strength:**

Isolated Posts

**5. Recruitment:**

The post of Junior Hindi Translator shall be filled by Direct Recruitment (on contract) basis. After satisfactory completion of five years of service on contract basis, the incumbent shall be considered for regularization.

Number of Posts : 16

**5.1 Qualification, Experience and Age limit for Direct Recruitment:**

The qualification, experience and age limit to the said posts shall be specified in the Schedule. Age will be relaxable for SC/ST/OBC/PH candidates as per Government of India instructions. All Degree/Diplomas prescribed for the posts of Junior Hindi Translator shall be on the basis of full time course from recognized institute. Experience shall be counted post the acquiring of the minimum essential qualifications.

**6. Procedure / Process of Recruitment and Selection:**

6.1 **Notification** : Advertisement for the posts shall be given wide publicity through print media (Newspapers in Hindi & English) and electronic media (NIFT website and other jobsites).

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6.2 **Screening Committee** : DG, NIFT shall constitute a Screening Committee to screen the application for the posts comprising of the following:

- (i) Registrar
- (ii) DG's nominee (Expert)
- (iii) SC/ST/OBC/Minority representative

6.3 **Quorum** : Shall be SC/ST/OBC/Minority representative and one other member of screening committee.

6.4 The Screening Committee shall scrutinize the applications and shortlist candidates for written test as prescribed in the process as laid down hereunder:

6.5 **Selection Procedure:**

Post and Pay Level	Mode of Recruitment	Feeder Cadre	Selection Process
Junior Hindi Translator (Level-6)	Direct Recruitment (on contract) basis	NA	Written Test of the candidates shortlisted by Screening Committee (Annexure-I)

6.6 The constitution of the Selection Committee for making direct recruitment to the posts covered under the Rules (Annexure-II) shall be as under:

Post and Pay Level	Composition of Selection Committee for Direct Recruitment
Junior Hindi Translator (Level-6)	(i) Director General – Chairman (ii) Two Directors to be nominated by Director General (iii) One Expert

Quorum : The quorum for the meeting of the Selection Committees shall be half of the total number of members of the Selection Committee including the Chairman.

6.6.1 A member from Scheduled Caste/ Scheduled Tribe / OBC community of appropriate level shall be nominated on the Selection Committee in case a candidate belonging to any of these categories is under consideration.

6.7 **Appointing Authority:**

In accordance with Section 23 of the Act (Annexure-III), all appointment of Junior Hindi Translator in NIFT will be made by DG, NIFT in accordance with the procedure laid down in the Statutes.

7. **Promotion:** The incumbents shall be eligible for promotion to the post of Sr. Hindi Translator on completion of 5 years of residency period on the post of Jr. Hindi Translator and as Hindi Officer on completion of 3 years of residency on the post of Sr. Hindi Translator. He shall carry his post along with him. The post shall stand upgraded as Sr. Hindi Translator and Hindi Officer thus not increasing the total number of posts in the cadre. The promotion may or may not result in change of assigned duties.

DSI MS

8. **Power to relax:** That any provisions of these Rules may be relaxed by the BOG, NIFT on the recommendations of DG, NIFT wherever considered necessary in organizational interest. The relaxation so given should not be tantamount to the amendment or alteration of the substantive rules.
9. **Interpretation:** Where any doubt arises as to the interpretation of any of the provisions of these Rules, the matter shall be referred to the Appointing Authority as defined in Act or Statutes.

**10. Duties:**

- (i) Translation of day to day official letters, office orders, departmental orders, various publications of official journals, books, forms, circulars, manuals, articles etc., from English to Hindi and vice versa.
- (ii) To collect, examine and review periodical reports and to submit consolidated reports to the competent authority.
- (iii) The compilation/classification of comparative data of achievements under various Government's scheme and programmes.
- (iv) To motivate the employees of NIFT to work in Hindi and help them in preparing the material.
- (v) To initiate follow up action on decision taken in Official language Implementation Committee(s).
- (vi) To take action at Office level on all instructions related to Official language development and to submit related correspondence.
- (vii) To take action at Office level in all matters related to Hindi Teaching Scheme and other training schemes.
- (viii) To assist Hindi Officer in the implementation of work of official language policy and in various official matters.
- (ix) Maintenance of all records related to Official Language.
- (x) Any other work related to development of Official language.

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S.No.	CATEGORIES	DETAILS
1.	Name of the Post	Junior Hindi Translator
2.	No. of Post	16
3.	Classification	Group - B
4.	Pay Scale	PB-2, Rs.9300-34800/- + Grade Pay Rs.4200/- / (Level-6)
5.	Whether Selection post or non-selection post	Selection process will include written test of the candidates shortlisted by the Screening Committee
6.	Whether benefits of added years of services admissible under rule 30 of the CCS (Pension Rules), 1972	Not Applicable
7.	Age limit for Direct Recruitment	30 years (No age limit for NIFT employees working on regular or long term contract) and relaxation to SC/ST/OBC/PH candidates as per Gov rules as under: 05 years - SC / ST 03 years - OBC 05 years - PH (Cumulative for SC/ST/OBC candidates)
8.	Educational Qualifications and experience for Direct Recruitment	<p><b>Essential Qualification :</b></p> <ol style="list-style-type: none"> <li>1. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR</li> <li>2. Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. OR</li> <li>3. Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level ; OR</li> <li>4. Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR</li> <li>5. Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; AND</li> <li>6. Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</li> </ol>

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotion	Not Applicable
10.	Period of Probation if any	2 years
11.	Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the post to be filled by various methods	Direct Recruitment. The nature of appointment will be contractual.
12.	In case of rectt. By promotion/deputation or transfer grades from which promotion / deputation or transfer to be made	Not Applicable
13.	The composition for DPC and for Selection Committee for Direct Recruitment /Deputation	i) Director General – Chairman ii) Two Directors to be nominated by Director General iii) One Expert
14.	Circumstances in which UPSC is to be consulted in making rectt.	Not Applicable

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Scheme of Examination

The Selection procedure for recruitment to the posts of Jr. Hindi Translator will consist of written exam in two papers – Paper-I and Paper-II as per details given below:

Paper-I:

Subjects	Marks	Type
General Hindi	100	Objective
General English	100	Objective

- The question will be designed to test the candidates
- Understanding of the language and literature
- Correct use of words, phrases and idioms
- Ability to write the languages correctly, precisely and effectively
- The questions will be of degree level

Paper-II shall be evaluated in respect of only those candidates, who attain the minimum qualifying standard in Paper-I as may be fixed at the discretion of the Competent Authority.

Paper-II:

Translation and Essay: 200 Marks (Conventional Type)

The paper will contain two passages for translation – one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.

Candidates will be shortlisted on the basis of their performance in Paper-I & Paper-II of the examination only

6/5 11/5

Schedule-II  
(See Statute 19(3))

Posts	Composition of Selection Committee			
	Direct Recruitment	Promotion/Absorption	Deputation	Continuation
Group 'A' Posts in Pay Band -4	1) Chairperson/Board-Chairman 2) Director - General 3) Two Members of the Board 4) Two Experts	1) Chairperson/Board-Chairman 2) Director - General 3) Two Members of the Board 4) Two Experts	1) Chairperson/Board-Chairman 2) Director - General 3) Two Members of the Board 4) Two Experts	1) Chairperson/Board-Chairman 2) Director - General 3) Two Members of the Board 4) Two Experts
Group 'A' Posts in PB-3 with Grade Pay of ₹ 6800/- and above	1) Director - General - Chairman 2) Two Members of the Board 3) Two Experts 4) One Director to be nominated by Director - General	1) Director - General - Chairman 2) Two Members of the Board 3) Two Experts 4) One Director to be nominated by Director - General	1) Director - General - Chairman 2) One Member of the Board 3) Two Experts	1) Director - General - Chairman 2) One Member of the Board 3) One Director to be nominated by Director - General
Group 'A' Posts with Grade Pay ₹ 5400/-	1) Director - General - Chairman 2) One Member of the Board 3) Two Experts 4) One Director to be nominated by Director - General	1) Director - General - Chairman 2) One Member of the Board 3) One Director to be nominated by Director - General 4) One Expert	1) Director - General - Chairman 2) One Member of the Board 3) One Director to be nominated by Director - General 4) One Expert	1) Director - General - Chairman 2) Two Directors to be nominated by Director - General
Group 'B' Posts	1) Director - General - Chairman 2) Two Directors to be nominated by Director - General 3) One Expert	1) Director - General - Chairman 2) Two Directors to be nominated by Director - General 3) One Expert	1) Director - Chairman 2) Two Group 'A' Officers to be nominated by Director - General 3) One Expert	1) Director - Chairman 2) Two Group 'A' Officers to be nominated by Director - General
Group 'C' Posts	1) Director - Chairman 2) Two Group 'A' Officers to be nominated by Director - General from other Centres/Head Office 3) Two Experts to be nominated with Director - General's approval from State/Central Government/Academias	1) Director - Chairman 2) Two Group 'A' Officers to be nominated by Director - General from other Centres/Head Office 3) Two Experts to be nominated with Director - General's approval from State/Central Government/Academias	1) Director - Chairman 2) Two Group 'A' Officers to be nominated by Director - General from other Centres/Head Office 3) Two Experts to be nominated with Director - General's approval from State/Central Government/Academias	1) Director - Chairman 2) Two Group 'A' Officers to be nominated by Director - General from other Centres

THE STATUTE OF SIVA UNIVERSITY  
Part II - Sec 4

*DRP MS*

21. (1) The Institute shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance-sheet, in such form as may be specified, in accordance with such general directions as may be issued by the Central Government in consultation with the Comptroller and Auditor-General of India.

Accounts and audit.

(2) The accounts of the Institute shall be audited by the Comptroller and Auditor-General of India and any expenditure incurred by him in connection with such audit shall be payable by the Institute to the Comptroller and Auditor-General of India.

(3) The Comptroller and Auditor-General of India and any person appointed by him in connection with the audit of the accounts of the Institute shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor-General of India, generally has in connection with the audit of the Government accounts, and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Institute.

(4) The accounts of the Institute as certified by the Comptroller and Auditor-General of India or any other person appointed by him in this behalf, together with the audit report thereon shall be forwarded annually to the Central Government and that Government shall cause the same to be laid before each House of Parliament.

22. (1) The Institute shall constitute, for the benefit of its employees, including the Director-General, in such manner and subject to such conditions as may be prescribed by the Statutes, such pension, insurance and provident funds as it may consider necessary.

Pension and provident fund.

19 of 1925.

(2) Where any such provident fund has been so constituted, the Central Government may declare that the provisions of the Provident Funds Act, 1925 shall apply to such fund as if it were a Government Provident Fund.

23. All appointments of the staff of the Institute, except that of the Director-General, shall be made in accordance with the procedure laid down in the Statutes by—

Appointment.

(a) the Board, if the appointment is made on the academic staff in the post of Assistant Professor or above or if the appointment is made on the non-academic staff in any cadre, the maximum of the pay-scale for which is the same or higher than that of Assistant Professor; and

(b) the Director-General, in any other case.

24. Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:—

Statutes.

(a) the formation of departments of teaching;

(b) the institution of fellowships, scholarships, exhibitions, medals and prizes;

(c) the classification, the method of appointment and the determination of the terms and conditions of service of officers, teachers and other staff of the Institute;

(d) the reservation of posts for the Scheduled Castes, the Scheduled Tribes and other backward categories of persons as may be determined by the Central Government;

(e) the constitution of pension, insurance and provident funds for the benefit of the officers, teachers and other staff of the Institute;

(f) the constitution, powers and duties of the authorities of the Institute;

(g) the establishment and maintenance of halls and hostels;

(h) the manner of filling up of vacancies among members of the Board;

(i) the authentication of the orders and decisions of the Board;

BY MS